

LOCATION	British International School – Ho Chi Minh City
JOB TITLE	<b>Subject Teacher (Secondary)</b>
JOB PURPOSE	To teach creative and stimulating lessons that engage, inspire and stretch all students; encouraging them to be ambitious in their learning and make excellent progress.
REPORTING TO	Head Teacher (Secondary Campus), Head of Department, Head of Year
DIRECT REPORTS	
OTHER KEY RELATIONSHIPS	Teachers, Form Tutors, Parents, Teaching Assistants
<b>KEY RESULT AREA</b>	
<p><b>Students’ Progress, Outcomes and Achievement</b></p> <ul style="list-style-type: none"> <li>To set the highest expectations for students: inspiring, motivating and challenging students to make excellent progress and achieve ambitious outcomes;</li> <li>To adapt and tailor teaching to meet the needs of individual students, creating a student-centred environment so that all are appropriately supported and challenged;</li> <li>To liaise with EAL and Learning Support teams to ensure all students’ additional language and learning support needs are addressed;</li> <li>To demonstrate good safeguarding practices and know the reporting procedures to follow in cases of Child Protection concern.</li> </ul>	
<p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>Use a wide range of formative and summative assessment techniques to evaluate student learning;</li> <li>Regularly provide students with high quality feedback that enables them to know where they are and what they need to do to improve;</li> <li>Communicate and make use of assessment and achievement information/data as required for tracking and reporting purposes.</li> </ul>	
<p><b>Planning, Preparation and Subject Expertise</b></p> <ul style="list-style-type: none"> <li>Plan and teach well-structured and engaging lessons and programmes that stretch and challenge students, encouraging them to be ambitious;</li> <li>Prepare lessons based on evidence-based pedagogy, and a knowledge and understanding of how students learn;</li> <li>Work collaboratively with other teachers and teaching assistants to support high quality learning.</li> </ul> <p>Plan teaching and learning that:</p> <ul style="list-style-type: none"> <li>ensures the BIS Learning Skills are systematically developed, practised and applied;</li> <li>meets the requirements of the BIS Age-Related Expectations, IGCSE specifications and the IB Diploma Programme;</li> <li>provides opportunities for both collaborative and independent learning;</li> <li>includes sufficient opportunities to enable students to develop, consolidate and extend their knowledge, skills and understanding beyond the classroom e.g. through homework and Co-curricular provision, including Global Campus activities;</li> <li>Demonstrates high expectations of learning behaviour and conduct;</li> <li>Meets the needs of the full range of our learners, including those with EAL needs.</li> </ul>	
<p><b>Student Wellbeing</b></p> <ul style="list-style-type: none"> <li>Be the first point of contact for both parents and students, and to provide pastoral care for students;</li> <li>Maintain a purposeful and safe learning environment for all students;</li> <li>Promote the general progress and wellbeing of individual students, of a class, and of a tutor group as a whole when assigned as a form tutor;</li> <li>Contribute to the preparation of action plans and other support mechanisms;</li> <li>Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;</li> </ul>	

<ul style="list-style-type: none"> <li>Communicate effectively with parents of students, liaising with other staff as appropriate.</li> </ul>
<p><b>Professional Learning</b></p> <ul style="list-style-type: none"> <li>Embrace all opportunities to develop knowledge and understanding through internal and, where appropriate, external CPD events, including all Child Protection training and the Professional Review and Development process.</li> </ul>
<p><b>Administration/Development</b></p> <ul style="list-style-type: none"> <li>Contacting parents on academic or social matters, including follow up on reports, parents' meetings etc.;</li> <li>Contribute to an annual Action Plan;</li> <li>Be involved in the organisation and delivery of secondary events, festivals, House events, assemblies, and Parent Teacher Group (PTG) committees;</li> <li>Contribute to BIS Weekly Update and Spectrum articles;</li> <li>Maintain high quality displays in classrooms and public areas which support student learning;</li> <li>Offer exciting Co-Curricular Opportunities that meet the needs of the students, actively engaging with Global Campus to encourage collaboration across the Nord Anglia family of schools;</li> <li>Supervise students on a duty rota;</li> <li>Be responsible for personal health and safety, and know how to report H&amp;S concerns;</li> <li>Take into account the identified whole school and campus developments for the year, and work as part of the department team to implement any necessary changes and developments identified;</li> <li>Understand staff and department handbooks as well as all policy and guidance documents;</li> <li>Any other reasonable task assigned by the Principal or Head Teacher.</li> </ul>
<p><b>OTHER</b></p> <p>Promote and embody <i>The CORE 7 Leadership Capabilities</i> for classroom teachers:</p> <ul style="list-style-type: none"> <li><b>Accountable</b> – Establishes a high performing culture and accepts accountability for organisational performance;</li> <li><b>Strategic</b> – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction;</li> <li><b>Collaborative</b> – Works collaboratively with others to achieve organisational outcomes;</li> <li><b>Entrepreneurial</b> – Creates organisational value for diverse stakeholders;</li> <li><b>Enabling</b> – Drives excellence through valuing and developing others;</li> <li><b>Agile</b> – Achieves personal and organisational success within a changing, dynamic and complex environment;</li> <li><b>Resilient</b> – Demonstrates personal resilience within a demanding environment of high expectations.</li> </ul> <p>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.</p>

PERSON SPECIFICATIONS	
<b>Qualifications/Training</b>	
<ul style="list-style-type: none"> <li>Degree plus teaching qualification</li> </ul>	Essential
<ul style="list-style-type: none"> <li>A minimum of three years recent experience of classroom teaching</li> </ul>	Essential
<b>Experience / Knowledge</b>	
<ul style="list-style-type: none"> <li>Good working knowledge of the English National Curriculum</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Outstanding classroom practice</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organisation, differentiation and learning strategies</li> </ul>	Essential

▪ International Experience	Desirable
▪ Experience of teaching/Knowledge of IGCSE and IBDP and/or A Level	Essential
▪ Knowledge of EAL in the mainstream	Essential
<b>Skills</b>	
▪ Able to work as part of a team	Essential
▪ High level of IT competence	Essential
▪ Use of SIMS	Desirable
<b>Personal Attributes</b>	
▪ 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
▪ Adaptability	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](http://www.nordangliaeducation.com/careers)

Good luck with your application.