

| | |
|---|---|
| LOCATION | The British International School Ho Chi Minh City |
| JOB TITLE | Secondary Teacher – Secondary Campus |
| JOB PURPOSE | To teach creative and stimulating lessons that engage and stretch all students; encouraging them to be ambitious in their learning and make excellent progress. |
| REPORTING TO | Headteacher (Secondary Campus), Deputy Headteacher, Assistant Headteacher, Head of Department, Head of Year |
| OTHER KEY RELATIONSHIPS | Teachers, Form Tutors, Parents, Teaching Assistants |
| | |
| KEY RESULT AREAS | |
| <p>Engagement and Interaction - School Ambassador to Internal Community</p> <ul style="list-style-type: none"> ● Promote the values of our Aide Memoire in word and action; ● Be the first point of contact for both parents and students, and to provide pastoral care for students; ● Maintain a purposeful and safe learning environment for all students; ● Promote the general progress and wellbeing of individual students, of a class, and of a tutor group as a whole when assigned as a form tutor; ● Contribute to the preparation of action plans and other support mechanisms; ● Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved; ● Communicate effectively with parents of students, liaising with other staff as appropriate. ● Communicate and make use of assessment and achievement information/ data as required for tracking and reporting purposes. ● Contacting parents on academic or social matters, including follow up on reports, parents' meeting etc.; ● Contribute to an annual Action Plan; ● Be involved in the organisation and delivery of secondary events, festivals, House events, assemblies, and Parent Teacher Group (PTG) committees; ● Contribute to BIS Weekly Updates and Spotlight articles when needed; ● Maintain high quality displays in classrooms and other areas which support student learning; ● Offer exciting Co-Curricular opportunities that meet the needs of students, actively engaging with Global Campus to encourage collaboration across the Nord Anglia family of schools; ● Supervise students on duty rota; ● Be responsible for personal health and safety, and know how to report H&S concerns; ● Understand staff and department handbooks as well as all policy and guidance documents; <p>Learning and Teaching</p> <p>Teacher will offer learning opportunities and teaching strategies that:</p> | |

- Ensures the BIS Learning Skills are systematically developed, practised and applied;
- Meet the requirements of the BIS Age-Related Expectations (ARE), IGCSE specifications and the IB Diploma Programme;
- Provides opportunities for both collaborative and independent learning;
- Includes sufficient opportunities to enable students to develop, consolidate and extend their knowledge, skills and understanding beyond the classroom e.g. through homework and Co-curricular provision, including Global Campus activities;
- Demonstrates high expectations of learning behaviour and conduct;
- Meets the needs of the full range of our learners, including those with EAL and learning support needs;
- Use a wide range of formative and summative assessment techniques to evaluate student learning;
- provides students with high quality, timely feedback that enables them to know where they are and what they need to do to improve;

Planning and Preparation:

- Plan and teach well-structured and engaging lessons and programmes that stretch and challenge students, encouraging them to be ambitious;
- Prepare for learning that is underpinned by evidence-based pedagogy, and a good knowledge and understanding of how students learn;
- Work collaboratively with other teachers and teaching assistants to support high quality learning

Professional and Personal Development:

- Embrace and engage in all opportunities to develop pedagogy, knowledge and understanding through internal and, where appropriate, external CPD events.
- Ensure that Child Protection and Safeguarding training are updated regularly.
- Take into account the identified whole school and campus developments for the year, and work as part of the department team to implement any necessary changes and developments.
- Actively engage in the Professional Review and Development process through the APT system.

Any other reasonable tasks assigned by the Principal or Head of Campus.

PERSON SPECIFICATIONS - Skills Knowledge and Experience

| | |
|---|-----------|
| <ul style="list-style-type: none"> • Degree plus teaching qualification • A minimum of two years of classroom teaching (not suitable for NQTs) • Good working knowledge of the English National Curriculum • Outstanding classroom practise • Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organisation, differentiation and learning strategies • Experience of teaching/ Knowledge of IGCSE and IBDP and/or A Level • Knowledge of needs if students with EAL in the mainstream • Able to work as a part of a team • High level of IT competence | Essential |
| <ul style="list-style-type: none"> • International Experience | Desirable |

| | |
|--|--|
| <ul style="list-style-type: none"> ● use of SIMS/ ISAMS | |
| Personal Attributes | |
| <ul style="list-style-type: none"> ● 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 | |
| Other | |
| <ul style="list-style-type: none"> ● Hold a current Enhances Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK ● Compliance with visa requirement 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 | |