



Job Description

Upper Elementary Teacher

**Reports to the Elementary Principal and the Head of School, the PYP Coordinator/
Assistant Principal**

Hanoi International School Mission:

'As a diverse and caring community, HIS provides excellence in international education within an inclusive, compassionate environment.'

The core values of the school are:

To embrace and celebrate our diversity as a community of learners

To develop an understanding and appreciation for our host country and its culture

To make the world a better place through education and taking action

To provide life-long learners with a variety of opportunities to develop the whole person

To develop internationally-minded people who strive to demonstrate the IB Learner Profile attributes.

As an employee of Hanoi International School, you support the growth and development of the students in line with the school's philosophy, as expressed in the Mission Statement and Values above.

A teacher is responsible for:

- Aligning with the requirements of the program (s);
- Engaging students as inquirers and thinkers and encouraging students to become actively responsible for their learning;
- Building on what students know and can do and engaging students in reflecting on how, what, and why they are learning;
- Understanding and practicing academic honesty;
- Addressing human commonality, diversity, and multiple perspectives, the diversity of student language needs, including those for students learning in a language(s) other than their mother tongue, the language development of each student;
- Using a range and variety of strategies, differentiating instruction to meet students' learning needs and styles;
- Incorporating a range of resources, including information technologies;
- Developing student attitudes and skills that allow for meaningful student action;
- Fostering a stimulating learning environment based on understanding and respect.

Collaborative planning

A teacher is responsible for:

- Collaboratively planning and reflecting on the requirements of the programme(s) and documenting on Managebac;
- Collaboratively assessing student work and the learning needs of each student;
- Collaboratively addressing the planning and teaching of the IB learner profile attributes;
- Attending and organizing collaborative planning meetings.

Assessment

A teacher is responsible for:

- Using a range of strategies and tools to assess student learning;
- Providing students with feedback to inform and improve their learning;
- Providing opportunities for students to participate in and reflect on the assessment of their work;
- Using student assessment to improve teaching and learning;
- Ensuring that all deadlines and guidelines associated with reporting are followed;
- Welcoming parental interest in the progress of students and being willing to listen to and respond to parents' views;
- Monitoring students' academic progress and ensuring parents, and other teachers, are informed as appropriate.

General Professional Expectations

In addition to the above, you are expected to:

- Model lifelong learning by remaining current with content and pedagogy in your area of academic responsibility;
- Foster respectful interactions among and with students and their peers in classrooms and the school;
- Develop and maintain a level of technical expertise that enables the active use of technology to support student learning;
- Actively participate in and support student and teacher-led extracurricular activities;
- Promote the positive image of Hanoi International School in public settings;
- Take responsibility for the safety and discipline of students in and out of the classroom;
- Demonstrate diplomacy and discretion in all professional dealings;
- Take an active role in the Hanoi International School community;
- Cover additional teaching when required;
- Participate in the professional growth program, which encompasses teacher observation, appraisal, professional development, and professional goals;
- Participate in and lead committee work (IB and CIS) which contributes to achieving the school's strategic plan and mission;
- Perform any other reasonable duties requested by the Elementary Principal and Head of School.

Qualifications/ Experience

- Experience teaching PYP;
- Bachelor of Education or PGSE (qualification to teach) in elementary education;
- Minimum two years experience working as a full-time secondary teacher in International Schools or the national system.

Candidate Qualities

- Compassionate, caring faculty member that understands the needs of elementary students in an international context;
- A proactive, energetic teacher who can inspire and support upper elementary students to reach their potential;
- Experienced and passionate about elementary school learning and willing to lead and support students to lead.