



JOB DESCRIPTION

LOCATION	Renaissance International School, Saigon
JOB TITLE	IGCSE and IB Diploma Subject Teacher
JOB PURPOSE	An IB Diploma Teacher at Renaissance International School in Saigon is responsible for delivering a rigorous and comprehensive education to students in the 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"> • 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 countries lived in outside of the UK tracing employment history for previous 10 years. • Any other duties as allocated by the Head of Section and/or Head of School
SCHOOLS 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 - for us, in every area of school life, for all stakeholders, we contribute to providing the fullest educational and professional experience. • Outstanding Teachers – the greatest impact on a child's growth and success comes from the quality and engagement of every teacher. The impact on a child's learning, support and growth needs to be immediate, positive, and lasting. • First-class Facilities - for us, we want to see our facilities support our aspirations for a first class education and professional experience for all. • Unparalleled Service – in all we do, we focus on giving the highest levels of service for all of our community. getting the little things right.
<p>General Responsibilities: To communicate effectively with all the school's primary stakeholders and being always an ambassador and champion for the school.</p> <p>An IGCSE/DP 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 IGCSE and Diploma curriculum, fostering student agency and collaboration, and actively contributing to the school community. The IGCSE/DP Teacher reports to the MYP Coordinator and works closely with students, teaching faculty and families to create a dynamic and supportive learning</p>	

environment in which everybody can thrive.

Curriculum and Instruction:

- Demonstrate a deep understanding of the IGCSE/IB Diploma Programmes and subject-specific requirements.
- Collaborate with subject teams, the IB Coordinator, and other teachers to design and implement engaging and challenging units of study.
- Plan and deliver effective and differentiated lessons that cater to the diverse learning needs of students.
- Promote inquiry-based learning, research skills, and interdisciplinary connections.
- Utilize innovative teaching methods and technology to enhance students' understanding and engagement.
- 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.
- Actively participate in department meetings, school-wide initiatives, and professional learning communities.
- Contribute to the continuous improvement of the IB Diploma Programme 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.
- Prepare students for IB Diploma assessments, including internal and external examinations.
- Maintain accurate and comprehensive records of student performance and achievement.

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 IGCSE/IB practices.
- Foster a positive and inclusive classroom environment that supports students' academic and personal development.
- Encourage students to set and achieve challenging goals and provide guidance and support in their pursuit.
- Offer academic counseling to students, assisting them in making informed choices regarding subject selection and university applications.
- Provide mentorship and guidance for the Extended Essay and Theory of Knowledge components of the IB Diploma Programme.
- Promote student well-being, positive values, and responsible citizenship.
- Collaborate with colleagues to develop and share best practices.
- Contribute to the continuous development and improvement of the IGCSE and Diploma 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.

Desired Qualifications and Experience

Experience / Knowledge

• BEd degree or similarly recognised degree plus PGCE/QTS	Essential
• Experience in teaching the IGCSE/DP 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	Highly desirable
• 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.	

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



JOB DESCRIPTION

LOCATION	Renaissance International School, Saigon
JOB TITLE	MYP Educator
JOB PURPOSE	An IB Diploma Educator at Renaissance International School in Saigon is responsible for delivering a rigorous and comprehensive education to students for the Middle Years Programme of the IB. The Educator 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, MYP Coordinator
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 countries lived in outside of the UK tracing employment history for previous 10 years. • Any other appropriate duties as allocated by the Head of Section and/or Head of 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 - for us, in every area of school life, for all stakeholders, we contribute to providing the fullest educational and professional experience. • Outstanding Educators – the greatest impact on a child's growth and success comes from the quality and engagement of every Educator. The impact on a child's learning, support and growth needs to be immediate, positive, and lasting. • First-class Facilities - for us, we want to see our facilities support our aspirations for a first-class education and professional experience for all. • Unparalleled Service – in all we do, we focus on giving the highest levels of service for all of our community. getting the little things right.
<p>General Responsibilities: To communicate effectively with all the school's primary stakeholders and being an ambassador and champion for the school at all times.</p>	

An MYP Educator 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 curriculum, fostering student agency and collaboration, and actively contributing to the school community. The MYP Educator reports to the MYP Coordinator and works closely with students, teaching faculty and families to create a dynamic and supportive learning environment in which everybody can thrive.

Curriculum and Instruction:

- Demonstrate a comprehensive understanding of the MYP framework and subject-specific requirements.
- Collaborate effectively with subject team members, the MYP Coordinator, and other Educators 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.

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.
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- 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 MYP 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 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:

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• Ability to prioritise workloads and to work on own initiative	Essential
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