



BRITISH VIETNAMESE INTERNATIONAL SCHOOL  
HANOI  
A NORD ANGLIA EDUCATION SCHOOL

# FURTHER DETAILS FOR TEACHING POSTS





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# MESSAGE FROM THE PRINCIPAL

Dear Applicant,

May we firstly thank you for your interest in the BVIS School in Hanoi, Vietnam. As a prospective teacher, we would like you to gain a flavour of our organisation, what makes us unique and what it is like to be part of our school. The British Vietnamese International School Hanoi is a Nord Anglia Education school. Nord Anglia Education is the world's leading premium international school organisation with over 88 schools in 33 countries across India, China, Europe, the Middle East, Southeast Asia and the Americas. We are a fast-growing, successful education company with over 20 years' experience operating top international schools. Our school is amongst the most respected schools in their markets and is a very popular choice for parents. We are proud to offer a unique and high-quality international education that builds strong bilingual proficiency and deeply values the cultural heritage of Vietnam. Accordingly, our school has a strong reputation in the city. The education is delivered through a British-style curriculum leading to IGCSE and International A Level qualifications. Fully integrated into our mission is the deliberate nurturing and safeguarding of Vietnamese language, culture, and heritage, which also provides a rich context for students of other nationalities studying in our school. We believe that our school offers good facilities resourced to the highest level and staffed with dedicated, skilled, and committed teachers, ensuring the education on offer is amongst the very best available anywhere in the world. Our teaching teams are well qualified, strong, innovative, and have a huge passion for teaching in a bilingual and biliterate environment. Our teachers and support staff are constantly seeking to enhance the experience for our students, both in and outside the classroom. Often this is done using modern technology, but our classrooms remain orderly and disciplined; we place great value on trusting relationships between students and their teachers. The students themselves are highly motivated, intelligent, respectful, and hardworking. We consider our teachers to be our school's most valuable and important resource. It is for the continued improvement of the school that we recruit and retain good teachers who, in return, thoroughly enjoy their experience with us and benefit professionally from their time here. We strive to ensure that relationships are based on mutual respect, trust and understanding and that colleagues feel their contributions within the schools are valued, their needs are recognised and

that their participation makes a difference to them personally and to the organisation as a whole. To achieve this desired outcome, the school has well-planned induction programmes, varied and interesting continuous professional learning opportunities and supportive systems for performance management. Underpinning all that we do as a school is the belief that all children should be encouraged to make the most of their talents and be successful at school. We are ambitious for their success. This can be achieved in a variety of ways. Academic success is valued highly, but it is also our belief that the all-round development of each child is just as important. Through an extensive extracurricular programme, our school provides a wide range of opportunities for each child to succeed. Achievement and effort are then recognised, praised and celebrated. This makes the children feel good about themselves and in general develop a more positive and confident attitude. We want our students to feel proud of themselves, their school, and their contribution to it. We expect much from our children as we encourage them to mature into adaptable, responsible, and accomplished individuals. The students are confidently and independently prepared for life as global citizens whilst retaining a Vietnamese perspective. The traditional virtues of good manners, politeness, and tolerance, for us translated into multicultural contexts, still count for so much in life and these values are consistently reinforced for our students. We also want our students to recognise and respond to the responsibilities we all have to people less fortunate than ourselves. Our school has developed strong links with local charities and has adopted a planned approach to both fund-raising and community engagement as we find new ways for our students to donate the precious commodities of time and heart to deserving causes.

We encourage you to apply to the school for a suitable teaching position. If you are successful, I am sure you will find the post professionally stimulating and very rewarding. Your time in Vietnam also promises to be personally enriching.

We wish you the best of luck!



**Paul Holyome**  
Principal

# NORD ANGLIA EDUCATION

Nord Anglia Education is the world's leading premium schools' organisation. We are a fast-paced and growing family of 88 international schools in India, China, Europe, the Middle East, Southeast Asia and The Americas, providing outstanding education to over 74,000 students, from Preschool through to the end of Secondary education. Our schools are united by one philosophy — we are ambitious for our students, our people and the wider family of schools. This means that we want every student to achieve more than they may have ever thought possible, which we accomplish through personalised learning, enhanced with unique global opportunities.

Each Nord Anglia Education school is unique in character and designed to meet the needs of its community. We believe that being part of our family of 88 schools gives them a special advantage. Working together, we can achieve more than we can individually. Our school has a wide range of resources and support to enhance our students' success. We also create unique opportunities to benefit our students and people such as the Global Campus, Nord Anglia University, and our collaborations with The Juilliard School, Massachusetts Institute of Technology (MIT), UNICEF and King's College London.

# INTERNATIONAL BILINGUAL SCHOOLS

## A New Educational Model for Vietnam

Formerly part of the BIS Group of Schools and now part of Nord Anglia Education group, BVIS has developed a unique concept in education for Vietnam. International schools often hear Vietnamese parents express concerns about their children losing touch with what it means to be Vietnamese, because they are in an international environment all day.

As a response to this, BVIS Hanoi has created a new educational model, which is reproducing high quality bilingual international education. Fully integrated within the curriculum is the deliberate nurturing and safeguarding of Vietnamese language, culture and heritage, whilst providing a meaning context to students of other nationalities during their time living and studying in Vietnam. This is a unique educational offering in Hanoi.

For further information about this school please visit <https://goo.gl/76Gmdm>



On graduation from BVIS, students achieve true bilingual and biliterate proficiency in Vietnamese and English. Educated to an international standard, students gain admission to leading universities around the world. At the same time, they have maintained a deep rooted and authentic understanding of what it means to be Vietnamese. We believe that this is an educational mix that will position BVIS graduating students as the future leaders for the country in whatever field they decide to enter; global citizens with a world vision, and a Vietnamese perspective.

The learning programme for Primary children is a unique blend of the National Curriculum for England and the

Vietnamese National Curriculum. The EYFS and International Primary Curriculum models are used extensively throughout the Primary phase. In order to support the acquisition of both languages, Social Studies (Geography and History) and Vietnamese language are taught in Vietnamese, whilst all other subjects are taught in English. Maths is taught in both Vietnamese and English. Shared planning and cross-language topics also accelerate vocabulary acquisition in both English and Vietnamese.

The learning programmes for Secondary children are largely taught in English, so that the students are fully prepared for IGCSE and International A Level examinations.

## FACILITIES

BVIS Hanoi has been designed fully in line with international standards. The school has excellent purpose-built facilities which include the following:

- Spacious, modern, air-conditioned classrooms with wireless connectivity and interactive white boards
- Combination of ICT suites and student laptops depending on age
- Large libraries
- Auditorium / theatre
- Air purifier in every classroom, dining room, library
- Music suites including individual practice rooms and recording studios
- Science laboratories
- Dance and drama studios
- Art and design suite
- An indoor 25m swimming pool
- Large sports halls
- New performing arts centre
- The early years centre with separate, but adjacent, facilities including mini pool, sand pit, dedicated playground, climbing apparatus and indoor soft-play area.



## STAFFING

There is a blend of expat and local teachers, all carefully selected to deliver our unique programmes of instruction. In order to ensure the same high-quality teaching is available in both languages, the school has been training Vietnamese teachers for the past ten years.

The school is now recruiting fully qualified and experienced teachers to work in Hanoi.

## TEACHING

For Primary Teachers: All classes are paired so that each class has both a Native English-speaking Teacher and a Vietnamese Teacher. This means that each teacher has responsibility for two classes for half the normal contact time. There are two important consequences to this.

Firstly, some aspects of the Primary curriculum that are taught in Vietnamese (e.g. Maths) are not a part of the expat teaching.

Secondly, more joint planning is needed and this will take place after school.

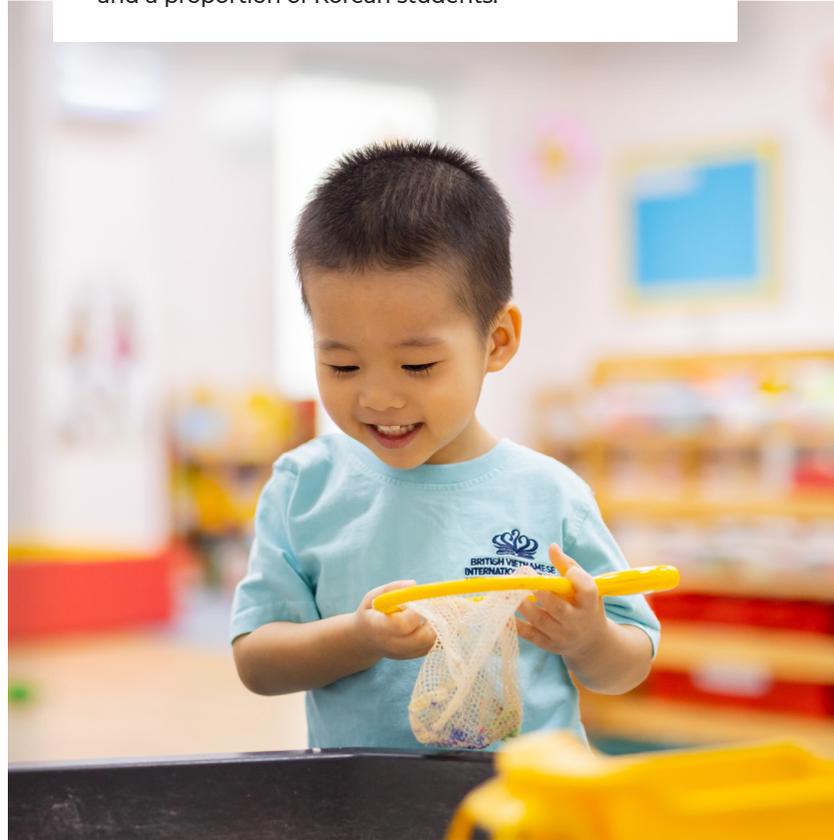
For Secondary Teachers: The vast majority of the teaching is in English and subject specialists teach KS3, IGCSE and International A Level courses in an identical way to other international schools.

The expat teacher who would most likely enjoy and indeed prosper in this new setting would:

- Have an affinity for teaching non-native speakers of English be able to engage and inspire new learners of English
- Enjoy the challenge of working in a new school
- Be open to, and willing to share ideas, and committed to continued professional learning communities
- Relish the prospect of collegial planning and teaching with a Vietnamese colleague
- Be creative in the design and delivery of a new curriculum
- Be ready to join a learning school at the beginning of its learning curve
- Be energetic and prepared to go that extra mile in shaping a new school's future
- Embrace the learning of the Vietnamese language

## STUDENTS

Due to the dual language nature of the school the vast majority of students are Vietnamese, children with one Vietnamese parent or Viet Kieu (Vietnamese returners) and a proportion of Korean students.



## WHAT MAKES BVIS HANOI SPECIAL

- Part of Nord Anglia Education group of premium schools
- Students fluent in English and Vietnamese
- Adoption of the internationally respected, world class British education system taught partly in Vietnamese
- Additional curriculum focus on Vietnamese language, literature, History and Geography
- High academic standards
- High standards of behaviour
- The all-round development of each child as a Vietnamese and global citizen
- Children feel proud of themselves, the school and Vietnam
- Individual successes recognised, rewarded, and celebrated
- Students develop as life-long learners
- International GCSE and International A Level courses
- Outstanding campus and facilities
- A wide range of extra-curricular activities
- All teachers trained to UK standards
- Quality guaranteed through the support and experience of the Nord Anglia Education network of schools
- Focus on Leadership



# EXPERIENCE AND QUALIFICATIONS SOUGHT

## ESSENTIAL

- A university degree and a teaching qualification
- A minimum of 3 years teaching experience in an English National Curriculum school or a recognised international school
- A proven record of successful leadership if applying for a leadership position

## DESIRABLE

- Previous international experience and EAL teaching experience
- Experience of working in a Dual Language (Bilingual) school
- Experience of the International Primary Curriculum (IPC) for Primary posts
- Experience of IGCSE/GCSE and A Level teaching for Secondary posts
- Competence and confidence with ICT in the classroom

## PROFESSIONAL QUALITIES SOUGHT

- Positive attitude
- Flexible approach
- Accepting of responsibility
- School comes first
- Appearance – look professional and be smart (Dress Code and Staff Code of Conduct)
- Deep pride in the quality of their work
- Committed to the students
- Positive role models

## PERSONAL QUALITIES SOUGHT

- Fluent English speaker
- A positive and professional approach to school life
- Personal confidence and determination
- A willingness to go the “extra mile”
- Strong interpersonal skills
- Good communication skills both orally and in writing
- Reliability and integrity
- Sense of humour
- Creativity and vision
- Able to work under pressure and meet deadlines
- Able to manage own time and workload
- Highly organised and able to prioritise
- Good skills
- Awareness and sensitivity to Asian culture

## WHAT CAN YOU EXPECT FROM OUR SCHOOL?

- To be treated fairly and with respect
- A safe, attractive, and friendly working environment
- Purpose-built school with first-class facilities
- A generous level of resources and materials
- Fantastic children
- To work hard – we have high expectations of our teachers
- Opportunities for continued professional development
- Collegial support
- A good standard of living in Vietnam



# WHAT MAKES OUR LESSON SPECIAL

- Dedicated, skilled and committed teachers
- All teachers are fully qualified and British curriculum experienced
- Hardworking and fantastic support staff
- First class facilities and resources
- Availability of modern technology
- Innovative learning ideas including brain-based learning
- Stimulating learning environments
- Each child is developed as an independent learner
- Ordered and disciplined classrooms
- Trusting and caring relationships
- High levels of enjoyment
- Homework set on a regular basis
- English speaking Teaching Assistants in all Primary classes



## INTERNATIONAL TEACHING

If you haven't taught overseas before you might like to consider whether you are the sort of person who is able to easily adapt to teaching in another country by considering how you would respond to the following general advice:

- Learn as much as possible about Vietnam in advance so that you have realistic expectations
- Anticipate a challenging adjustment period of at least three months before making a decision about the move and whether you like it or not
- Do not expect to be able to replicate your current lifestyle. Look for what is there, not for what isn't
- Always try to understand the Vietnamese perspective. It will be different!
- Develop a tolerance for ambiguity and frustration by being flexible and open towards the new culture
- Do not expect of the new culture the same sense of urgency or availability of conveniences
- In all things be flexible, students enter the school throughout the year, as in all good international schools
- Look for ways to strengthen and maintain your enthusiasm
- Maintain a sense of humour, but most importantly be ready to laugh at yourself

## SALARY AND BENEFITS

We offer a professional working environment and an attractive remuneration and benefits package that includes a tax-free salary, housing allowance, free education for dependents, medical insurance, annual return flights and health club membership, a settling in allowance and an end of service severance payment (gratuity). Exact details will be presented at final interview.



## THE APPLICATION PROCESS

If you are interested in any of our vacancies and you feel you can inspire our students please apply for this vacancy using our Nord Anglia Education recruitment portal – Job Tracker or on the TES portal. You will need to upload a letter of application and an up-to-date CV, which must include a recent professional photograph and the contact details of two educational referees. It is important to note that in line with our Recruitment Policy, referees should come from different institutions.

The closing date for applications will be indicated on each advert, although we reserve the right to pursue good applications as soon as we are ready to do so.

We will be conducting interviews locally in Hanoi, and in the UK towards the end of January and Skype interviews when appropriate.

Further information can be obtained from our web sites at <https://goo.gl/76Gmdm> or from the Job Tracker recruitment portal



BVIS Hanoi



Job Tracker





Basic salaries within Southeast Asia rarely match those of schools in the UK or indeed other parts of the world. However, the cost of living within Vietnam is so inexpensive that our teachers usually declare that have a higher standard of living on the lower salary and are still able to save and travel extensively around the region during school holidays.

However, we do not advise that teachers try to maintain a mortgage in the UK using a foreign currency-based salary. Exchange rate fluctuations could put people in a financially difficult situation. The advice we always give to teachers leaving the UK for the first time is to lease your house so that some if not all of the mortgage payments are covered independently of salary.

Our school in Hanoi has a competitive salary structure and benefits package. The salaries are paid in Vietnamese Dong. Salaries are net of personal income tax – the school pays this for you.

Salaries are regularly reviewed to take account of inflation and to keep the school competitive. It will be presented at interview where it will be put into the context of life in Vietnam and the other benefits we provide for teachers.

The current benefits available for overseas teachers include:

- Furnished accommodation – the school rent good quality, spacious and conveniently located apartments on behalf of its teachers or provides (at its own discretion) a housing allowance to assist with rent. Teachers may decide in time to put this allowance towards a property with a higher rent, if they so wish
- Two children per family educated free of charge
- Health insurance for teacher, spouse and all dependent children
- Annual return air tickets for the teacher, spouse and all dependent children
- A settling-in allowance
- 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 teacher only
- Transportation between school and school-sourced accommodation (please note this is a non-contractual benefit)
- A contract renewal incentive bonus scheme

## WHAT TEACHERS SAY ABOUT WORKING AT THE SCHOOL

“ BVIS has felt like an extended family at times, and I thank you for creating such a warm school.  
PE Teacher

“ It is no exaggeration to say that the last 5 years have been evolutionary both personally and professionally. BVIS is already well know in Vietnam as one of the finest providers of post 16 education in the country.  
Economics & Business Teacher

“ The students are very keen to learn. I see that they want to do well for themselves here.  
English Teacher

“ The School is very impressive, from the building, the staff, the organisation, and the welcome I have been here has been great. Everything is beyond expectation.  
Learning Support Teacher

Walking into the school, I was just so impressed with the new facilities and the different resources that we have around. All the staff are so welcoming. It was a really great first impression for me.  
Early Year Teacher

“ As a qualified social worker from the UK, I'm really impressed to see the affection that the teachers and staff put into caring for our students' wellbeing.  
School Counsellor

# NORD ANGLIA EDUCATION SOUTH EAST ASIA/MIDDLE EAST REGION



# PART OF A GLOBAL NETWORK

Nord Anglia Education is the world's leading premium schools organisation.



 **85 SCHOOLS**  
unique to their community

 **33 COUNTRIES**  
broadening perspectives

 **80,000+ STUDENTS**  
working together across the globe

 **15,000+ EMPLOYEES**  
inspired to shape a generation

## BVIS HANOI IN NUMBERS

2023:  
**10<sup>th</sup>**  
Anniversary

Teachers:  
**93**

Staffs:  
**94**

Class size:  
**20-25**

IGCSE class of 2022:  
**114**

Students:  
**~1000**

TAs:  
**33**

ECAs:  
**>50**

Nationalities:  
**15**

Language of instruction  
 English  
& Vietnamese