



BRITISH INTERNATIONAL SCHOOL  
HANOI  
A NORD ANGLIA EDUCATION SCHOOL

# Candidate Brief for

## Primary STEAM with Computing Teacher





## Working for Nord Anglia

At NAE we believe that outstanding teachers make outstanding schools. Working at one of our schools means you'll be teaching alongside some of the brightest minds in education, supported by our world-renowned professional development programme.



**80+**  
schools

**30+**  
countries

**20k+**  
colleagues

**90k+**  
students

## A WORD FROM OUR PRINCIPAL

# Rebecca Carroll

Dear Applicant,

Thank you for your interest in the British International School Hanoi.

At BIS we offer a blend of British and international style education to Hanoi's global community leading to qualifications that are recognised, respected, and highly valued by universities and institutions of higher learning worldwide.

Our students are at the heart of what we do. Working in partnership with parents, our staff tailor each student's learning around their individual needs, interests and abilities so they can achieve more than they thought possible.

As part of the Nord Anglia family of 80+ schools, our students connect with the fellow students from more than 33 countries, learn and interact with one another via Global Campus, our exclusive online learning platform.

Our students and staff also benefit from our unique partnerships with leading organisations such as Juilliard, MIT, and UNICEF. These partnerships offer our students and staff outstanding learning opportunities and ensure they gain a truly global educational experience. All Nord Anglia teachers automatically become a part of our Nord Anglia University. This gives all staff direct access to a range of courses and collaborations that support everyone with their continuous professional development.

Our BIS school community is indeed a place to belong, where excellence can be experienced and the opportunities and conditions exist for all our students to begin to create their future:

- A school where integrity, care and respect lie at its core
- A school where each person learns through enquiry, perseverance and reflection, aiming high to make excellence a habit
- Global citizens who are enthralled by learning together to build a deeper understanding of the world.

Thank you once again for your interest in our school. We hope you enjoy looking through this candidate information and would welcome the opportunity to meet to talk in more detail with all suitably qualified candidates.



[Learn more about BIS Hanoi](#)

# Our School



BIS Hanoi is proud to hold accreditations with several organisations. We are a fully accredited member of the Council of International Schools (CIS) and the Western Academy of School and Colleges (WASC). Our international IGCSE qualifications are fully accredited by the Cambridge Assessment International Education Examinations Board, part of the University of Cambridge. We are also an IB World School and authorised to offer the IB Diploma Programme.

The school is a member of FOBISIA – the Federation of British International Schools in Asia, the HAC (Hanoi Activities Conference), and the Duke of Edinburgh.

## Our Mission, Approach, and Vision



Our vision is to shape a generation of creative and resilient global citizens, ready to change the world for the better. We open doors for our students through enriched learning opportunities that create life-changing experiences.

As the most forward-thinking, technology-enabled educators, we use our global reach and world-class teachers to provide a learning experience like no other.



[Learn more about BIS Hanoi](#)



## OUR 3 PROMISES



### A Place To Belong

Your family will become part of our vibrant and diverse community that is founded on strong connections and a culture of serving others.



### Experience Excellence

Your child will experience a personalised and well-rounded education of the highest global standard, which delivers on academic excellence and promotes the values of integrity, care and respect.



### Create Your Future

Your child will leave our school with everything they need for success – whatever they choose to be or do in life.



## OUR VISION

To shape a generation of creative and resilient global citizens – a generation that will change our world for the better.

## OUR EDUCATIONAL APPROACH

We open doors for our students through enriched learning opportunities that create life-changing experiences.

# A Place to Belong

## Our School Community

The British International School Hanoi is a positive, thriving learning community, committed to educational excellence based on the most rigorous of global standards, where students from over 30 nationalities are highly motivated to learn and achieve.

BIS is an all through school of close to 1,000 students, from 2 to 18 years. Primary and Secondary teachers work together closely to deliver an enriched, well-rounded curriculum, inspired by the English National Curriculum, and leading into the IGCSE and the IB Diploma programme.

As a Nord Anglia Education school, BIS Hanoi is superbly resourced, with excellent facilities and technology supporting holistic learning, leading to exceptional educational outcomes in all areas. With over 1000 students, BIS Hanoi continues to grow and is an energetic, welcoming environment with exciting opportunities for collaboration and professional growth.

900+  
STUDENTS

30+  
nationalities



[Learn more about BIS Hanoi](#)

# Academic Success

Academic excellence at BIS Hanoi is about challenging everyone in our community to strive for the highest of educational standards. Teaching and learning practices are both personalised and rigorous, and our well-rounded, enriched curriculum is innovative and global in scope. We believe that exceptional outcomes do not stem just from the classroom; they are supported by holistic educational experiences involving service, sports, and the arts.

BIS Hanoi students achieve outstanding academic results, outperforming global averages in renowned qualifications including IGCSEs and the International Baccalaureate Diploma Programme. For the past years, our IB students have consistently performed well above the global average.



## OUR OUTSTANDING IBDP RESULTS BASED ON THE LAST 5-YEARS



PASS RATE OF OUR GRADUATING CLASSES

**BIS HANOI 93.8%**

WORLD AVERAGE 81%



UNLOCKING FUTURE S

CLASS AVERAGE POINTS SCORE

**BIS HANOI 34.8** points

WORLD AVERAGE 31.2 points

The strongest results in Hanoi.



2/3 of our students are AWARDED THE PRESTIGIOUS BILINGUAL DIPLOMA



3 students achieved a **perfect score of 45 points!**  
Only 0.1% of students worldwide achieve this!

ACHIEVE A SCORE OF 40 OR ABOVE



# World-Class Facilities

BIS Hanoi is a state-of-the-art, purpose-built school with exceptional facilities in all campuses such as a large library, a theatre, an auditorium, a 25m indoor swimming pool, a sports hall, and artificial turf playing fields. All classrooms are equipped with interactive whiteboards, data projectors and air purifier.

The school also has specialist suites for STEAM, Science, Computing, Art, Music, Drama and Dance. Primary classrooms also feature special 'breakout' rooms for small group work. All the school buildings have wireless network access whilst outside playgrounds meet international standards of safety and flexibility.





# Why choose us?



## Because we offer..

- A world-class British education respected and valued around the globe
- Proven academic excellence with outstanding results at IGCSE and IB Diploma levels
- High standards of behaviour that create a safe and respectful learning environment
- Exceptional parent satisfaction, reflecting strong partnerships between home and school
- Individual achievements celebrated, ensuring every success is recognised and valued
- A wide range of co-curricular activities that inspire creativity, teamwork, and leadership
- Holistic development of every child to nurture confident and compassionate global citizens
- A culture of lifelong learning, encouraging curiosity, independence, and resilience
- Strong values and good manners reinforced in daily school life
- A strong sense of pride and belonging among students and within the school community
- A vibrant international environment, bringing together students and staff from over 30 nationalities

[Learn more about BIS Hanoi](#)

# Experience and Qualifications Sought

## TEACHER RECRUITMENT REQUIREMENTS



University Degree & Teaching Qualification



Minimum **3 Years** relevant teaching experience



**\*\*Secondary Teachers\*\***  
Ability to teach **Year 7 to Year 13**



Previous International Experience



Experience with **IPC** (Primary) OR **IB Diploma** (Secondary)



Competence and confidence with **Tech in the classroom**



**ESSENTIAL REQUIREMENTS**

**AN ADVANTAGE**

[Learn more about BIS Hanoi](#)

# Experience and Qualifications Sought



## Personal Qualities Sought



[Learn more about BIS Hanoi](#)

Experience and Qualifications Sought



## What Can You Expect From Us?

### CULTURE & SUPPORT



To be treated fairly and with respect



A safe, attractive and friendly working environment



Fantastic children

### FACILITIES & RESOURCES



Purpose built schools with first class facilities



A generous level of resources and materials



A good standard of living within Vietnam

### DEVELOPMENT



Opportunities for continued professional development



Collegial support



To work hard – we have high expectations of our teachers

[Learn more about BIS Hanoi](#)

# Professional Development



When you join a Nord Anglia Education school, you join a global community of over 15,000 people working together to support our students' success. We offer you unsurpassed opportunities to innovate and develop best practice across our family, to access extensive professional development, and to gain exceptional experience and career development in our schools. At Nord Anglia, you will have opportunities to progress more, learn more, and collaborate more.

We offer exceptional career and development opportunities that come with being part of our global organisation. Our online Nord Anglia University unites our team by harnessing the collective expertise of peers in an exchange of knowledge, ideas, and best practice. We also provide extensive professional development through Nord Anglia University to ensure that our teachers don't just maintain their skills but can also develop at the cutting edge of educational thinking.

Our world-renowned collaborations with The Juilliard School, MIT, UNICEF, and King's College London, offers our teachers unrivalled access to leading experts in their fields. We also offer selected candidates an opportunity to earn an Executive Master's in International Education from King's College London.

Alongside great training and a competitive package, you'll enjoy the chance to live and work in one of the world's most vibrant cities.



As a Nord Anglia Education teacher, you'll enjoy the following benefits:

- ▶▶ A fast-paced, global experience so that you can progress on a global scale
- ▶▶ An enabling environment founded on creativity, challenge, and collaboration
- ▶▶ A culture that is fair and consultative
- ▶▶ Unique opportunities to grow professionally and develop your career

[Learn more about BIS Hanoi](#)



# World-Class Educators

We take great pride in recruiting and retaining highly qualified teachers who are not only excellent educators but also deeply caring and committed to their students. Our teachers create a stimulating and challenging learning environment that helps every student grow and live our school values.

To ensure they remain at the forefront of educational practice, we provide them with exceptional, ongoing professional development and global collaboration opportunities through Nord Anglia University, enabling them to share and develop best practice with colleagues around the world.



# Living In Hanoi



Vietnam, particularly Hanoi, offers a unique blend of affordable living, rich culture, and modern amenities, making it an appealing destination for both residents and travelers. With its welcoming community, low cost of living, and vibrant expat scene, Vietnam provides a strong work-life balance.

Hanoi, known for its historical charm, diverse cuisine, and lively social scene, also serves as a perfect base for exploring the country's stunning landscapes, from Ha Long Bay to the mountains of Sapa.



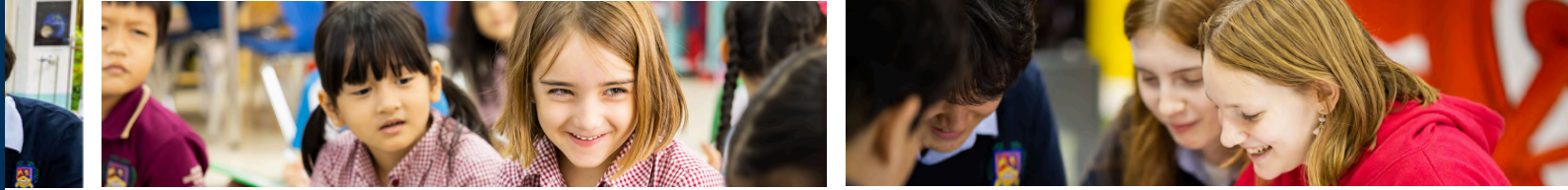
## An Exceptional Lifestyle and Savings Potential

<https://www.numbeo.com/cost-of-living/>  
<https://livingcost.org/>

Our exceptional benefits package offers teachers an excellent lifestyle and the opportunity for significant savings.

It includes quality **housing**, comprehensive **medical coverage**, **flights**, **gym** membership, a courtesy **bus service** from key city locations, and a **settling allowance**.

# Job Description & Details



Job Title

## Primary STEAM with Computing Teacher

### REPORTS TO

Head of Computing

### KEY RELATIONSHIPS

- Primary Class teachers, Secondary Computing teachers, STEAM teachers, SSLT, PSLT
- NAE STEAM teachers

### JOB PURPOSE

To plan, teach, and assess an engaging STEAM and Computing programme for Primary to KS3 learners, ensuring progression in digital literacy, computational thinking, and design skills. The role supports students in developing the technical competencies and collaborative habits needed for success in an increasingly digital world. The teacher promotes the responsible and safe use of technology by explicitly teaching digital citizenship and online safety. The role also involves working closely with colleagues to embed cross-curricular STEAM opportunities in the Primary phase and promote excellence in teaching and learning.

### RESPONSIBILITIES

#### Curriculum

- Lead the review, evaluation, and redesign of the Primary STEAM and Computing curriculum to ensure it is coherent, progressive, engaging, and aligned with school expectations and international best practice.
- Deliver the KS3 scheme of work and map skills and knowledge across Year 1 to Year 6, ensuring clear progression within Primary and transition to KS3.
- Identify gaps, redundancies, or outdated content in the existing Primary curriculum and propose improvements grounded in evidence-based practice.
- Integrate meaningful STEAM learning opportunities that promote creativity, design-thinking, and inquiry-based learning.
- Maintain detailed unit plans, progression documents, and resource inventories for both Primary and KS3.
- Ensure curriculum documentation is clear, accessible, and aligned with whole-school policies, including safeguarding, digital safety, and inclusion.
- Contribute to whole-school curriculum mapping to ensure cohesion and avoid duplication across phases.

# Job Description & Details



## Teaching and Learning

- Plan and deliver high-quality learning experiences that combine computing, coding, digital literacy, engineering design, and problem-solving.
- Develop and use age-appropriate assessment strategies to track progress in digital literacy, computational thinking, and STEAM competencies.
- Provide guidance and training to Primary teachers to build confidence and consistency in delivering core elements of the Computing curriculum.
- Collaborate with Phase Leaders, Subject Leaders, HoD in Secondary and the Digital Learning/IT team to ensure curriculum coherence and smooth transition between year groups.
- Participate actively in professional learning, sharing expertise and contributing to the school's culture of continuous improvement.

## Digital citizenship and safety

- Embed online safety, responsible use of technology, and digital citizenship throughout the curriculum, ensuring students understand safe, respectful, and ethical behaviour online.

- Collaborate with pastoral and safeguarding teams to ensure digital safety messages are consistent and developmentally appropriate.

## PERSONAL SPECIFICATIONS

### Qualifications/Training

- A recognised teaching qualification (e.g., PGCE, B.Ed., QTS, or equivalent).
- Relevant degree in Computing, Computer Science, Engineering, Design Technology, or a closely related field.
- Evidence of ongoing professional development in STEAM, digital learning, or computing education.

### Experience and Knowledge

- Strong understanding of Primary and lower Secondary (KS3) Computing curricula, including digital literacy, coding, and computational thinking.
- Up-to-date knowledge of STEAM education, including inquiry-based learning, project-based learning, and design-thinking approaches.
- Understanding of digital safety, online safeguarding, and age-appropriate digital citizenship education.
- Knowledge of effective assessment strategies to track skill progression from Primary to KS3.

# Job Description & Details



## Skills

- Ability to design, deliver, and evaluate engaging learning experiences that integrate STEAM concepts in meaningful ways.
- Strong classroom management and ability to create a positive, inclusive, and safe learning environment.
- Competency in using a range of digital tools, platforms, and devices to enhance learning (e.g., block and text-based coding, robotics, multimedia, design software).
- Ability to differentiate instruction to meet the needs of diverse learners, including EAL students and students with additional needs.
- Strong organisational skills, with the ability to manage resources, maintain documentation, and meet deadlines.

## Personal Attributes

- Excellent interpersonal 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
- Appearance and profile is professional - Essential
- Adaptability - Essential
- Sense of Humour - Essential



# Job Description & Details



## Terms of Employment

The initial contract is for a two-year term. Salary is set by the Principal based on the number of completed years of relevant teaching experience. The salary, benefits, and other contractual terms are internationally competitive and are outlined in the table below and/or in the contract.

## Child Safeguarding Commitment

BIS Hanoi is committed to safeguarding and promoting the welfare of children. As such, we hold ourselves to a high standard of effective practices in relation to child protection, and we are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Successful applicants will be subject to various background checks, including receipt of high-quality references, proof of relevant qualifications, identification and satisfactory criminal record checks from both your country of residence/birth and any country of residence within the last 10 years.

## Application Process

First Round Interviews	With Primary and Secondary Leadership team
Reference Check Report	
Final Interview & Notification	With Principal

## Application Requirements

Each applicant is required to send through the following items for their application to be considered:

1. Covering letter that responds to the candidate application pack and job
2. A complete and detailed Curriculum Vitae/Resume including photograph and telephone number.
3. Contact details of 3 referees – one of whom is your current Head Teacher/Principal)
4. A scanned copy of relevant degree certificates will also need to be provided.

## How to Apply

All applications for teaching positions must go through our recruitment platform on <https://careers.nordangliaeducation.com/>. We encourage early applications and reserve the right to pursue good applications as soon as we are ready.

# Information for Applicants



## Employment Information, Compensation & Benefits

<b>Contract Days</b>	188 days
<b>Annual Leave</b>	According to the school holidays
<b>Salary</b>	Our salary scale takes into account your years of teaching experience and offers a competitive package compared to other international schools
<b>Taxes</b>	Vietnam has a progressive personal income tax system with rates up to 35%. However, the school will cover any applicable income tax required by the government, so your net salary will not be affected
<b>Savings Potential</b>	Vietnam, particularly Hanoi, offers a unique blend of affordable living, rich culture, and modern amenities, making it an appealing destination for both residents and travelers. With its welcoming community, low cost of living, and vibrant expat scene, Vietnam provides a strong work-life balance. <a href="https://www.numbeo.com/cost-of-living/">https://www.numbeo.com/cost-of-living/</a>
<b>Accommodation</b>	Fully furnished, spacious, and conveniently located apartments rented on your behalf with cleaning service included. Alternatively, a housing allowance is provided (which teachers may choose to supplement for higher-rent properties).
<b>Flights/Transport</b>	Annual return air tickets for the teacher, spouse, and dependent children. Courtesy bus service available for teachers in designated areas.
<b>Moving Allowance</b>	Cash settling-in allowance upon arrival.
<b>Dependent Opportunities</b>	Up to two children per family educated free of charge at the school.
<b>Medical</b>	Comprehensive worldwide health insurance for teacher, spouse, and dependent children.
<b>Other</b>	A severance payment at the end of the final contract with the school, based on the number of years of employment Health Club membership for the teachers Pension scheme: teacher contributes approx. USD 140/month, with the school contributions. Teacher can claim double amount with the government once they leave Vietnam

# What Teachers Say About Us

## About the School and Community

“BIS Hanoi has a genuine sense of community — everyone is so supportive and passionate about what they do.”

“It’s an inspiring place to work, where high expectations are matched by strong collaboration and care.”

“There’s a real buzz around the campus — it’s a dynamic, positive environment that brings out the best in both staff and students.”



## About Professional Learning

“The school provides incredible opportunities for professional growth — I’ve developed both as a teacher and as a leader here.”

“BIS Hanoi truly values innovation and reflection in teaching. I’m always encouraged to learn, share, and try new approaches.”

## About Life and Living in Hanoi

Hear directly from our former teachers Toni and Aaron as they share their experiences of living and working in Hanoi — a city full of energy, culture, and warmth.

[Join the BIS Hanoi Family: Insights from Our Teachers](#)

