|  |  |  |
| --- | --- | --- |
| **LOCATION** | British International School - Hanoi | |
| **JOB TITLE** | **English Teacher** | |
| **JOB PURPOSE** | To provide stimulating lessons that provide students with the opportunities for all students to learn and gain maximum attainment | |
| **REPORTING TO** | Principal and Secondary Headteacher (Line Manager will be Subject Leader) | |
| **DIRECT REPORTS** | None | |
| **OTHER KEY**  **RELATIONSHIPS** | IBDP Coordinator, Secondary Section Leadership Team (SSLT), Heads of Year, NAU Coordinator, Global Campus Coordinator, Exams Officer, HE Counsellor | |
| **PACKAGE** | Main Scale | |
| **KEY RESULT AREA** | | **MEASURES OF PERFORMANCE** |
| **Student Attainment and achievement**   * To promote high standards of work amongst the students * To manage Level 1 and 2 Discipline Issues that occur in the classroom * To promote the ‘Be Ambitious’ programme * Liaise with Tutors and/or Heads of Year regarding any students causing concern, initiate remedial action * Know the reporting procedures to follow in case of a Child Protection issue * Liaise with Learning Support Dept regarding provision mapping of Individual Education Plans for students. * Liaise with EAL Dept regarding further support required for students | | Student attainment meets or exceeds targets |
| **Teaching**   * Plan and prepare for lessons * Teach according to the needs of the students in the class * Sharing good practice with other colleagues | | The delivery of lessons that are good or outstanding |
| **Assessment**   * Provide students with appropriate information that allows them to know where they are and what they need to do to improve * Provide assessment data as required by the Department for tracking * Provide assessment data as required for whole school reporting and tracking | | Work Scrutiny shows clear progression of students’ work and a clear dialogue of feedback |
| **Administration/Development:**   * Contacting parents on academic matters, including follow up on reports, parents’ conferences etc. * Playing a full part in internal and external CPD opportunities including staff meetings * Liaise with Subject Leader to contribute to an annual requisition. * Be involved in the organisation of Department aspect of special days, festivals, House events, assemblies, public speaking, special focus Weeks etc * Contribute to the provision of subject or Year Group related trips and expeditions * Contribute to Department HUB articles * Maintain good quality display in classrooms and public areas which relate to the children’s learning * Offer exciting Extra Curricular Opportunities that meet the needs of the student cohort * Provide occasional cover for absent colleagues * Supervise students on a duty rota * Supervise examinations * Be responsible for personal health and safety and know how to report H&S concerns * Any other reasonable task assigned by the Principal or Head of Secondary | | Parents feel part of the learning process.  The teacher plays an active part in a wide range of the life of the school, both in and out of the classroom  The school operates in a safe and organised manner. |
| **Personal Development**   * Continual development through the identification and implementation of your own Personal Development Plan | | Improved performance  Performance appraisal  Personal Development Plan |
| **Other**   * Promote and embodies *The CORE 7 Leadership Capabilities:*  1. **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance. 2. **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction 3. **Collaborative** – Works collaboratively with others to achieve organisational outcomes 4. **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success 5. **Enabling** – Drives excellence through valuing and developing others 6. **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment 7. **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations  * Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation * A commitment to safeguarding and promoting the welfare of all pupils. * Willingness to undertake appropriate child protection training when required | | Valued member of the team and organisation |

|  |  |
| --- | --- |
| **PERSON SPECIFICATIONS** | |
| **Qualifications/Training** | |
| * Degree plus teaching qualification | Essential |
| * CELTA/DELTA or Equivalent | Desirable |
| **Experience / Knowledge** | |
| * Good working knowledge of the English National Curriculum (including National Curriculum levelling) and IGCSE | Essential |
| * Excellent classroom practice | Essential |
| * Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organization, differentiation and learning strategies | Essential |
| * International Experience | Desirable |
| * Understanding of IB Structure and Philosophy | Desirable |
| * Knowledge of EAL in the mainstream | Desirable |
| * Good working knowledge the IBDP | Desirable |
| **Skills** | |
| * Able to work as part of a team | Essential |
| * High level of IT competence | Essential |
| * Able to teach IBDP Higher Level | Desirable |
| * Use of SIMS | Desirable |
| **Personal Attributes** | |
| * Excellent interpersonal skills | Essential |
| * High levels of personal integrity | Essential |
| * Excellent organisational and time-management skills | Essential |
| * Attention to detail | Essential |
| * Ability to work under pressure and remain calm | Essential |
| * Willingness to take on multiple tasks | Essential |
| * Proactive and able to prompt others to ensure deadlines are achieved | Essential |
| * Self-motivated and enthusiastic | Essential |
| * Ability to work independently | Essential |
| * Continually strive for improvement | Essential |
| * Adaptability | Essential |
| * Sense of Humour | Essential |

**Other Conditions**

Compliance with visa requirements for working in **Vietnam**

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.

Dear Applicant,

Thank you for your interest in working at a Nord Anglia Education school.

By joining one of our schools, you will be welcomed into a global community of approximately 9,000 people working together in 47 schools located in 18 countries around the world. Together, we educate approximately 45,000 students globally from ages 2 to 18 across China, Southeast Asia, the Middle East, The Americas and Europe.

Each of our schools are unique in character and offer an education tailored to meet the needs of its community. However, all our schools are united by our ‘Be Ambitious’ philosophy – we are ambitious for our students, our people and our family of schools. This means that we want every student to achieve more than may have ever thought possible which we ensure through personalised learning enhanced with unique global opportunities.

As a fast-growing family of schools, we also offer unique opportunities for you to grow professionally and develop your career. In addition to gaining exceptional experience in our schools, our teachers have access to a wide range of resources and support to enhance their success. We offer every teacher extensive training and resources though Nord Anglia University, our vibrant professional development community. Nord Anglia University connects you to colleagues around the world in our online international staffroom and also provides access to courses, seminars and the support of educational experts.

Through unique collaborations with The Juilliard School and the Massachusetts Institute of Technology (MIT), you will also get unrivalled access to world leading experts in the performing arts and STEAM subjects (science, technology, engineering, arts and maths). Also, our collaboration with King’s College London, exclusive to Nord Anglia staff, gives you a chance to earn your Executive Master’s in International Education.

You can find out more information about what makes our schools a great place to teach at [www.nordangliaeducation.com/careers](http://www.nordangliaeducation.com/careers)

Good luck with your application.