



## JOB DESCRIPTION

<b>Company Name: The International School @ ParkCity Hanoi (ISPH)</b>	
<b>Job Title:</b> Primary Teacher and Learning Support Coordinator	<b>Reporting to:</b> Head of Primary
<p><b>Context:</b> It is understood that a job description can never put into words all of the qualities that a good teacher embodies. It is hoped that all our teachers will strive to inspire, encourage and nurture all students to the best of their ability.</p>	
<p><b>1. Teaching and Learning</b></p> <ul style="list-style-type: none"><li>● Ensure each child's learning by teaching the syllabus of all subject areas to the class in an appropriate manner</li><li>● Differentiate class work as necessary to meet the differing ability needs of all children</li><li>● Acknowledge that English is not necessarily the native language of all children in the class and adapt his/her lessons and vocabulary accordingly</li><li>● Ensure that all work is marked meaningfully, promptly and clearly and that corrections are undertaken where necessary</li><li>● Ensure homework is given appropriately where and when necessary</li><li>● Be prepared to be visited and observed by colleagues</li></ul>	
<p><b>2. Planning</b></p> <ul style="list-style-type: none"><li>● Prepare appropriately for the short, medium and long term</li><li>● Collaborate with other teachers in planning to ensure continuity and progression</li><li>● Participate in the development and review of the curriculum in collaboration with the line managers</li><li>● Participate in the development and review of school policies where necessary</li></ul>	
<p><b>3. Assessment</b></p> <ul style="list-style-type: none"><li>● Formally report on each child's progress at the end of each term</li><li>● Continuously assess each student so as to be able to clearly justify and substantiate grades, levels or comments given in each report</li><li>● Keep clear records of any levels, grades or marks obtained by each child in classroom tests/assessments</li><li>● Ensure that the homework diary is kept correctly and is up to date where appropriate</li><li>● Be prepared to discuss report grades and each child's progress with parents both on Parents' Evenings and at other reasonable times throughout the year</li></ul>	
<p><b>4. Classroom Management</b></p> <ul style="list-style-type: none"><li>● Ensure that the classroom atmosphere is conducive to learning</li><li>● Provide an environment in which the children feel safe, confident and happy to learn</li><li>● Have displays that stimulate learning</li><li>● Ensure that children are not left unsupervised in classrooms during lesson time or at break time</li></ul>	



- Ensure that children are sent promptly to specialist lessons
- Insist on good levels of behaviour, both in and out of the classroom

**5. General**

- Supervise children in the play areas at break times according to the duty rota
- Serve as a role model to the children in terms of behaviour, dress, attitude and manners
- Participate in the Extra Curricular Activities programme
- Be available to attend and participate in extracurricular events in the school calendar such as Parents' Evenings, Concerts, etc
- Actively support the ethos of the school
- Be familiar with the Handbook for Families, with Staff Supplement
- Actively support and adhere to the Child Protection Policy, including attending annual training

**6. Specific Learning Support Coordinator Responsibilities:**

- Support specific students with their Individual Education Plans (IEPs), Action Plans, Behavior Management Plans (BMPs)
- Ensure each child's learning by teaching required support to groups or individuals in an appropriate manner
- Prepare appropriately to support the needs of the child(ren) in consultation with class teachers
- Participate in the development and review of school policies where necessary
- Attend team and staff meetings as required
- Use results of assessments to inform future grouping and planning, to measure progress and to justify judgements.

For information on the school and the application process, please visit our website at

<https://www.isph.edu.vn/careers>.

Application letters and CVs should be sent to [careers@isph.edu.vn](mailto:careers@isph.edu.vn) . Pls notify the position you want to apply at the email title.

Only shortlisted candidates will be notified.