



SECONDARY TEACHER JOB DESCRIPTION

LOCATION	BRITISH INTERNATIONAL SCHOOL HANOI	
JOB PURPOSE	To plan and deliver outstanding teaching and learning so that every student is challenged, makes progress, and thrives in a safe, inclusive, and stimulating learning environment. Teachers will positively contribute to the community and support the strategic aims of the school.	
REPORTING TO	Head of Department	
DIRECT REPORTS	None	
OTHER KEY RELATIONSHIPS	Internal: IBDP Coordinator, Secondary School Leadership Team (SSLT), Heads of Year, Exams Officer, University Counsellor, Learning Support Teacher, EAL Department	External: Parent
KEY RESULTS AREA		
HIGH QUALITY TEACHING AND LEARNING		
- Plan and deliver engaging, differentiated teaching and learning, setting clear learning intentions and ambitious expectations for students, incorporating key content, skills, and concepts through a variety of learning activities - Commit to knowing students and our context well, ensuring that learning can be personalised so students can take their own next step in their learning progress - Maintain and continually develop written schemes of learning, linked to departmental and school development aims, which plan for local and global contextual learning and genuine enquiry - Continually look for opportunities for innovation, trying new teaching and learning strategies in the classroom, contributing to a culture of experimentation and risk-taking - Integrate learning technology into practice, selecting the most appropriate tools to enhance the learning experience - Demonstrate confidence in the use of learning platforms and technology, completing ongoing professional learning as required to facilitate excellence in either face to face or virtual learning. - Set regular, meaningful, and appropriately challenging homework, according to school policy - Positively manage behaviour in the classroom, using iSAMS and involving Head of Department or pastoral staff where necessary - Always promote well-being of students, and proactively safeguard students according to school safeguarding policies and procedures, following them at all times. - Liaise with Learning Support team regarding provision of Individual Education Plans for students. Take responsibility for the development of EAL learners in the mainstream including undertaking further training and liaising with the EAL specialist teachers.		
ASSESSMENT FOR LEARNING		
Providing ongoing, formative assessment opportunities for students, using a variety of methods, so		

that timely and regular feedback can be given to students about their progress

- Allow for students to be active participants in their own learning, assessment, and reflection, creating a classroom culture where students can use criteria effectively to identify their own next learning steps
- Use baseline data effectively to measure learning effectiveness for individual students, therefore informing teaching and learning choices and proactively personalising support
- Utilise practices that promote and model the highest of standards in Academic Integrity, always adhering to school policies
- Ensure reporting, grading, and moderation practices are to a high standard, working with colleagues and Head of Department to adhere to school and department practice
- Provide updates on individual progress to professional colleagues and parents as required

PROFESSIONAL EXPECTATIONS

- Actively seek to build relationships with parents, recognising the importance of the home-school partnership and how it positively impacts the student.
- Take responsibility for upholding health and safety practices, completing risk assessments/near misses or accident reports as appropriate
- Liaise with Head of Department to contribute to annual requisition
- Be involved in the delivery and organisation of special days, festivals, House events, assemblies, public speaking, special focus Weeks etc
- Contribute to the provision of subject or Year Group related trips and expeditions
- Act as a Form Tutor or cover a Form Tutor as required
- Maintain excellent quality displays in classrooms and public areas which relate to the children's learning
- Offer exciting Extra Curricular Opportunities that meet the needs of the student cohort
- Provide occasional cover for absent colleagues
- Attend Parent Evenings throughout the year, providing parents and students with constructive feedback and next steps for learning.
- Establish and maintain effective working relationships with professional colleagues
- Supervise students as part of a duty rota
- Supervise examinations, ensuring exam board regulations are adhered to
- Any other reasonable task assigned by the Head of Department, which may be unique to responsibilities of a specific department or teaching role
- Any other reasonable task assigned by the Principal or Head of Secondary

PROFESSIONAL AND PERSONAL DEVELOPMENT

- Positively and constructively contribute to staff meetings, workshops, and trainings, and seek ambitious professional development opportunities
- Continual develop through the identification and implementation of professional development targets, interacting with the SuccessFactors system and performance management process to reflect on teaching and learning practice

PERSONAL SPECIFICATIONS

- **Qualifications/Training**
 - Degree in relevant field and plus teaching qualification - Essential
 - CELTA/DELTA or Equivalent - Desirable
 - Master's Degree - Desirable
 - Minimum of 3 years recent teaching experience in the classroom - Essential
- **Experience / Knowledge**
 - Experience working in international education - Desirable
 - Good working knowledge of the English National Curriculum and Cambridge IGCSE or its equivalent - Desirable
 - Excellent classroom practice - Essential
 - Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organization, differentiation and

learning strategies - Essential

- Understanding of IB Structure and Philosophy - Desirable
- Knowledge of EAL in the mainstream - Desirable

▪ **Skills**

- Interpersonal skills and ability to work as part of a team - Essential
 - High level of IT competence – Essential
 - Able to collaborate with colleagues to promote a common approach to skills- based learning across a range of Humanities subjects
 - Use of iSAMS - Desirable
- Strong proficiency with Microsoft Word and PowerPoint for producing reports and presentations.
 - Good cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures.
 - Excellent analytical skills – with the passion and drive to demonstrate and quantify success.
 - Results orientated with the ability to consistently map efforts against identified KPIs.
 - Excellent time management skills and flexibility in dealing with multi-functional tasks.
 - You'd like to work in a purpose-led sector.

PERSONAL ATTRIBUTES

- High levels of personal integrity
- Excellent organisational and time-management skills
- Attention to detail
- Ability to work under pressure and remain calm
- Willingness to take on multiple tasks
- Proactive and able to prompt others to ensure deadlines are achieved
- Self-motivated, enthusiastic and relentlessly positive
- Ability to work independently
- Continually strive for improvement
- Adaptability
- Sense of Humour

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OTHER CONDITIONS

Compliance with visa requirements for working in **Vietnam**

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.