



DEPUTY HEAD OF PRIMARY JOB DESCRIPTION

LOCATION	British Vietnamese International School Hanoi	
JOB PURPOSE	To offer inspirational and strategic leadership alongside the Head Teacher where integrity, respect and care lie at its core. The professional duties indicated below are for guidance purposes only and are not an exhaustive list. The expectations placed on the Deputy Head Teacher will be those normally associated with a good quality bilingual international school.	
REPORTING TO	Head Teacher for all aspects of work and activities associated with the post.	
DIRECT REPORTS	Curriculum Leaders, Facilities Manager, Facilities Officer, IT Manager	
OTHER KEY RELATIONSHIPS	Internal: <ul style="list-style-type: none">Principal, Assistant Headteacher, Phase Coordinators, Secondary Deputy Head and Assistant Head Teachers, Operations Manager	External <ul style="list-style-type: none">Parents
GENERAL RESPONSIBILITIES		
LEADERSHIP AND ADMINISTRATION		
<ul style="list-style-type: none">Be able to take responsibility in the absence of the Head TeacherWork with the Head Teacher and Primary Senior Leadership Team to formulate strategic direction in line with the vision for the whole schoolPlay an active role on the creation and review of Primary Priorities in a primary development planPublish and implement an appropriate timetable focused on the delivery of a balanced curriculum and maximizing staffing availabilityWork with the Head Teacher to budget effectively for the campusOrganising and implementing the curriculum for the school including timetabling, co-curricular activities and tripsBe responsible for the pastoral care of the studentsPromote self-discipline and good behaviour among studentsWork closely with the Facilities Officer in managing the site safety including campus checks and identification and resolving of any health and safety issues		
STUDENTS		
Teaching and Learning <ul style="list-style-type: none">Monitor standards of teaching and learning across the primary school as outlined in the NAE Primary Quality Assurance schedule		

- To work closely with the Head Teacher in providing visionary leadership for outstanding learning
- Curriculum Attainment and Achievement:**
- Oversee the process of the setting of academic targets for primary students
 - Liaise with school admin staff and external consultants regarding the recording of attainment and progress
 - Manage the analysis and evaluation of academic and school progress using data as relevant to the primary school
 - Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on actions taken

STAFF

- To coordinate with and support the Head Teacher in the recruitment of the teaching and support staff of the school
- Ensuring that the duty of providing cover for absent teachers is shared equitably among all teachers
- Ensuring that teachers receive the information they need in order to carry out their professional duties effectively
- Supervising and participating in the appraisal of the performance of teachers and teaching assistants
- Supply informed recommendations on contract renewals to the Head Teacher
- Ensuring that staff have access to advice and continued professional development opportunities appropriate to their individual needs and those of the school
- Ensuring that all new teachers to the school have access to an induction programme and adequate support during their first year of service
- Providing information about the work and performance of the staff where this is relevant to their future employment
- Lead on Health and Safety across the whole school
- Provide Health and Safety training and information to all staff, whole school
- Alongside the school's IT Manager, lead on IT across the whole school

PARENTS

- Build and maintain effective relationships with parents that enhance the education of the students
- Ensure parents are given regular information about the school curriculum and their child's progress
- Ensure that parents are kept informed about the general life of the school and are able to share in the celebration of success
- Maintain a high standard of presentation with all public materials issued from the school
- Support the admissions team for student admission procedures and students departing BVIS

PROFESSIONAL AND PERSONAL DEVELOPMENT

- To be an excellent role model for staff, demonstrating a desire to continuously improve through the identification and implementation of your own Professional Review and Development needs to include:
- Continually striving to improve performance
- Setting and working towards targets with the HOC, linked to the department and school development plan

PASTORAL CARE

- Be the first point of contact and provide pastoral care to class children;
- Maintain a purposeful and safe learning environment for all children;
- Promote the general progress and well-being of individual children and of the class as a whole;
- Contribute to the preparation of action plans and other support mechanisms;
- Communicate effectively with parents, liaising with other staff as appropriate.

PERFORMANCE MEASUREMENT

The above key results areas are based on

- Employee performance review rating(s)
- Training feedback
- Team's feedback
- Campaign performance
- Programme success

PERSONAL SPECIFICATIONS**Qualification/ Training:**

- Qualified to degree level or above plus PGCE/QTS – Essential
- Senior Leadership training – Essential

Experience:

- Managing, leading, and developing team and individual performance – Essential
- Experience in a senior leadership position within a school – Desirable
- Experience working with EAL students – Essential
- Experience managing a budget – Desirable
- Experience working in a bilingual/international setting – Desirable

Skills:

- Lead and inspire a team to promote the aims and objectives of the school and Nord Anglia Education – Essential
- Be able to communicate effectively (both written and verbal) with all stakeholders – Essential
- An innovator with a willingness to embrace change – Essential

PERSONAL ATTRIBUTES

As our teammate, here is what we expect:

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast-paced, ever-changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

CREATE YOUR FUTURE

We're [Nord Anglia Education](#), the world's largest premium international schools organisation. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.

OTHER

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in Vietnam
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required