



THE
**ANGLOPHONE
BRITISH
CURRICULUM**
INTERNATIONAL SCHOOL

#2, Street No. 9, Khu Dan Cu Tan An Huy,
Nha Be, Ho Chi Minh City, Vietnam
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JOB DESCRIPTION

Secondary Assistant Headteacher – Key Stage 5 and Enrichment

Benefits Package: Competitive Salary, Accommodation, Medical Insurance, Annual Return Flight, Two Child School Places with discounted additional places where appropriate.

Line Managed By: Head of Secondary

SAFEGUARDING

The ABCIS is committed to safeguarding and promoting the welfare of children and young people and has developed and adopted written guidelines (Code of Conduct) for appropriate and inappropriate behaviour of adults towards children.

We expect all staff, volunteers and other third parties to share this commitment and to review and affirm that they have read, understood, and will abide by the Code of Conduct.

At our school, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety.

Our school's practices reflect and are aligned with the written Expectations of the International Taskforce on Child Protection.

KEY DUTIES & RESPONSIBILITIES

The purpose of this position is to provide academic and pastoral leadership for students and staff in Secondary.

- Promote the schools Vision and Ethos across the school.
- Leadership of Key Stage 5.
- Responsibility for overseeing and supporting students in their university applications and ensuring they are supported adequately throughout the process including Line Management of University Guidance Counselling.
- Managing transitions between Year 11-12 and Year 12 -13.
- Leading on Secondary enrichment opportunities.
- Leading on the schools graduation events.
- Manage the school MIS (TBC).
- Be willing to take responsibility for other tasks distributed as part of the Secondary Senior Management Team.
- Support recruitment, induction, and performance management for relevant staff.
- Identify and facilitate professional development opportunities linked to school priorities.
- Actively participate in the schools development cycle.
- Undertake duties as required including holiday duties on an agreed schedule. Promote enrichment opportunities including academic competitions, field trips, and cultural experiences.
- Take on additional Whole School responsibilities as designated by the Principal.
- Attend Parents' days, meetings and other school events as required by the Principal.
- Work with the Principal to promote the school locally and internationally.

PERSON SPECIFICATION

- Degree in a relevant specialism and a recognised teaching qualification.
- A minimum of three years middle management experience.
- Commitment to ongoing development of themselves and those around them.
- Experience of effective staff management, including recruitment, appraisal, and professional development.
- Excellent communication skills with students, parents and colleagues.
- An ability to adapt to varying student needs within an international school setting.
- Deep understanding of British educational standards, assessment frameworks, and inspection processes (e.g., Ofsted, BSO, COBIS).
- Have a deep understanding and commitment to the safeguarding of children
- Resilient, adaptable, and able to thrive in a dynamic, multicultural environment.
- High professional standards of integrity, fairness, and confidentiality.
- Passionate advocate for holistic education and student wellbeing.