



**BRITISH VIETNAMESE  
INTERNATIONAL  
SCHOOL**  
HO CHI MINH CITY  
A NORD ANGLIA EDUCATION SCHOOL



# Further Details for Secondary Head Teacher Post



Effective August 2017





Dear Applicant

Thank you for your interest in the British Vietnamese International School, HCMC. As a prospective Secondary Head Teacher I would like to set out the nature of our school.

BVIS is part of the Nord Anglia Education family of schools. NAE is the world's leading premium international school organisation. We are part of a group of 43 schools in China, Europe, the Middle East, South East Asia and North America. Our school is one of the top bilingual schools in Vietnam and beyond. We are proud to offer a British style education to the local community in HCMC. The British education system and its GCSE and A Level qualifications are recognised, valued and respected around the world and is a thorough preparation for students to progress to colleges and universities of their choice in any country.

We believe that our school has world class facilities resourced to the highest level and staffed with dedicated, skilled, highly qualified and committed teachers, ensuring the education on offer is amongst the very best available anywhere in the world. Our teaching teams are strong and innovative, constantly re-visiting ways of bringing the curriculum to life. Our students are highly motivated, hardworking and very ambitious.

We consider our teachers to be the most valuable as well as the most expensive resource in the schools. It is important for the continued improvement of the schools that we recruit and retain good teachers who in return enjoy their experience and benefit professionally from their time with us. We strive to ensure that relationships are based on mutual respect, trust and understanding and those colleagues feel their contributions to the schools are valued, their needs are recognised and 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 programmes of continued professional development opportunities and supportive systems for performance management.

Underpinning all that we do as a school is the belief that all our students should be ambitious, can be successful at school and are encouraged to make the most of their talents. Whilst academic success is important, we pride ourselves on offering an extensive range of extra-curricular activities and events. This makes the students feel good about themselves and to have a more positive and confident attitude generally. We want our students to feel proud of their achievements, proud of our school and to be very ambitious for themselves.

We expect a great deal from our students as we encourage them to develop into adaptable, responsible and accomplished individuals. We expect the students to become active global citizens whilst retaining the Vietnamese perspective. The traditions and cultural values of Vietnam are embedded and celebrated in our school alongside tolerance and understanding for other cultures.

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 service as we find new ways for our students to donate the precious commodity of time to deserving causes.

Finally, I would like to encourage you to apply for this amazing opportunity to work in such a vibrant city and wonderful school. If you are successful I am sure you will find the post professionally stimulating and very rewarding. Good luck!

**Paul Holyome**  
*Principal*

# THE BRITISH VIETNAMESE INTERNATIONAL SCHOOL, HCMC

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## SECONDARY HEAD TEACHER

Effective August 2017

### THE SCHOOL – BVIS HCMC

The British Vietnamese International School, HCMC opened in August 2011 and is now offering enrolment from Foundation 1 (Pre-Nursery) to Year 13.

International schools in Vietnam used to hear parents express concerns about their children losing touch with what it means to be Vietnamese, because they are in an international environment all day. Parents are also aware that the local high school system is geared to universities within Vietnam and is not a satisfactory preparation for continued studies overseas.

As a response to this dilemma for parents, we created a new educational model which is reproducing the same high quality international education standard as established international schools, but fully integrated within the curriculum will be the deliberate nurturing and safeguarding of Vietnamese language, culture and heritage. We believe that BVIS HCMC offers the “Best of Both Worlds”.

On graduation from BVIS HCMC, students will have achieved true bilingual proficiency in Vietnamese and English and will also be educated to an international standard allowing students admission to leading universities around the world. At the same time they will maintain a deep rooted and authentic understanding of what it means to

be Vietnamese. We believe that this is a potent educational mix, which will in the future, position BVIS graduating students as the business leaders for the country – global citizens with a world vision from a Vietnamese perspective.

The school is unique in HCMC in delivering a curriculum in the EYFS and Primary that is 50% in English and 50% in Vietnamese. The curriculum is a carefully planned blend of the National Curriculum for England and the Vietnamese National Curriculum. Once true bilingualism is achieved at the end of primary education the balance moves towards a greater proportion of teaching in English, so that the students are fully prepared for IGCSE and A Level examinations.

For more information about BVIS HCMC please visit [www.bvisvietnam.com](http://www.bvisvietnam.com)

### MANAGEMENT AND LEADERSHIP

BVIS HCMC is part of the Nord Anglia Education family of 43 premium international schools. It is the world’s leading premium international school organisation with schools in China, Europe, the Middle East, South East Asia and North America. It is a fast growing, successful education company with more than 20 years experience operating premium international schools. Its schools are amongst the most respected schools in their markets and a very popular choice for parents. For more information about Nord Anglia Education visit <http://www.nordangliaeducation.com>.



The School Management Board (SMB) has responsibility for determining the strategic direction of the whole school. It is composed of the Nord Anglia Education Regional Managing Director, Maurice Nguyen (School Founder), the Principal and the Business Director.

The Principal has overall responsibility for all educational issues and for coordinating the secondary, the primary and the early years areas to ensure consistency and continuity on all school issues. The Principal chairs regular SLT meetings with the two Head Teachers and the Business Director. The Business Director has a responsibility to support the Head Teachers in the following areas: recruitment and personnel issues related to local non-teaching staff, health and safety issues, maintenance of school buildings, admissions and any general administration issues. The day to day running of each campus is the responsibility of the Head Teacher.

## FACILITIES

The school is located in HCMC on one single campus. It has excellent purpose built facilities that includes:

- spacious, modern, air-conditioned classrooms with wireless connectivity
- a combination of ICT suites and student laptops depending on age
- a library

- an auditorium
- sixth form centre
- music suites including individual practice rooms
- a suite of science laboratories
- dance and drama studios
- art and design suite
- access to an indoor 25m swimming pool
- a large sports hall
- a canteen and kitchen

## STAFFING

In the Early Years and Primary sections of the school there will be a blend of western and Vietnamese teachers all handpicked to deliver our unique dual language programmes. In order to ensure the same high quality teaching is available in both languages the school has an extensive training programme for recently graduated Vietnamese teachers, which is now in its fifth year of operation. The training programme builds on their Vietnamese training to ensure the young graduates have a thorough understanding and experience in western teaching methodologies before we give them their own classes.

The school has recruited Western primary teachers with relevant experience of the National Curriculum for England as well as the usual mix of subject specialist secondary teachers. A profile for each teacher can be seen on the school website.





## TEACHING

For Primary Teachers - All classes are paired so that each class has both a Western 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 (eg Maths) are not a part of the western 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 A Level courses in an identical way to other international schools.

The western 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 ideas, to continued professional development
- 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

## STUDENTS

Due to the dual language nature of the school the vast majority of students are Vietnamese nationals or children of mixed marriage with one Vietnamese parent.

## MISSION STATEMENT

The British Vietnamese International School seeks to provide an outstanding education through dual language instruction in English and Vietnamese. All students will become independent learners by means of enquiry, reflection and perseverance. At BVIS we act with integrity and treat one another with respect, learning together as responsible global and Vietnamese citizens.





## THE BENEFITS OF BILINGUALISM

In an increasingly globalised world, being bilingual has obvious practical benefits linked to job opportunities and higher income potential. However, in recent years, scientists have begun to show that the advantages of bilingualism are even more significant than being able to converse with a wider range of people. Being bilingual, it turns out, has a profound effect on the brain and can make you smarter.

These benefits of being bilingual can be summarised as:

1. **Increased Mental Processing Capacity** – this means people can handle more tasks at the same time and do them more quickly. This gives more avenues for thought and better problem-solving capacity.
2. **Greater Information Processing Control** – this means bilingual people are better able to sort out relevant information from irrelevant information. This means they can focus better and be more effective thinkers and decision-makers.
3. **Improved Memory** – this allows people to work with greater amounts of information which expands their knowledge-base and understanding
4. **Increased Mental Flexibility** – this means people are able to see a wider range of interpretations of information and can see the world from different perspectives
5. **Greater Metalinguistic Awareness** – this contributes to greater sensitivity in inter-personal communications
6. **Improved Mental Health** – there is scientific evidence which demonstrates that being bilingual slows down mental decline by two to four years

## WHAT MAKES BVIS HCMC SPECIAL?

- 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 being Vietnamese
- Individual successes recognised, rewarded and celebrated
- Students develop as life-long learners
- University of Cambridge IGCSE and 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 Nord Anglia Education
- World Vision - Vietnamese Perspective

## EXPERIENCE and QUALIFICATIONS SOUGHT

### Essential

- A university degree and a teaching qualification
- A minimum of 10 years teaching experience in an English National Curriculum school
- A proven record of successful leadership at a senior level

## Desirable

- A Master degree in the field of education or an NPQH qualification
- Previous international experience
- Experience of working in a Dual Language (Bilingual) school

## PERSONAL QUALITIES SOUGHT

- Fluent English speaker
- Personal confidence and determination
- Personal impact and presence
- Clear presentation skills
- Strong interpersonal skills
- Good communication skills both orally and in writing
- Reliability and integrity
- Sense of humour
- Creativity and vision
- Ability to handle complex issues
- Flexible and adaptable
- Able to handle uncertainty and a lack of urgency
- Able to work under pressure and meet deadlines
- Able to manage own time and workload
- Able to solve problems
- Able to delegate effectively
- Highly organised and able to prioritise
- Approachable
- Displays sensitivity
- Good ICT skills
- Awareness and sensitivity to Vietnamese culture
- Be ready to join a school still at the beginning of its learning curve

- Be energetic and prepared to go that extra mile in shaping a new school's future

## WHAT CAN YOU EXPECT FROM THE SCHOOL?

- To be treated fairly and with respect
- A safe, attractive and friendly working environment
- Purpose built schools with first class facilities
- A generous level of resources and materials
- Fantastic children
- Reasonable to heavy workload – you will be expected to work hard!
- Opportunities for continued professional development
- Collegiate support
- A good standard of living within Vietnam

## THE APPLICATION PROCESS

The initial contract will be for 3 years with a start date of August 2017. Please apply for this vacancy using our recruitment portal operated by UPTIC at <https://apply.uptic.net/school/bvis>. 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 three educational referees. Closing date for applications is **Wednesday 18 January 2017** although we reserve the right to pursue good applications as soon as we are ready.

**Our school is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practice and appointments are subject to an interview, satisfactory references and identity and criminal record checks.**



# HEAD TEACHER JOB DESCRIPTION

The Head Teacher is directly accountable to the Principal for all aspects of work and activities associated with the post. The Professional Duties indicated below should be read in conjunction with the Professional Qualities and Personal Qualities expected of good Head Teachers.

## PROFESSIONAL DUTIES

### *In relation to students*

- Organising and implementing the curriculum for the school including extra-curricular activities and trips
- Evaluating the standards of teaching and learning and ensuring that proper standards of professional performance are established and maintained
- Ensuring that the progress of the students is monitored and recorded
- Determining and ensuring the implementation of a policy for the pastoral care of the students
- Promoting self-discipline and good behaviour among students
- Ensuring the maintenance of good order and discipline

### *In relation to staff*

- To coordinate with and support the Principal in the recruitment of the teaching and support staff of the school
- Deploying and managing all teaching staff of the school and allocating particular duties to them
- Ensuring that the duty of providing cover for absent teachers is shared equitably among all teachers
- Ensuring that teachers receive the information they need in order to carry out their professional duties effectively

- Supervising and participating in the appraisal of the performance of teachers and teaching assistants
- Supplying recommendations on contract renewal to the Principal
- Ensuring that staff have access to advice and continued professional development opportunities appropriate to their individual needs and those of the school
- Ensuring that all new teachers to the school have access to an induction programme and adequate support during their first year of service
- Providing information about the work and performance of the staff where this is relevant to their future employment

### *In relation to parents*

- Build and maintain effective relationships with parents that enhance the education of the students
- Make arrangements for parents to be given regular information about the school curriculum.
- Make arrangements for parents to be given regular information about the progress of their children
- Ensure that parents are kept informed about the general life of the school and are able to share in the celebration of success
- Maintain a high standard of presentation with all public materials issued from the campus





- Serve as a member of the PTG and attend regular meetings
- Liaise with the Principal to ensure that an effective system to maintain fee payments is in place
- Liaise with the Admissions Manager to maintain effective student admission procedures
- Promoting effective relationships with relevant persons and bodies outside of school
- To play an active role in the Federation of British International Schools in Asia (FOBISIA) and the Council of International Schools (CIS) as required

***In relation to resources***

- Allocating, controlling and accounting for those financial and material resources of the school which are under the control of the Head Teacher
- To liaise with the Business Director over arrangements for the security, maintenance and effective supervision of the school buildings and their contents and of the school grounds
- In relation to the whole school
- To be a member of the school Senior Leadership Team
- In conjunction with the Principal, formulating the overall aims and objectives of the school and policies for their implementation
- Keeping under review the work and organisation of the campus to ensure quality, consistency and continuity across the school
- Make recommendations on budget and staffing levels as required
- Participation in the marketing of the school to prospective parents and the local community

***In relation to outside agencies***

- Keep abreast of educational issues and curriculum changes
- Liaising and co-operating with other schools and educational establishments with which the school has a relationship

**PROFESSIONAL QUALITIES**

***Shaping the future***

- Be able to think strategically
- Be able to communicate a coherent vision and inspire, motivate and empower others to help implement the vision

***Leading learning and teaching***

- Know and be able to demonstrate the principles and practice of effective teaching and learning
- Be an ICT visionary who has an understanding of Information and Communication Technology in a learning context across the whole curriculum
- Be able to acknowledge excellence and challenge poor teaching
- Be able to monitor, evaluate and review classroom practice
- Be able to set and articulate demanding expectations
- Be able to ensure a consistent and continuous school wide focus on students’ achievement using data and benchmarks to monitor progress
- Be able to organise and implement an appropriate curriculum, with an effective assessment framework
- Be able to organise and implement a pastoral policy which ensures good behaviour and self-discipline at all time



***Developing self and working with others***

- Be able to foster a climate where people treat each other fairly, equitably and with dignity and respect to establish a positive school culture
- Be able to commit to shared leadership and effective team building
- Be able to develop and maintain effective strategies and procedures for staff induction, continued professional development and performance review

***Managing the organisation***

- Be able to establish and sustain appropriate school systems and structures
- Be able to manage the school efficiently on a day-to-day basis to provide an efficient, effective and safe learning environment
- Be able to make professional, managerial and organisational decisions based on informed judgements
- Be able to produce and implement clear and costed school improvement plans to develop the school
- Be able to manage the schools financial resources efficiently and effectively within an agreed budget
- Be able to recruit, retain and deploy staff appropriately
- Be able to manage and organise the school buildings and resources
- Be able to use a range of technologies effectively to help manage the school
- Be able to develop and maintain appropriate student intake and admissions procedures

***Securing accountability***

- Be committed and able to establish a rigorous system of school self-evaluation
- Be able to use a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life
- Be able to ensure that individual staff are accountable within clearly defined and understood parameters
- Be able to present a coherent, understandable and accurate account of the school’s performance to a range of audiences including parents
- Be able to reflect on personal contribution to school achievements and take account of feedback from others

***Strengthening community***

- Able to build a school culture and curriculum which takes account of the multi-cultural richness and diversity of the school community
- Be able to ensure that the learning experiences relate to the culture of the host nation
- Be able to ensure a range of community-based learning experiences
- Be able to collaborate and network with other schools to improve outcomes
- Able to build and maintain effective relationships with parents that enhance the education of the students
- Be able to work effectively with other relevant agencies outside of school
- Be able to develop systems which ensures that the students demonstrate high standards of behaviour and appearance when representing the school in the community



## BVIS HCMC

# Summary Of Secondary Head Teacher Salary And Benefits

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

There is a 30 point leadership salary scale. New Head Teachers are placed on the salary scale according to previous relevant experience and move up the scale annually. Salaries are paid in Vietnamese Dong currency free of personal income tax.

The salary scale is reviewed annually 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 employees.

### **The current benefits available for Head Teachers include:**

- A generous housing allowance
- Dependent children educated free of charge at school
- Medical insurance (including dental cover) for the Head, spouse and dependent children
- Annual return air tickets for the Head, spouse and dependent children
- A relocation allowance
- An accumulated end of service severance payment
- Health Club membership for the Head and spouse
- A contract renewal incentive bonus
- Use of a car and driver



# Nord Anglia Education - South East Asia Region

