

LOCATION	The British Vietnamese International School Ho Chi Minh (BVIS)	
JOB TITLE	Primary Class Teacher KS1	
JOB PURPOSE	To support the Primary Headteacher and Primary leadership team in fulfilling the school's mission statement by delivering a high quality education to children	
REPORTING TO	Key Stage Co-ordinator	
DIRECT REPORTS	Head of Primary, Principal	
OTHER KEY RELATIONSHIPS	Students, families (current or prospective)	
PACKAGE	Competitive	
SAFER PRACTICES	The British Vietnamese International School HCMC 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.	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
<p>Teaching and Learning</p> <ul style="list-style-type: none"> To promote the 'mission' and philosophy of the school, ensuring that children are working towards being truly bilingual international citizens; To ensure that planning, preparation, recording, assessment and reporting are of the highest quality and meet the varying learning and social needs of children; To be flexible and adjust to the needs of the school, actively contributing to its development plans and growth; Implement agreed policies and developments; To demonstrate thorough curriculum knowledge, teach and assess effectively; Use the student tracking and monitoring processes to advance children's learning and enhance professional practice in line with the school's aspirations and priorities; To take personal responsibility for professional development; To communicate effectively the school's narrative, being an ambassador for our school at all times. 		
<p>Planning, Teaching and Class Management</p> <p>Teacher Input</p> <ul style="list-style-type: none"> Subject Knowledge: familiarity with the Primary Curriculum (English National Curriculum); Language: being a dual language school, every consideration should be given to language and content objectives in planning and delivery; Planning: work is well matched to a full range of learners, so that all are suitably challenged; Activities: all learners are challenged to develop higher level skills. When appropriate, learners are encouraged to explore, enquire, seek clarity, and think critically and imaginatively; Time and pace: highly effective and challenging timings allow the lesson to proceed with pace and purpose; Resources: highly effective use of resources, including collaboration with TAs. All resources are well chosen, utilised and deployed for good impact on learning outcomes; Deliver homework to children in accordance with the agreed home learning policy and guidelines; Maintain good quality displays in the classroom and public spaces which relate to the children's learning. <p>Learner Output</p> <ul style="list-style-type: none"> Progress / learning: all children make the best possible progress in their learning throughout the lessons. All children can demonstrate/ apply/ transfer learning in relevant contexts; Attitudes: all children display positive attitudes throughout the entire lesson; Engagement: all children are enthusiastic and display high levels of motivation. Children are responding well to being stretched, taking risks and using their initiative; Initiative: all children work independently and/ or collaboratively; Assessment: all children can confidently talk about their achievements, in relation to their learning and outcomes. 		

Feedback, Tracking, Assessment, Recording & Reporting

- Make effective use of formative feedback and summative assessment to plan challenging learning opportunities for all children;
- Monitor and record children's learning to ensure they remain on track to achieve challenging targets;
- Take full consideration of EAL needs in assessment and reporting, as appropriate;
- Complete written reports, organise parents consultations and briefing meetings as appropriate to school stakeholders.

Pastoral Duties

- Be the first point of contact and provide pastoral care to class children;
- Establish a purposeful and safe learning environment for all children;
- Promote the general progress and well-being of individual children and of the class as a whole;
- Contribute to the preparation of action plans and other support mechanisms;
- Alert appropriate staff to problems experienced by children and make recommendations as to how these may be resolved;
- Communicate effectively with parents of children, liaising with other staff as appropriate.

Extra-Curricular Activities

- Support the life of the school beyond the classroom;
- Undertake the planning and organisation of day trips within the Key Stage as required;
- Support the Head of PE and the school in delivering after school clubs, squads and sporting competitions;
- Support all Key stage events such as productions and assemblies.

Personal Development

- Continual development through the identification and implementation of your own Personal Development Plan
- Development Plan to include:
 - Continually striving to improve performance;
 - Setting and working towards targets with the Key Stage Coordinator, linked to the school development plan;
 - Participating in learning walks and observations and coaching as appropriate.

OTHER

Promote and adhere to the Nord Anglia Education vision and values:

- **Opportunity** - for us, opportunities need to be meaningful, about achieving potential and making progress.
- **Impact** - for us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Leadership** - 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.
- **Respect** - for us, respect is about listening, being inclusive, showing tolerance and getting the little things right

Promote and embodies the NAE Core 7 Leadership Capabilities

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.

- 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
- Any other appropriate duties as allocated by the Principal or Headteacher

Be a valued member of the team and organisation

PERSON SPECIFICATIONS	
Experience / Knowledge	
• BED Degree or Degree plus PGCE/QTS	Essential
• A minimum three years teaching experience	Essential
• Good working knowledge of the Primary Curriculum, English National Curriculum	Essential
• Familiarity with the IPC	Desirable
• Good classroom practice and interpersonal skills	Essential
• Ability to prioritise workloads and to work on own initiative	Essential
• Range of teaching experience across different year groups	Desirable
Skills	
• Experience of teaching in the UK and overseas	Desirable
• Experience of leading meetings or INSET sessions	Desirable
Qualities specific to a dual-language school	
• Relish the prospect of collegial planning and teaching with Vietnamese and English language colleagues	Essential
• Be able to engage and inspire new learners of English	Essential
• Be open to ideas, to continued professional development	Essential
• Be creative in the design and delivery of the curriculum	Essential
• Be energetic and prepared to go the extra mile in shaping the school's future	Essential
• Be creative and flexible in the delivery of a dual language curriculum	Essential
Personal Attributes	
• High levels of personal integrity.	Essential
• Excellent organisational and time-management skills	Essential
• Attention to detail	Essential
• Enjoy the challenge of working in a dual language school	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

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.

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

Good luck with your application.

Paul Holyome
Principal