



Hanoi International School was founded in 1996. Currently the student body represents 35 nationalities. Hanoi International School offers an IB Curriculum Continuum and is a full member of the Council of International Schools (CIS).

We are looking for the position of Principal in one of the top International school located in the heart of Hanoi, Vietnam.

JOB DESCRIPTION:

1. The Principal shall have charge of the educational administration of the School and shall manage the School. The Principal shall advise The General Director on all policy matters.
2. The Principal shall have the specific authority, right and responsibility as follows:
 1. To be in charge of educational leadership and administration of the school and shall be the educational manager of the school.
 2. Advise the General Executive Director on all policy matters.
 3. Organize and reorganize the administration (except Financial Office) and Educational Staff.
 4. Select, assign all personnel within the School, however all hiring and termination of contract must be approved by the General Executive Director.
 5. Supervise and direct all teachers and other persons employed in the instructional activities and day to day running of the school except for Financial Staff.
 6. Develop and implement the education programmes including the scholarship/ fees relief programme, and curricula of the school.

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7. Ensure all school curricular programmes are duly authorized.
 8. Ensure the School is accredited by international accrediting organizations.
 9. Ensure staff appraisal programmes are in place with appropriate links to the professional development plan.
 10. Administrate the budget of the school as approved by the Board.
 11. To represent the school at appropriate international organizations the School is a member of or associated with including MRISA, EARCOS, IBO, CIS.
 12. Ensure all appropriate communications are in place for parents and the wider community.
 13. Ensure correct procedures and screening is in place for the enrollment of students.
 14. With the Vice-Principals and other delegate staff, to oversee the discipline and behavior policies of the school.
 15. Ensure all staff and employees recruited are screened appropriately.
 16. Ensure Child Protection Protocols are in place and practiced at the School.
3. The General Director may assign additional duties and responsibilities to the Principal, provided, however, that all additional duties and responsibilities assigned by The General Director.

IN ORDER TO BE CONSIDERED FOR THIS POSITION, THE CANDIDATE MUST:

1. Hold at least a Master's degree.

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2. It would be an advantage to have a post graduate qualification related to Education/ Education Management and Leadership.
3. Hold an Internationally-recognized teaching qualification.
4. Have experience with the IB curriculum more especially with the IB Continuum curriculum programmes: PYP, MYP and DP.
5. Have completed at least five years in a Senior Administrative role in an International School.
6. Having experience with CIS Accreditation would be an advantage.

COMPENSATION AND BENEFITS

Hanoi International School offers a competitive salary and benefits package grounded in the philosophy of attracting and retaining highly qualified Administration Team.

The compensation package ensures that Principal experience a high quality of life and high savings potential. The educational environment supports a culture of professional learning and growth.

Salary and benefits package are competitive for Vietnam and the region. Salary and allowances are net payment. All taxes are paid by School.

Basic salary: The first-year salary ranges from **US\$68,000 Net**

Benefits:

- Relocation for faculty and dependents: shipping allowances, airfare allowances at the beginning and end of the contract , settling-in allowance;
- Annual airfare for faculty and dependents after the 1st year of the contract;
- Housing allowances: **US\$ 1,650** per month
- Tuition fee for two dependent children;

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- Medical health insurance: worldwide coverage and comprehensive health insurance for the Principal and dependents;
- Accident insurance;
- Pension (**10% of annual basic salary**) paid annually into Pension Offshore Fund or cash after tax deduction;
- Sick leave (10 days per year), personal leave (5 days per year) and recruitment leave (3 days for last contract);
- Professional Development opportunities;

APPLICATION:

1. Interested candidates should address a letter of application and a copy of their curriculum vitae including three confidential referees and send to the below address:

recruitment@hisvietnam.com

Application will close October 31, 2019.

2. A short list of candidates will be selected for interview at HIS by the Board by December 2019 and interview will take place at HIS in April 2020.
3. During the interview period there will be opportunities for meeting with candidates to take place by members of the School Community as requested by the Board. This may include Parents, PTA, Staff, Student council.
4. The Board aims to make an appointment by the start of June 2020.

A more formal transition period will take place at least one school term prior to June 2021.

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