NORD ANGLIA EDUCATION

TEACHER (SECONDARY)
JOB DESCRIPTION

LOCATION	British International School – Ho Chi Minh City
JOB PURPOSE	To teach creative and stimulating lessons that engage and stretch all students; encouraging them to be ambitious in their learning and make excellent progress.
REPORTING TO	Head Teacher (Secondary Campus), Deputy Head Teacher, Assistant Head Teacher, Head of Department, Head of Year
DIRECT REPORTS	
OTHER KEY RELATIONSHIP	Teachers, Form Tutors, Parents, Teaching Assistants

KEY RESULT AREA
Engagement and Interaction – School Ambassador to Internal Community
▪Promote the values of our Aide Memoire in word and action; ▪Be the first point of contact for both parents and students, and to provide pastoral care for students; ▪Maintain a purposeful and safe learning environment for all students; ▪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; ▪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. ▪Communicate and make use of assessment and achievement information/data as required for tracking and reporting purposes. ▪Contacting parents on academic or social matters, including follow up on reports, parents' meetings etc.; ▪Contribute to an annual Action Plan; ▪Be involved in the organisation and delivery of secondary events, festivals, House events, assemblies, and Parent Teacher Group (PTG) committees; ▪Contribute to BIS Weekly Updates and Spotlight articles when needed; ▪Maintain high quality displays in classrooms and other areas which support student learning; ▪Offer exciting Co-Curricular opportunities that meet the needs of students, actively engaging with Global Campus to encourage collaboration across the Nord Anglia family of schools; ▪Supervise students on a duty rota; ▪Be responsible for personal health and safety, and know how to report H&S concerns; ▪Understand staff and department handbooks as well as all policy and guidance documents;
Learning and Teaching
Teachers will offer learning opportunities and teaching strategies that: ▪ensures the BIS Learning Skills are systematically developed, practised and applied; ▪meets the requirements of the BIS Age-Related Expectations(ARE), IGCSE specifications and the IB Diploma

Programme;

- provides opportunities for both collaborative and independent learning;
- 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;
- demonstrates high expectations of learning behaviour and conduct;
- meets the needs of the full range of our learners, including those with EAL and learning support needs.
- use a wide range of formative and summative assessment techniques to evaluate student learning;
- provides students with high quality, timely feedback that enables them to know where they are and what they need to do to improve;

Planning and Preparation

- Plan and teach well-structured and engaging lessons and programmes that stretch and challenge students, encouraging them to be ambitious;
- Prepare for learning that is underpinned by evidence-based pedagogy, and a good knowledge and understanding of how students learn;
- Work collaboratively with other teachers and teaching assistants to support high quality learning.

Professional and Personal Development

- Embrace and engage in all opportunities to develop pedagogy, knowledge and understanding through internal and, where appropriate, external CPD events.
- Ensure that Child Protection and safeguarding training are updated regularly.
- 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;
- Actively engage in the Professional Review and Development process through the APT system.

Any other reasonable task assigned by the Principal or Head of Campus.

PERSONAL SPECIFICATIONS – Skills Knowledge and Experience	
▪ Degree plus teaching qualification ▪ A minimum of three years recent experience of classroom teaching ▪ Good working knowledge of the English National Curriculum ▪ Outstanding classroom practice ▪ 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 ▪ Experience of teaching/Knowledge of IGCSE and IBDP and/or A Level ▪ Knowledge of nneds of students with EAL in the mainstream ▪ Able to work as part of a team ▪ High level of IT competence	Essential
▪ International Experience	Desirable

▪ Use of SIMS/ISAMs	

Personal Attributes

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- 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

NORD ANGLIA EDUCATION

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 embodies *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

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

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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.