



JOB DESCRIPTION

LOCATION	Renaissance International School, Saigon
JOB TITLE	MYP/IGCSE and IB Diploma Subject Educator
JOB PURPOSE	A Secondary school specialist Teacher at Renaissance International School in Saigon is responsible for delivering a rigorous and comprehensive education to students in the MYP, International General Certificate of Secondary Education (IGCSE) and the International Baccalaureate Diploma Programme (IBDP). The teacher will play a crucial role in planning and implementing the IB curriculum, fostering critical thinking skills, and supporting students in their academic and personal growth.
REPORTING TO	Head of Secondary
OTHER RELATIONSHIPS	Students, teaching faculty, families (current or prospective)
PACKAGE	Competitive and to be discussed at interview
SAFER RECRUITMENT PRACTICES	<p>Renaissance International School 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 recruitment policy. Where possible, interviews will be conducted in person, and they will explore candidates' suitability to work with children.</p> <p>All staff are required to manage effective personal development as part of the school's commitment to invest in staff as the key resource in the organisation.</p> <ul style="list-style-type: none"> • Each individual must ensure that they meet their statutory responsibilities and school policies with regard to Health and Safety, Equal Opportunities and other relevant legislation. • Hold a current Criminal Background Check or International Police Check or equivalent for the country the applicant is coming from and your home country. • Any other appropriate duties as allocated by the Head of Section and/or Head of School
SCHOOL MISSION STATEMENT	<p>School Mission: As a student-centered, family-focused community, we will guide learners on their journeys towards fulfilling their individual potential, embracing their own independence and internationalism in a safe, supportive, and challenging environment.</p> <ul style="list-style-type: none"> • Exceptional Experiences: It is our belief that children only have but a short period in education. We seek to make the most of this time. All that we do for students, parents and faculty is designed to deliver exceptional experiences that provide true meaning and fulfillment, professionally and educationally. • Outstanding Educators: We celebrate diverse cultures and promote global citizenship, fostering a respectful and inclusive environment. We equally recognise the need for educators to display excellence in their teaching and learning practice. • First Class Facilities: The school is committed to constant refurbishment and enhancement of facilities to provide a safe and exciting environment, most conducive to students' development. • Unparalleled Service: We believe that all stakeholders deserve to receive levels of service that makes them proud to belong to the Renaissance International School community. Empathy and attention to detail are hallmarks of this commitment to service quality.

General Responsibilities:

To communicate effectively with all the school's primary stakeholders and being an ambassador and champion for the school at all times.

A Secondary school specialist Teacher at Renaissance International School in Saigon is responsible for delivering a high-quality education to students in the middle years.

This role involves planning and implementing the MYP/IGCSE/DP curriculum, fostering student agency and collaboration, and actively contributing to the school community. Secondary school subject teachers report to the relevant Curriculum Coordinator and work closely with students, teaching faculty and families to create a dynamic and supportive learning environment in which everybody can thrive.

Renaissance International School values highly educators who appreciate the importance of being content and language instructors within a multilingual international context, and are personally and professionally equipped to explain differentiated English language objectives in a sympathetic and nurturing manner to our second language learners.

Curriculum and Instruction:

- Demonstrate a comprehensive understanding of the relevant curriculum framework and subject-specific requirements.
- Collaborate effectively with subject team members, the relevant Curriculum Coordinator, and other teachers to design and implement interdisciplinary units of study.
- Plan and deliver engaging and differentiated lessons that cater to the diverse learning needs of students.
- Promote inquiry-based learning and critical thinking skills among students.
- Utilize technology and innovative teaching methods to enhance the learning experience.
- To both understand and participate fully in the school's Performance Management procedures.
- Participate freely in formal and informal classroom observations in a collaborative and positive manner, always exhibiting a growth mindset and a willingness to improve and enhance performance.
- Engage in ongoing professional development to deepen subject knowledge, enhance teaching strategies, and stay abreast of IB practices.
- Collaborate with colleagues to develop and share best practices in IB instruction.
- Contribute to the continuous improvement of the MYP/IGCSE/DP program at the school.

Assessment and Reporting:

- Utilize a range of formative and summative assessment strategies to monitor student progress.
- Provide timely and constructive feedback to students to support their growth and development.
- Collaborate with colleagues to develop and implement effective assessment practices.
- Generate informative reports that clearly communicate student achievement and areas for improvement to parents/guardians.
- Communicate effectively with parents, liaising with other staff, as appropriate to ensure there are no surprises.

Classroom Management and Student Support:

- Cultivate a positive and inclusive classroom environment that fosters student engagement and well-being.
- Establish clear expectations for behavior and implement appropriate classroom management strategies.
- Support students in setting and achieving personal and academic goals.
- Provide guidance and counseling to students as needed.

Professional Development and Collaboration:

- Engage in ongoing professional development to enhance teaching strategies and stay abreast of IB and IGCSE practices.
- Collaborate with colleagues to develop and share best practices.
- Actively participate in department meetings, school-wide initiatives, and professional learning communities.
- Contribute to the continuous development and improvement of the MYP/IGCSE/DP program.

School Culture and Mission:

- Embrace and promote the school's mission, vision, and values.
- Foster a positive and inclusive school culture that celebrates diversity and promotes international mindedness.
- Participate in school events and extracurricular activities.
- Communicate effectively with stakeholders and represent the school professionally.

Additional Professional Responsibilities:

- Actively support playtime or lunchtime supervision duties, as required and directed.
- Offer a range of Enrichment (co-curricular) Activities as directed by the Head of Section.
- Actively promoting the school positively (including meetings with professional bodies, individuals and on social network

sites) at all times.

- Working with fellow colleagues in a spirit of collaboration and positivity to maintain and enhance a pleasant professional working environment.
- Substituting for absent colleagues as directed by the Head of Section
- Attending required meetings punctually as agreed in the contract and as reasonably requested by the Head of Section.
- Participating in after/out of school events such as, but not restricted to; staff team briefing, staff team meetings, parents' evenings, residential/educational visits, as requested by the Head of Section.
- Undertaking any other reasonable tasks, as allocated by the Head of Section and/or Head of School.

Quality of Learning:

- Ensure all children develop their English language proficiency.
- Plan lessons to ensure a high level of student engagement and participation.
- Ensure instruction is differentiated to ensure the needs of a wide range of learners is met and each child is appropriately challenged.
- Ensure children are encouraged to think critically, to embrace enquiry to problem solve both individually and collectively.
- Ensure all students are provided with opportunities for both collaborative and independent learning. Together we achieve more.
- Work collaboratively with other teachers and teaching assistants to support quality learning.
- Ensure students are given the appropriate level of homework to support the curriculum goals and intended learning outcomes.
- Maintain a safe, nurturing learning environment that is conducive to quality instruction and learning.
- Communicate progress through written reports, parent consultations and other, as required by the school.

Pastoral Care:

- Be the first point of contact and provide pastoral care to the children in your class(es).
- Maintain a purposeful, safe and nurturing learning environment for the children.
- Promote the general progress and well-being of individual children and of the class, as a whole.

Desired Qualifications and Experience

Experience / Knowledge	
• BEd degree or similarly recognised degree plus PGCE/QTS	Essential
• Experience in teaching the relevant programme for at least 3 years specific to the subject area applying for	Highly Desirable
• Strong subject knowledge of the specific subject to be taught	Essential
• Range of teaching experience across different year groups, especially the MYP/IGCSE and Diploma Program.	Desirable
Skills	
• Good classroom practice and pedagogy	Essential
• Ability to prioritise workloads and to work on own initiative	Essential
• Excellent communication and interpersonal skills.	Essential
• Ability to differentiate instruction to meet the needs of diverse learners.	Essential
• Familiarity with educational technology tools and their integration into teaching.	Essential
Qualities specific to a dual-language school	
• Relish the prospect of collegial planning and teaching with Vietnamese and English language colleagues	Essential
• Be able to engage and inspire new learners of English	Essential
• Be open to new ideas, embracing professional development	Essential
• Be creative in the design and delivery of the curriculum	Essential
• Knowledge of TESMC or similar training/experience in bilingualism	Highly Desirable
Personal Attributes	
• High levels of personal integrity	Essential
• Good organisational and time-management skills	Essential
• Ability to work under pressure and remain calm	Essential
• Positive attitude	Essential
• A growth Mindset	Essential
• Be energetic and prepared to go the extra mile in shaping the school's future	Essential