

## KEY STAGE 3 STEM TEACHER JOB DESCRIPTION

<b>LOCATION</b>	British Vietnamese International School (BVIS Hanoi)
<b>JOB PURPOSE</b>	To support the Secondary Headteacher and leadership team in fulfilling the school's mission statement by delivering a high quality education to children
<b>REPORTING TO</b>	Head of Department
<b>DIRECT REPORTS</b>	Principal, Head of Secondary, Asst Head (Academic)
<b>OTHER KEY RELATIONSHIP</b>	Students, families (current or prospective)

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<ul style="list-style-type: none"> <li>Promote the 'mission' and philosophy of the school ensuring that children are working towards being truly bilingual, international citizens;</li> <li>Ensure that planning, preparation, recording, assessment and reporting are of the highest quality and meet the varying learning and social needs of students;</li> <li>Be flexible and adjust to the needs of the school, actively contributing to the school development plans and growth;</li> <li>Demonstrate thorough curriculum knowledge, teach and assess effectively;</li> <li>Use the student tracking and monitoring process to advance student learning and enhance professional practice in line with the school's aspirations and priorities;</li> <li>Take personal responsibility for professional development;</li> <li>Communicate effectively the school's narrative, being an ambassador for our school at all times.</li> </ul>	<ul style="list-style-type: none"> <li>NAE Teacher Standards 1-9</li> </ul>
<b>Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>Inspiring students to be passionate, curious, exited learners.</li> <li>Setting consistently high standards;</li> <li>Develop effective approaches to learning in students;</li> <li>Monitoring, evaluating and developing teaching;</li> <li>Identifying and supporting individual learning needs;</li> <li>Maintaining high levels of behaviour that encourage learning;</li> <li>Effectively using homework and co-curricular learning opportunities</li> </ul>	<ul style="list-style-type: none"> <li>NAE Teacher Standards 1,2 and 3 (Planning, Preparation and Subject Matter Expertise)</li> </ul>

<b>Planning and Preparation</b>		
Planning effective teaching programmes which provide exemplary learning opportunities;	<ul style="list-style-type: none"> <li>NAE Teacher Standards 1,2 and 3 (Planning, Preparation and Subject Matter Expertise)</li> </ul>	
<b>Feedback, Tracking, Assessment, Recording, Reporting</b>		
<ul style="list-style-type: none"> <li>Make effective use of formative feedback and summative assessment to plan challenging learning opportunities for all students;</li> <li>Monitor and record students' learning to ensure they remain on track to achieve challenging targets;</li> <li>Report on progress to appropriate stakeholders - students, parents, form tutors and Head of Department</li> </ul>	<ul style="list-style-type: none"> <li>NAE Teacher Standards 4, 5 and 6 (Student Progress, Outcomes and Assessment)</li> </ul>	
<b>Professional and Personal Development</b>		
<ul style="list-style-type: none"> <li>Participate fully in the school's Performance Management procedures and appraisal, including objective setting</li> <li>Continual development through the identification and implementation of your own Personal Development Plan, leading to improved performance</li> <li>Participate in learning walks, observations and coaching, as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>NAE Teacher Standard 7 (Professional Conduct and Relationships)</li> </ul>	
<b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b>		
<ul style="list-style-type: none"> <li>Integrate technology into the classroom experience to enhance and extend the learning of students</li> </ul>		Essential
<ul style="list-style-type: none"> <li>Successfully teach students using technology in a virtual/hybrid environment</li> </ul>		Essential
<b>Qualifications/Training</b>		
<ul style="list-style-type: none"> <li>Qualified to degree level or above plus PGCE/QTS</li> </ul>		Essential
<ul style="list-style-type: none"> <li>Experience of delivering a UK National Curriculum to KS3</li> </ul>		Essential
<ul style="list-style-type: none"> <li>Experience of delivering Maths or Computer Science up to Key Stage 3</li> </ul>		Essential
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Proven track record with at least two years' teaching experience</li> </ul>		Essential
<ul style="list-style-type: none"> <li>Experience of being part of a highly successful department and school</li> </ul>		Essential
<ul style="list-style-type: none"> <li>Good classroom practice and interpersonal skills</li> </ul>		Essential
<ul style="list-style-type: none"> <li>Demonstrable evidence of innovating and adapting curricula to engage children and enable them to reach their potential</li> </ul>		Essential
<ul style="list-style-type: none"> <li>Working in partnership with parents</li> </ul>		Essential
<b>Skills</b>		
<ul style="list-style-type: none"> <li>Excellent oral and written communication skills</li> </ul>		Essential
<ul style="list-style-type: none"> <li>Ability to teach different age-ranges and English proficiency levels.</li> </ul>		Essential
<ul style="list-style-type: none"> <li>Ability to engage children and enable them to perform highly</li> </ul>		Essential
<ul style="list-style-type: none"> <li>Evidence of commitment to continuous professional development</li> </ul>		Essential
<ul style="list-style-type: none"> <li>Confident global citizen or a willingness to become one</li> </ul>		Essential

<ul style="list-style-type: none"> <li>Understand the complex and demanding environment of an international school community</li> </ul>	Essential
<b>Others</b> <ul style="list-style-type: none"> <li>Participate fully in the school's Performance Management procedures and appraisal, including objective setting</li> <li>Continual development through the identification and implementation of your own Personal Development Plan, leading to improved performance</li> </ul>	Essential
Participate in learning walks, observations and coaching, as appropriate	Desirable
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>High levels of personal integrity</li> <li>Conscientious and able to focus on completing work to a consistently high standard</li> <li>Flexible and positive approach to work</li> <li>Excellent organisational and time-management skills; high attention to detail</li> <li>Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved</li> <li>Adaptable to working in a fast paced ever changing environment</li> <li>Ability to work under pressure and remain calm</li> <li>Proactive and willingness to take on multiple tasks</li> <li>Self-motivated and enthusiastic</li> <li>Ability to work independently</li> <li>Must be a team player, willing to help and be flexible</li> <li>Continually strive for improvement</li> </ul>	

<b>Other</b>	
<ul style="list-style-type: none"> <li>Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.</li> <li>Compliance with visa requirements for working in Vietnam.</li> <li>A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required</li> </ul>	

## PHILOSOPHY AND VALUES

### **We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.
- Student wellbeing should be valued and nurtured

### **The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

### **Promote and embodies *The CORE 7 Leadership Capabilities*:**

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Be a positive role-model of our educational values each day
- Feedback as a valued member of the team and the wider organisation