

LOCATION	The British International School Ho Chi Minh(BIS HCMC)	
JOB TITLE	Business Studies Teacher	
JOB PURPOSE	To teach assigned classes of students, ensuring that planning, preparation, recording, assessment and reporting are in line with school guidelines and meet the students' varying learning and social needs.	
REPORTING TO	Principal, Head of Secondary Campus, Head of Department	
DIRECT REPORTS	Head of Department	
OTHER KEY RELATIONSHIPS	Students, families (current or prospective), Teaching Assistants, Teachers	
PACKAGE	Competitive	
SAFER PRACTICES	The British 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 safer recruitment practice. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
General Responsibilities		
<ul style="list-style-type: none"> Promote the mission and philosophy of the school, ensuring that children are working towards being international citizens; Ensure that planning, preparation, recording, assessment and reporting are of the highest quality and meet the varying learning and social needs of students; Be flexible and adjust to the needs of the school, actively contributing to its development and growth; To demonstrate thorough curriculum knowledge, teach and assess effectively; Use the student tracking and monitoring processes to advance student learning and enhance professional practice in line with the school's aspirations and priorities; Take personal responsibility for professional development and for student progress Communicate effectively with the school's stakeholders, being an ambassador for the school at all times. 		
Quality Learning		
<ul style="list-style-type: none"> Work collaboratively with other teachers and teaching assistants to support quality learning; Plan lessons to ensure high student engagement and enjoyment; Plan to meet the needs of a wide range of learners, so that all are appropriately challenged; Ensure that students' BIS learning skills are developed and applied; Ensure all students develop their language skills; Provide opportunities for both collaborative and independent learning; Deliver home learning tasks to students in accordance with the agreed policy and guidelines; Maintain a good quality learning environment, including public spaces; Communicate progress through written reports, parent consultations and other, as required by the school. 		
Pastoral Care		
<ul style="list-style-type: none"> Be the first point of contact and provide pastoral care to students in your class(es); Maintain a purposeful and safe learning environment for all students; Promote the general progress and well-being of individual students, of the class and of the tutor group as a whole, when assigned as a form tutor; Contribute to the preparation of action plans and other support mechanisms; Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved; Communicate effectively with parents of students, liaising with other staff as appropriate. 		
Extra-Curricular Activities		
<ul style="list-style-type: none"> Support the life of the school beyond the classroom; Undertake the planning and organisation of day trips as required; Support the school in delivering after school clubs; Support all Year group and Key stage events such as productions and assemblies. 		

Personal Development

- Continual development through the identification and implementation of your own Professional Review and Development needs to include:
 - Continually striving to improve performance;
 - Setting and working towards targets with the Head of Department, linked to the department and school development plan;
 - Participating in walkthroughs, 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

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
- Any other appropriate duties as allocated by the Chief Executive Officer

☞Be a valued member of the team and organisation☞

OTHER CONDITIONS

Hold a current Criminal Background Check or International Police Check or equivalent for countries lived in outside of the UK tracing employment history for the previous 10 years;

Compliance with visa requirements for working in Vietnam.