



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



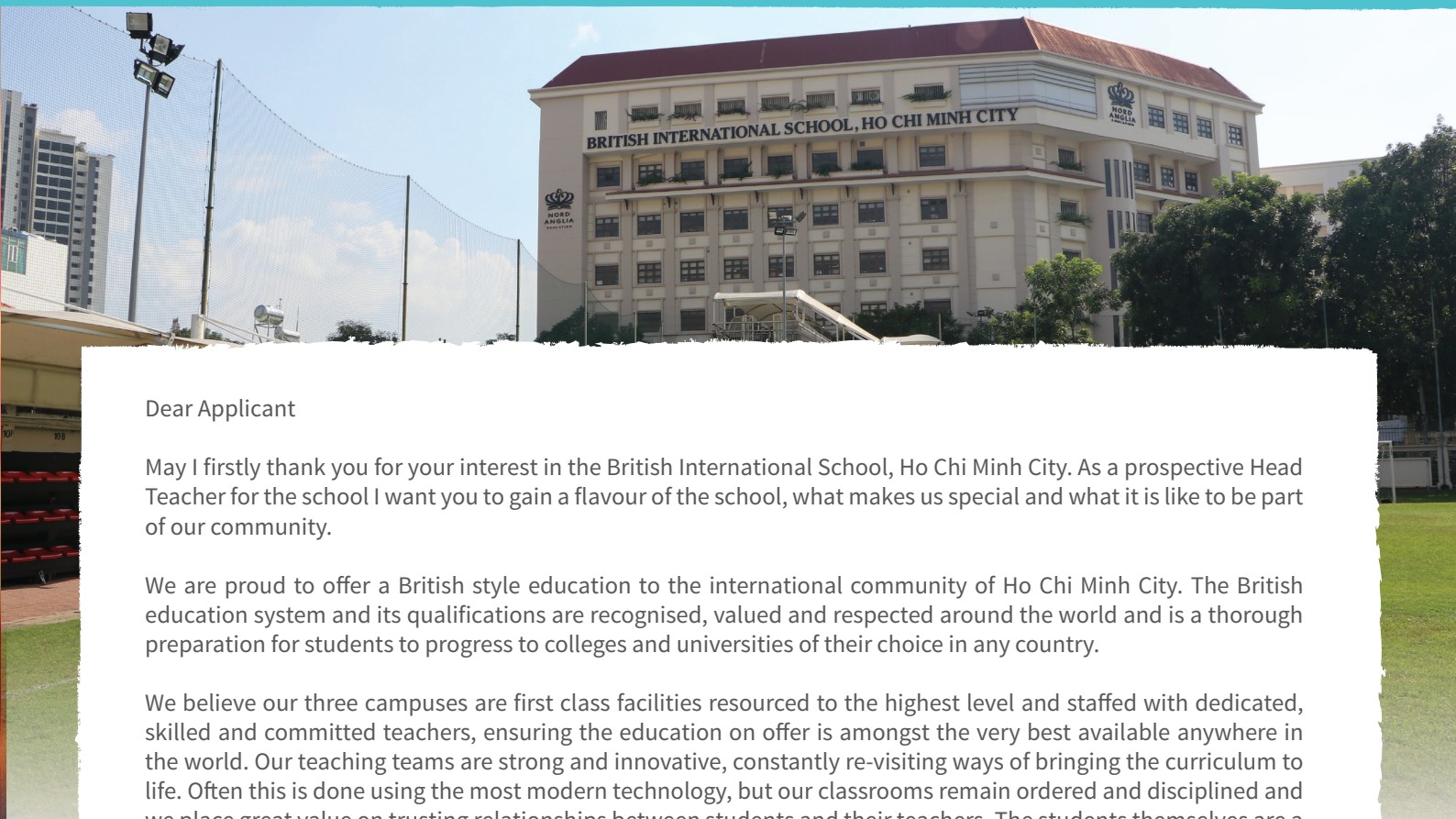
Candidate Brief for *Secondary Campus* *Head Teacher*

Effective August 2020



Inspected, approved and rated as 'Outstanding in all categories' by the British Government





Dear Applicant

May I firstly thank you for your interest in the British International School, Ho Chi Minh City. As a prospective Head Teacher for the school I want you to gain a flavour of the school, what makes us special and what it is like to be part of our community.

We are proud to offer a British style education to the international community of Ho Chi Minh City. The British education system and its 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 our three campuses are first class facilities resourced to the highest level and staffed with dedicated, skilled 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. Often this is done using the most modern technology, but our classrooms remain ordered and disciplined and we place great value on trusting relationships between students and their teachers. The students themselves are a delight to teach – they are motivated, intelligent and hard-working.

We consider our teachers to be the most valuable as well as expensive resource in the school. It is important for the continued improvement of the school 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 school 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 a well-planned induction programme, a varied and interesting programme of continued professional development opportunities and a supportive system of performance management.

Underpinning all that we do as a school is the belief that all children can be successful at school and they should be encouraged to make the most of their talents. Success can be achieved in a variety of ways. Academic success is valued highly, but it is also our belief that the all-round development of each child is just as important. Through an extensive co-curricular programme, the school provides an array of opportunities for each child to succeed and then recognises, praises and celebrates these achievements. This makes the children feel good about themselves and to have a more positive and confident attitude generally. We want our students to feel proud of themselves and of the school.

We expect a lot from our children as we encourage them to develop into adaptable, responsible and accomplished individuals. The students are confidently and independently prepared for life as global citizens in a global workplace. The traditional virtues of good manners, politeness and tolerance, for us translated into multi-cultural contexts, still count for so much in life and are constantly reinforced to the students.

We also want our students to recognise and respond to the responsibilities we all have to people less fortunate than ourselves. The school has developed strong links with local charities and each campus has 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.

May I conclude by encouraging you to apply to the school for the vacant Head Teacher position. If you are successful I am sure you will find the post professionally stimulating and very rewarding. Good luck!

Anthony Rowlands
Principal



British International School, Ho Chi Minh City

seeks a *Secondary Campus Head Teacher*

Effective August 2020

The School

The British International School, Ho Chi Minh City, is a Nord Anglia Education School and has been functioning very successfully since 1997. From modest beginnings the school has grown to become the largest international school in Vietnam and a leading school in the South East Asia Region. With over 2,190 students aged 2-18 years from more than 55 nationalities and located on 3 modern campus sites in the city, it provides a first-class British style education to families in the vibrant and exciting Ho Chi Minh City.

The British International School, Ho Chi Minh City (BIS HCMC) comprises of three campuses each with its own Headteacher:

Early Years and Infant Campus

Junior Campus

Secondary Campus

For more information about BIS HCMC please visit www.bisvietnam.com

Management and Leadership

Within Nord Anglia Education the School has a South East Asia and Middle East Managing Director. On a school level the Principal has overall responsibility for all educational issues and for coordinating the three campuses to ensure

a “one-school” philosophy. The Principal chairs regular SLT meetings with the three 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. The Secondary Campus has two Deputy Heads and two Assistant Heads, who form the Secondary Leadership Team. It also has a normal range of Middle Leaders who have responsibility for detail of all curriculum programmes and activities involving staff, students and parents.

Facilities

All of the school campuses have excellent facilities: large libraries, music suites, indoor swimming pools and large sport halls.



Staffing

There are currently 180 full time teachers, the vast majority of whom are British qualified and trained with recent UK experience. All EYFS and primary teaching classes have English speaking Vietnamese teaching assistants, some of whom are qualified teachers in their own right.

Curriculum

The British International School operates within the framework of the National Curriculum for England providing a broad, balanced and relevant learning experience designed to meet the wide-ranging needs of its students. The International Primary Curriculum (IPC) is used to place the primary curriculum into an international context. The secondary campus prepares students for IGCSE examinations, IB Diploma Programme and entry to universities around the world.

Accreditation and Recognition

The school is a fully accredited member of the Council of International Schools and is registered with the UK government Department for Education as an Overseas School. It is a registered centre for the UK examination board CIE (Cambridge International Examinations) and is also an IB World School, authorised to deliver the IB Diploma Programme. The school is a leading member of FOBISIA (The Federation of British International Schools in Asia) and has recently been rated as 'Outstanding in all categories' in a recent British Schools Overseas inspection.

Examination Results

The British International School is an academically high performing school. From our most recent examination cohort, the percentage of students achieving A*-A in IGCSE examinations was 73%, the average IBO diploma point score was 35.8 points with 1 in 3 students scoring 40 points or more. This places BIS HCMC in an enviable position on a global scale.

University Destinations

BIS HCMC students are very successful in obtaining places in the world's top universities including North American Ivy League colleges and UK Russell Group universities. Our students also access University places in a wide variety of other countries.

Mission Statement

The British International School, HCMC is a caring and multicultural community that enables all individuals to develop as learners and leaders in a dynamic and challenging environment. We value enquiry, perseverance and reflection, act with integrity and treat one another with respect while learning together as responsible global citizens.





Living in Ho Chi Minh City

We have made a video for prospective teachers to view, which describes what it is like to live and work in the city. Please follow this link http://bit.ly/BISHCMC_Teaching and enter this case sensitive password 'BISRecruitment'.

There is also more information including a downloadable booklet on the school website under the CAREERS section.

What can you expect from us?

- 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 Workload
- Opportunities for continued professional development
- Collegial support
- A good standard of living within Vietnam

What makes our lessons special?

- Dedicated, skilled and committed teachers
- All teachers are fully qualified and British curriculum
- First class facilities and resources
- Availability of modern technology
- Innovative learning ideas including brain-based learning
- Experienced
- Stimulating learning environments
- Each child is developed as an independent learner

- Ordered and disciplined classrooms
- Trusting and caring relationships
- High levels of enjoyment
- Homework set on a regular basis

What makes the school special?

- A British education is respected world-wide
- Academically successful - proven examination success at IGCSE and IB Diploma levels
- High standards of behaviour
- High levels of parent satisfaction
- Individual successes are recognised, rewarded and celebrated
- A wide range of co-curricular activities
- The all-round development of each child as a global citizen
- Students develop as life-long learners
- Traditional virtues and good manners are reinforced
- Children feel proud of themselves and the school
- An international mix of students

International Teaching

If you haven't taught overseas before you might like to consider whether you are the sort of person who is able to easily adapt to teaching in another country by considering how you would respond to the following general advice:

- Learn as much as possible about the host country in advance so that you have realistic expectations



- Anticipate a challenging adjustment period of at least three months before making a decision about the move and whether you like it or not
- Do not expect to be able to replicate your current lifestyle
- Look for what is here, not for what isn't
- Always try to understand the host country perspective. It will be different!
- Develop a tolerance for ambiguity and frustration by being flexible and open towards the new culture
- Do not expect of the new culture the same sense of urgency or availability of conveniences
- In all things be flexible
- Look for ways to strengthen and maintain your enthusiasm
- Maintain a sense of humour, but most importantly be ready to laugh at yourself
- A Masters degree in the field of education or an NPQH qualification
- Previous international experience
- Knowledge of ISAMS
- Experience of the IB Diploma Programme

The Application Process

The initial contract will be for 3 years with a start date of August 2020.

Please apply for this vacancy using our recruitment portal operated by Job Tracker at nordangliaeducation.jobs/vacancies.aspx. 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 **Friday 25 October 2019**

Further Information about the school can be obtained from our website www.bisvietnam.com

Experience and Qualifications Sought

Essential:

- A university degree and a teaching qualification
- A minimum of 15 years teaching relevant experience in an English National Curriculum school either in the UK or overseas
- Proven record of successful leadership at a senior level in a secondary school

Desirable:

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 co-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

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 Manager 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 Management 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
- 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

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 times

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 school's 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 ensure that the students demonstrate high standards of behaviour and appearance when representing the school in the community

Personal Qualities

- 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
- 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 Asian culture



Secondary Campus Head Teacher Summary of 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 have a higher standard of living on the lower salary and are still able to save and travel around the region.

The British International School has 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 tax free bonus
- Health Club membership for the Head and spouse
- A contract renewal incentive bonus
- Use of a school car and driver

British International School, Ho Chi Minh City

BIS HCMC - EARLY YEARS AND INFANT CAMPUS

101 Thao Dien Street, District 2, HCMC
Tel: (84 28) 3636 0055

BIS HCMC - JUNIOR CAMPUS

225 Nguyen Van Huong Street, District 2, HCMC
Tel: (84 28) 3744 4551

BIS HCMC - SECONDARY CAMPUS

246 Nguyen Van Huong Street, District 2, HCMC
Tel: (84 28) 3744 2335



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