

## ASSISTANT HEAD TEACHER - PRIMARY JOB DESCRIPTION

<b>LOCATION</b>	British International School, Ho Chi Minh City, Vietnam
<b>JOB PURPOSE</b>	To assist the Head Teacher and Deputy Head Teacher in the day to day running of the school and the strategic development of the primary campuses
<b>REPORTING TO</b>	Head of Campus, Principal, Senior Leadership Team
<b>DIRECT REPORTS</b>	Head of Campus
<b>OTHER KEY RELATIONSHIP</b>	Deputy Head of Campus, Head of Campuses at BIS, Class teachers

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<ul style="list-style-type: none"> <li>▪ Be able to take responsibility in the absence of the Head Teacher or Deputy Head Teacher</li> <li>▪ Work with the Primary Senior Leadership Team to formulate strategic direction in line with the vision for the whole school</li> <li>▪ Play an active role on the creation and review of Primary Campus Priorities</li> <li>▪ Promote self-discipline and positive behaviour among students</li> <li>▪ Support Year Leaders in their role including a 0.5 teaching responsibility for designated classes</li> </ul> <p>Lead school and campus projects to improve and enhance learning including overseeing budgets, staff and resourcing to project completion</p>	<p>Successfully meet annual performance management targets</p> <p>All staff have a clear understanding of their role in maintaining the orderly running of the school</p> <p>Success is shared across the school community</p>
<b>Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>▪ Contribute to the monitoring of standards of teaching and learning across the primary school as outlined in the Primary Quality Assurance schedule</li> <li>▪ To work closely with the primary leadership teams in providing visionary leadership for outstanding learning</li> <li>▪ Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on actions taken</li> <li>▪ Oversee the communication of information to parents using the online parent communication tools</li> </ul>	<p>All staff follow the expectations of the Teaching and Learning policies</p>
<b>Planning and Preparation</b>	

<ul style="list-style-type: none"> <li>▪ Support and enhance the provision of Integrated Technologies across the Primary School</li> <li>▪ Build on the STEAM curriculum and support the links between primary and secondary departments</li> <li>▪ Work closely with the IT department in the development of integrated management systems for teachers and admin staff</li> <li>▪ Ensuring that teachers receive the information they need in order to carry out their professional duties effectively</li> <li>▪ Supervising and participating in the appraisal of the performance of teachers and teaching assistants</li> </ul>	<p>Student learning and progress is good or outstanding</p> <p>Systems are used effectively by students, staff and parents</p>
<p><b>Professional and Personal Development</b></p>	
<p>To be an excellent role model for staff, demonstrating a desire to continuously improve through the identification and implementation of your own Professional Review and Development needs to include:</p> <ul style="list-style-type: none"> <li>- Continually striving to improve performance</li> <li>- Setting and working towards targets with the HOC, linked to the department and school development plan</li> </ul>	<p>Professional Learning Pathways</p> <p>Improved performance</p> <p>Personal appraisal</p> <p>Personal Development Plan</p>
<p><b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b></p>	
<p><b>Qualifications/Training</b></p>	
<ul style="list-style-type: none"> <li>• Qualified teacher with a minimum of five year’s teaching experience</li> </ul>	<p>Essential</p>
<ul style="list-style-type: none"> <li>• Evidence of continuous professional development and commitment to further professional development</li> </ul>	<p>Essential</p>
<ul style="list-style-type: none"> <li>• Senior Leadership training</li> </ul>	<p>Desirable</p>
<p><b>Experience and Knowledge</b></p>	
<ul style="list-style-type: none"> <li>• Managing, leading and developing team and individual performance</li> </ul>	<p>Essential</p>
<ul style="list-style-type: none"> <li>• Experience in a senior or middle leadership position within a school</li> </ul>	<p>Desirable</p>
<ul style="list-style-type: none"> <li>• Experience managing a budget</li> </ul>	<p>Desirable</p>
<ul style="list-style-type: none"> <li>• Experience working with EAL students</li> </ul>	<p>Desirable</p>
<ul style="list-style-type: none"> <li>• Experience working with ISAMS</li> </ul>	<p>Desirable</p>
<p><b>Skills</b></p>	
<ul style="list-style-type: none"> <li>• Lead and inspire a team to promote the aims and objectives of the school and Nord Anglia Education</li> </ul>	<p>Essential</p>
<ul style="list-style-type: none"> <li>• Be able to communicate effectively (both written and verbal) with all stakeholders</li> </ul>	<p>Essential</p>
<ul style="list-style-type: none"> <li>• An innovator with a willingness to embrace change</li> </ul>	<p>Essential</p>
<p><b>Personal Attributes</b></p>	
<ul style="list-style-type: none"> <li>▪ High levels of personal integrity</li> <li>▪ Conscientious and able to focus on completing work to a consistently high standard</li> <li>▪ Flexible and positive approach to work</li> <li>▪ Excellent organisational and time-management skills; high attention to detail</li> <li>▪ Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved</li> <li>▪ Adaptable to working in a fast paced ever changing environment</li> <li>▪ Ability to work under pressure and remain calm</li> <li>▪ Proactive and willingness to take on multiple tasks</li> </ul>	

- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

#### **Other**

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in Vietnam.
- A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required

## PHILOSOPHY AND VALUES

### **We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

### **The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

### **Promote and embody *The CORE 7 Leadership Capabilities*:**

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation

Dear Applicant,

Nord Anglia Education is the world's leading premium international schools organisation. Our 56 international schools are located in China, Europe, Middle East, Southeast Asia and the Americas. Together, they educate more than 51,000 students from kindergarten through to the end of secondary education. We are driven by one unifying philosophy: we are ambitious for our students, our people and our family of schools.

Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location. However, our schools are also united by the quality education they offer, the excellence of the student experience and the dedicated staff and management in our schools.

Most of the Nord Anglia schools benefit from our performing arts collaboration with The Juilliard School as well as our Global Campus, which offers unique global experiences for students at every age. Many of our schools will also benefit from our new approach to teaching STEAM subjects (science, technology, engineering, arts and maths) through our collaboration with the Massachusetts Institute of Technology (MIT). Our goal as the leading international schools organisation is to provide an education so that students can succeed academically, socially and personally.

Our schools educate students from pre-school to the end of secondary education. Curricula taught in our schools include the English National Curriculum, International Baccalaureate, American Curriculum, Swiss Curriculum, French Curriculum and Shanghai National Curriculum.

We have a global community of over 10,000 teachers and staff, working in 56 schools located in 27 countries around the world supporting our students' learning. Together, we educate over 51,000 students globally from the ages of 2 to 18 years old.

Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities. A Nord Anglia Education student benefits not only from the richness and expertise within their own school environment, but also from other schools across the Nord Anglia Education family through our Global Campus. Similarly, our teachers can interact with fellow teachers around the world through Nord Anglia University, our bespoke online platform designed by teachers for teachers to provide unrivalled professional development opportunities.

Although our schools are non-selective, year on year our students' academic achievement exceeds global averages across every key stage. On average, our students' score almost four points above the global average in their IB Diploma, and one in three students goes on to study at one of the world's top 100 universities.

Our schools are amongst the most respected premium schools in their markets and are a very popular choice for parents.