

|  |   |  |
|--|---|--|
| <b>LOCATION</b>  | British International School – Ho Chi Minh City   |  |
| <b>JOB TITLE</b>   | <b>Primary English as an Additional Language (EAL) Teacher</b>  |  |
| <b>JOB PURPOSE</b>   | To provide creative and stimulating lessons that provide opportunities for all students to learn and make good progress |  |
| <b>REPORTING TO</b>  | Primary Headteacher, Deputy Headteacher, Assistant Headteacher and Head and Assistant Head of EAL Department            |  |
| <b>OTHER KEY RELATIONSHIPS</b>   | Teaching Assistant, Teachers in the Primary   |  |
| <b>PACKAGE</b>   | Mainscale   |  |
| <b>KEY RESULT AREA</b>   | <b>MEASURES OF PERFORMANCE</b>  |  |
| <p><b>Student Attainment and achievement</b></p> <ul style="list-style-type: none"> <li>To promote high standards of work amongst the students</li> <li>To manage discipline issues that occur in the classroom</li> <li>To promote the ‘Be Ambitious’ programme</li> <li>Liaise with the Head of EAL and Assistant Head of EAL and Deputy Head / Assistant Head regarding any students of concern.</li> <li>To demonstrate good safeguarding practices and to know the reporting procedures to follow in case of a Child Protection issue</li> </ul>  | Student attainment meets or exceeds targets   |  |
| <p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>Plan interesting, learning focused EAL lessons</li> <li>Teach according to the needs of the students in the class, differentiating for varying abilities</li> <li>Have an ability to integrate technology within EAL teaching and learning</li> <li>Be ambitious and reflective across all aspects of teaching</li> <li>Share good practice with other colleagues</li> <li>When needed, provide pastoral care to children</li> <li>Ensure effective communication with other teaching colleagues and class TAs.</li> <li>Provide withdrawal support on an individual or small group basis.</li> <li>Provide in class support to enable children to access the curriculum.</li> <li>Work cooperatively with class teachers to ensure that the EAL support takes into account children’s language needs and the language demands of the curriculum</li> <li>Design and suggest additional communicative language activities related to the classroom programme</li> <li>Deliver homework to children in accordance with the agreed homework policy and guidelines. Ensure the delivery of appropriate consistency, relevance, marking and feedback to the children.</li> </ul> | The delivery of lessons that are good or outstanding  |  |

|  |  |
|--|--|
| <p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>● Provide students with appropriate information that allows them to know where they are and what they need to do to improve upon within their taught / chosen language</li> <li>● Assist in the assessment and analysis of children’s spoken and written language, and inform class teachers about the children’s language needs</li> <li>● Provide assessment data as required by the EAL Leader and Deputy Head for tracking purposes</li> </ul>   | <p>Work Scrutiny, informal drop ins, peer observations and pupil progress meetings show clear progression of students’ learning across all subject areas</p>   |
| <p><b>Administration/Development:</b></p> <ul style="list-style-type: none"> <li>● Contacting parents on academic or social matters, including follow up on reports, parents’ meetings etc.</li> <li>● Playing a full part in internal and external CPD opportunities including staff meetings</li> <li>● Liaise with the EAL Leader to contribute to an annual Action Plan and requisition.</li> <li>● Be involved in the organisation and delivery of primary events, festivals, House events, assemblies, special focus weeks and Parent Teacher Group (PTG) committees</li> <li>● Contribute to BIS Weekly Update articles</li> <li>● Maintain good quality display in classrooms and public areas which relate to the children’s learning</li> <li>● Offer exciting Extra-Curricular Opportunities that meet the needs of the student cohort</li> <li>● Supervise students on a duty rota</li> <li>● Be responsible for personal health and safety and know how to report H&amp;S concerns</li> <li>● Take into account the identified whole school and campus developments for the year and work as part of the EAL Team to implement any necessary changes and developments identified.</li> <li>● Any other reasonable task assigned by the Principal or Head Teacher</li> </ul> | <p>Parents feel part of the learning process.</p> <p>The teacher plays an active part in a wide range of the life of the school, both in and out of the classroom</p> <p>The school operates in a safe and organised manner.</p> |
| <p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>▪ Continual development through the identification and implementation of your own Personal Development Plan</li> </ul>   | <p>Improved performance<br/>Performance appraisal<br/>Personal Development Plan</p>  |
| <p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ Promote and adhere to the School’s Vision and Values: <ul style="list-style-type: none"> <li>▪ <b>Opportunity</b> - For us, opportunities need to be meaningful, about achieving potential and making progress.</li> <li>▪ <b>Impact</b> - For us, impact is about making a difference. It needs to be immediate, positive and lasting.</li> <li>▪ <b>Leadership</b> - For us, leadership is about considering the team’s needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.</li> </ul> </li> </ul>  | <p>Valued member of the team and organisation</p>  |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>▪ <b>Respect</b> - For us, respect is about listening, being inclusive and getting the little things right</li> <li>▪ All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation</li> <li>▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation</li> <li>▪ Any other appropriate duties as allocated by the Principal</li> <li>▪ Above all, ensure that each teacher has a positive and forward thinking outlook, maintaining strong collegiate relationships and a good sense of humour.</li> </ul> |  |
|---|--|

| PERSON SPECIFICATIONS  |           |
|--|-----------|
| Qualifications/Training  |           |
| ▪ Degree plus teaching qualification ( B.Ed/PGCE or equivalent)            | Essential |
| ▪ Cambridge CELTA, Trinity CertTESOL, or equivalent                        | Essential |
| ▪ A minimum of 2 years' experience teaching in a school or language centre | Essential |
| Experience / Knowledge   |           |
| ▪ Knowledge of EAL in the mainstream classroom                             | Desirable |
| Skills   |           |
| ▪ Able to work as part of a team   | Essential |
| ▪ High level of IT competence  | Essential |
| Personal Attributes  |           |
| ▪ Excellent interpersonal and intrapersonal skills                         | Essential |
| ▪ High levels of personal integrity  | Essential |
| ▪ Excellent organisational and time-management skills                      | Essential |
| ▪ Attention to detail  | Essential |
| ▪ Ability to work under pressure and remain calm                           | Essential |
| ▪ Willingness to take on multiple tasks                                    | Essential |
| ▪ Proactive and able to prompt others to ensure deadlines are achieved     | Essential |
| ▪ Self-motivated and enthusiastic  | Essential |
| ▪ Ability to work independently  | Essential |
| ▪ Continually strive for improvement                                       | Essential |
| ▪ Adaptability   | Essential |
| ▪ Sense of humour  | Essential |

### Other Conditions

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.



**BRITISH  
INTERNATIONAL  
SCHOOL**  
101 GILBERRY CITY  
A NORWICH ANGLIA EDUCATION SCHOOL