

<b>LOCATION</b>	The British Vietnamese International School (BVIS Hanoi)
<b>JOB TITLE</b>	<b>Secondary: Assistant Head Pastoral</b>
<b>JOB PURPOSE</b>	The post is to assist in providing a level of care for students' wellbeing. The post holder will possess a good understanding of child and adolescent development and the issues that young people face. He/she will have experience working within a school setting, be an excellent communicator (in written and verbal forms), be flexible, able to work well with students, parents and teachers and willing to take an active and enthusiastic part in the full life of the School. This position has a reduced teaching timetable.
<b>REPORTING TO</b>	Heads of Secondary, Principal
<b>DIRECT REPORTS</b>	Head of Secondary
<b>OTHER KEY RELATIONSHIPS</b>	Students, families (current or prospective)
<b>PACKAGE</b>	Competitive
<b>SAFER PRACTICES</b>	<b>The British Vietnamese International School, is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our recruitment policy. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.</b>
<b>KEY RESULT AREA</b>	<b>MEASURES OF PERFORMANCE</b>
<ul style="list-style-type: none"> <li>Leads the Key Stage Coordinators, the pastoral development of students and supports the annual timetabling process;</li> <li>Leads pastoral induction of new students through the tutor teams;</li> <li>Leads the transition programme between Primary and Secondary, and between Key Stages within Secondary;</li> <li>Leads student behaviour management through policy revision, circulation and implementation, through rewards and sanctions procedures, with effective communication with parents, staff and students, as appropriate;</li> <li>Leads the pastoral induction of new teaching staff;</li> <li>Leads staff professional learning in pastoral matters;</li> <li>Leads the pastoral elements of school self-evaluation;</li> <li>Oversees events' approval and educational visits including trips week;</li> <li>Oversees the effectiveness of Key Stage pastoral teams;</li> <li>Oversees PSHE curriculum development and provision;</li> <li>Supports arrangements for Parents' Evenings across Secondary;</li> <li>Oversees ISAMS attendance and behaviour recording;</li> <li>Oversees the school counselling provision, including any future recruitment recommendations in this area;</li> <li>Oversees school initiatives for charity, community service and outreach in liaison with the Community Service Liaison Officer;</li> <li>Oversees the function and effectiveness of the Student Council, involving elections of students to the council and working closely with student leaders;</li> <li>Supports the campus bus service provision;</li> <li>Supports the annual review of the Parent Handbook</li> </ul>	
<b>Extra-Curricular Activities</b> <ul style="list-style-type: none"> <li>Support the life of the school beyond the classroom;</li> <li>Undertake the planning and 1rganization of day trips within the subject as required;</li> <li>Deliver extra-curricular clubs in line with the school's expectations;</li> <li>Support all Key stage events such as productions and assemblies.</li> </ul>	

### Personal Development

- Participate fully in the school's Performance Management procedures and appraisal, including objective setting
- Continual development through the identification and implementation of your own Personal Development Plan, leading to improved performance
- Participate in learning walks, observations and coaching, as appropriate

### OTHER

- Promote and embodies *The CORE 7 Leadership Capabilities*:
    1. **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
    2. **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
    3. **Collaborative** – Works collaboratively with others to achieve organisational outcomes
    4. **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
    5. **Enabling** – Drives excellence through valuing and developing others
    6. **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
    7. **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations
  - 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
  - A commitment to safeguarding and promoting the welfare of all pupils.
  - Willingness to undertake appropriate child protection training when required
- ☞Be a valued member of the team and organisation☞

## PERSON SPECIFICATIONS

### Essential

- Degree plus / including Teacher Training;
- A genuine pastoral concern for young people;
- Good working knowledge of the development (physiological, psychological and emotional) of young people and adolescents;
- Excellent intra- and inter- personal skills;
- Excellent communication skills;
- Ability to prioritise workloads;
- Ability to work on own initiative;
- Sound judgment and collaborative understanding.

### Desirable

- Training in middle or senior management;
- Willingness and proven ability to make links with parents and teacher groups;
- Experience of involvement in one or more of: strategic planning; monitoring; concise and accurate writing skills;
- Range of emotional intelligence and experience that builds trust with students and parents, as required.

### Qualities specific to a dual-language school

- Have an affinity for teaching non-native speakers of English;
- Have a genuine interest in understanding cultural diversity;
- Be open to ideas for continued professional learning and development;
- Relish the prospect of collegial planning and working with Vietnamese colleagues;
- Be energetic and prepared to go that extra mile in shaping a welfare and wellbeing provision within the school.
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## OTHER ESSENTIAL CONDITIONS

1. 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.
2. 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.
3. Candidates must fully comply with visa requirements for working in Vietnam.

Dear Applicant,

Thank you for your interest in working at a Nord Anglia Education school.

By joining one of our schools, you will be welcomed into a global community of approximately 9,000 people working together in 47 schools located in 18 countries around the world. Together, we educate approximately 45,000 students globally from ages 2 to 18 across China, Southeast Asia, the Middle East, The Americas and Europe.

Each of our schools are unique in character and offer an education tailored to meet the needs of its community. However, all our schools are united by our 'Be Ambitious' philosophy – we are ambitious for our students, our people and our family of schools. This means that we want every student to achieve more than may have ever thought possible which we ensure through personalised learning enhanced with unique global opportunities.

As a fast-growing family of schools, we also offer unique opportunities for you to grow professionally and develop your career. In addition to gaining exceptional experience in our schools, our teachers have access to a wide range of resources and support to enhance their success. We offer every teacher extensive training and resources through Nord Anglia University, our vibrant professional development community. Nord Anglia University connects you to colleagues around the world in our online international staffroom and also provides access to courses, seminars and the support of educational experts.

Through unique collaborations with The Juilliard School and the Massachusetts Institute of Technology (MIT), you will also get unrivalled access to world leading experts in the performing arts and STEAM subjects (science, technology, engineering, arts and maths). Also, our collaboration with King's College London, exclusive to Nord Anglia staff, gives you a chance to earn your Executive Master's in International Education.

You can find out more information about what makes our schools a great place to teach at [www.nordangliaeducation.com/careers](http://www.nordangliaeducation.com/careers)

Good luck with your application.

Mark Sayer  
Principal

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