

Recruitment

Candidate Pack





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Message from the Head of School

Thank you for your interest in Renaissance International School Saigon. We are delighted to share this candidate pack with you, offering an insight into our vibrant school the community of which we are so very proud.

As one of Saigon's leading international schools, Renaissance is committed to providing an exceptional educational experience – one that nurtures growth, sparks curiosity, inspires creativity, and instills a lifelong love for learning. We are proud to be a diverse, inclusive, and welcoming community, where students and educators from around the world come together to learn, lead, and thrive.

As an IB Continuum World School and one of Saigon's leading international learning communities, Renaissance is committed to providing a transformative educational experience – one that nurtures inquiry, supports student agency, inspires creativity, and cultivates a lifelong passion for learning. We are proud of our diverse, inclusive, and welcoming environment, where students and educators from around the world come together to think critically, act compassionately, and grow as internationally minded, reflective, and principled individuals. At Renaissance, everybody is invited.

Inside this pack, you'll get a clearer picture of who we are – our values, our approach to teaching and learning, and what makes Renaissance a unique place to work and grow. You'll also find helpful information about the application process and what we look for in new teachers and leaders. Some roles may have extra responsibilities or preferred qualifications, which will be highlighted in the role-specific job description. These details are simply there to help you understand what we're aiming for as a school and the kind of educators who thrive in our community.

At Renaissance, we believe that when educators are empowered and supported, students flourish. Our teachers do more than deliver a curriculum – they inspire, mentor, and help shape compassionate, balanced, and future-ready individuals. We are pleased that you are considering being part of that journey.

If you have any questions or would like further information, please feel free to contact us at vacancies@renaissance.edu.vn.

We look forward to receiving your application and wish you every success in the recruitment process.

Yours Sincerely,



Andy Roberts
Head of School



Teaching Internationally and Teaching *in Saigon*

Teaching Internationally

Teaching internationally is a rewarding and transformative experience, both personally and professionally. It allows you to develop as an educator, deepen cultural awareness, and embrace new perspectives. If you are considering a move overseas, here are some helpful reflections and guiding principles to support your transition:

- Learn about your host country before you arrive. Take time to explore its culture, traditions, values, history, and education system so you arrive with realistic expectations and an open mind.
- Allow yourself time to adjust. The first few months are often a mix of excitement, learning, and occasional challenges. Give yourself time to settle before making judgments about the experience.
- Avoid comparing everything to your home country. Rather than looking for what is missing, look for what is unique, different, or unexpectedly wonderful in your host culture.
- Seek to understand before being understood. Recognize that cultural norms, levels of urgency, and communication styles may differ. Listen, observe, and learn before forming conclusions.
- Embrace ambiguity and be flexible. Things may not always work the way you are accustomed to. International schools have evolving enrolments, diverse needs, and sometimes unexpected changes – this keeps us agile, creative, and solution-focused.
- Keep a sense of curiosity. Approach challenges as opportunities for learning and growth. Every experience – whether inside or outside the classroom – can enrich your practice as an educator.
- Recognize that teaching internationally is deeply relational. You will be working with students and colleagues from around the world, each bringing different languages, traditions, values, and learning styles. This diversity is a gift – embrace it.
- Nurture your enthusiasm and wellbeing. Living abroad can be exhilarating but demanding. Find ways to stay energized, connect with others, and maintain a healthy balance between work and personal life.
- Keep your sense of humor. It may be the most valuable tool you bring with you.



Teaching Internationally in Saigon

Are you ready for a teaching adventure in Ho Chi Minh City (Saigon), Vietnam?

Saigon combines cultural richness with a modern, vibrant lifestyle. It is a city where tradition and innovation live side-by-side. With its multicultural community, welcoming people, dynamic international schools, and growing global influence, Saigon offers educators an exciting place to live, work, and grow.



“
Saigon provides opportunities for multiple activities: travel, cuisine, culture, and lifestyle. I also find the saving potential better here than in many other places that I have worked in.

Navnita Karmakar
Diploma Philosophy & TOK Teacher



Why Saigon?

- A genuinely multicultural city, home to a diverse international school community.
- A rich cultural heritage blended with modern convenience and international connectivity.
- A lower cost of living and excellent savings potential compared to many other major cities.
- Warm, welcoming locals and a strong sense of community.
- Gateway to Asia, with easy access to stunning destinations such as Thailand (1 hour), Cambodia (1.5 hours) Singapore (2 hours), Japan (4 hours), Korea (4 hours), and beyond.
- A fantastic lifestyle filled with café culture, street food, art, festivals, travel, and adventure.

Teaching in Saigon is not only about living abroad – it's about becoming part of a vibrant, evolving global hub.



About Working at
**RENAISSANCE
INTERNATIONAL SCHOOL**



WHY COME and join us



Why Join Renaissance?

At Renaissance, it's more than just a workplace – it's a community. A place where educators feel valued, supported, and truly part of something meaningful. Here, you don't just work at a school - you *belong* to one.

A True Sense of Belonging:

Renaissance feels like family. You'll find a warm, welcoming, and collaborative community where people look out for each other, share ideas generously, and celebrate each other's successes – big and small. You'll quickly become part of a team where kindness, humour, and humanity matter just as much as professionalism and expertise.

Competitive Salary and Benefits:

We offer a strong salary and benefits package that reflects your experience and qualifications, in line with other leading international schools both locally and globally. Most importantly, our package is designed to help you enjoy life in Saigon – comfortably, sustainably, and with genuine opportunities to save.

Health, Wellbeing & Work-Life Balance:

We genuinely care about the wellbeing of our staff. Health insurance, counselling support, staff wellness days, sports activities, and a caring leadership culture help make sure that you thrive – not just professionally, but personally too.

Professional Growth & Career Development:

Learning never stops at Renaissance. Whether through IB workshops, coaching, peer learning, or school-funded courses, you'll have real opportunities to shape your own learning journey. Staff are encouraged to lead projects, share expertise, and grow into new roles – we believe in developing future leaders.

A Supportive and Collaborative Work Environment:

We are a close-knit team where teachers, leaders, and support staff work together with trust and respect. You'll be surrounded by colleagues who listen, care, and collaborate – where conversations, ideas, and innovation are always welcome.

Beautiful Campus and Quality Resources:

Our campus is modern, purpose-built, and designed to support high-quality teaching and learning. From well-equipped classrooms and specialist studios to collaborative spaces and green areas, Renaissance is a place where students and teachers feel inspired and most importantly, really enjoy working at.

A Vibrant International Community:

Every day, you'll work alongside students, teachers, and families representing more than 30 nationalities. Our school celebrates cultural diversity – not just in events, but in everyday conversations, learning, and relationships. At Renaissance we abide by two key tenants, everybody is invited and together we always achieve more.

Strong Parent-School Partnerships:

We are lucky to have wonderfully supportive families who value education and warmly welcome new teachers into the Renaissance community. Parents actively collaborate with the school to help students feel known, supported, and valued.

Settling into Life in Saigon:

For international staff, we provide guidance and support with visas, work permits, relocation, flights, and housing. We know moving overseas is a big step – which is why we walk alongside you throughout the transition to help make Saigon feel like home.

A School with Heart:

Ultimately, teachers join – and stay at – Renaissance because of our people. It is a place where you are valued, trusted, and encouraged to bring your authentic self to work. A place where you don't just work, you *belong*.



LEARNING and TEACHING

Renaissance International School Saigon

Mission Statement:

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.

Vision:

Be happy. Belong. Be Excellent.

Values:

Internationalism; Democracy; Environment; Adventure; Leadership Service

Definition of High-Quality Learning and Teaching:

At Renaissance we believe that excellent teaching and learning take place in a safe, supportive and challenging environment. Teachers guide learners to fulfill their individual potential, encouraging them to embrace their own independence.

High-Quality Learning and Teaching at Renaissance:

- Gives opportunities for students to be creative, take risks and reflect
- Encourages students to be caring and open minded
- Creates confident communicators and collaborators
- Balances knowledge with inquiry skills
- Fosters critical and principled thinking
- Inspires students to challenge themselves



Definition of International Mindedness:

At Renaissance, international mindedness is at the heart of who we are and what we do.

Guided by the IB philosophy, we believe that international mindedness is not just about understanding other cultures but about developing a mindset – one that encourages curiosity, empathy, open-mindedness, and a sense of responsibility toward others and the world. It means helping students, and each other, to:

- Recognise that we are different, and value those differences – culture, language, identity, perspectives, and experiences.
- Think beyond ourselves – considering local and global issues with compassion, respect, and ethical awareness.
- Engage with the world as active, caring participants – ready to listen, reflect, and take thoughtful action.
- Build genuine understanding – not just tolerance, but authentic appreciation for diversity and interconnectedness.
- At its core, international mindedness is about nurturing globally aware, kind, reflective, and principled individuals who understand that their actions matter – both in their community and in the wider world.
- We don't just teach international mindedness – we live it, model it, and grow it together.



SCHOOL'S Facilities

Renaissance International School has been designed fully in line with international standards. The school has excellent purpose-built facilities which include the following:

Spacious, modern, air-conditioned classrooms with wireless connectivity and interactive Viewsonic panels

Full IT functionality and student BYOD provision

Spacious purpose-built Science laboratories

Outdoor play areas, Early Years' indoor grappling wall

Large Library containing Primary and Secondary collections; bespoke Early Years' Library

State of the art Theatre for musical and theatrical productions

Music suites including individual practice rooms and recording studio

'Black Box' Drama studio

Renovated Art and MakerSpace suites

25m Indoor Swimming Pool

Strikingly designed Sports Hall

Fitness Room

2 AstroTurf pitches



PROFESSIONAL *Development*

At Renaissance International School, we understand the importance of continuous professional development to foster growth and keep our educators at the forefront of educational practices. Our aim is to empower our educators with the knowledge, skills, and resources they need to excel in their roles at Renaissance International School and promote effective and enhanced student learning experiences.

- **Workshops**

We organize regular and frequent workshops that focus on various aspects of teaching and learning. Topics covered may include curriculum development, instructional strategies, assessment techniques, innovative teaching methodologies, inclusive education, and more.

- **Conferences**

Renaissance International School encourages staff members to network and participate in conferences relevant to their areas of expertise or interest. We provide financial support, as well as time off, for educators to attend regional and international educational conferences with our affiliation bodies (CIS, EARCOS, FOBISIA, Cambridge Assessment and, of course, the IBO). These conferences offer opportunities to learn, share best practices, engage with experts, and stay abreast of the latest research and global educational trends.

- **In-House Training**

Within any staff faculty team, there is a wealth of experience and expertise that can remain untapped and unreach. Renaissance International School offers in-house sessions, conducted by our staff members, allowing us to tailor the training to the unique needs and goals of our educators and school community.

- **Online Learning**

We provide access to various online courses, webinars, and resources to support staff members in their continued professional growth. These resources encompass a wide range of subjects and are available throughout the year, making it convenient for educators to engage in self-paced learning and earn professional development credits.



Dr. David Marsh delivering INSET to all staff at Renaissance on CLIL (Content and Language Integrated Learning, a term he coined in 1994)

To ensure that professional development opportunities align with our staff's needs and aspirations, we regularly seek feedback through performance management conversations, staff meetings, and individual conversations. This feedback helps us plan and organise relevant and impactful professional development activities.

We hope this additional information gives you a better understanding of Renaissance International School and its commitment to educational excellence. If you have any specific questions or need further details about any aspect, please let us know, and we would be happy to assist you.



SALARY AND BENEFITS

A Supportive Package Designed with You in Mind:

At Renaissance, we understand that moving overseas is both exciting and life changing. That's why we've designed a salary and benefits package that not only supports your professional journey, but also truly enhances your quality of life.

Many of our international educators tell us that living in Vietnam allows them to enjoy a *higher standard of living* than in many other countries where they've taught – while still being able to save comfortably and travel across Asia during school breaks.

Our salaries are paid in Vietnamese Dong, and your personal income tax is covered by the school, so what you receive is net and clear. We regularly review salaries to reflect inflation and ensure we remain competitive. Full salary details and benefits will be shared at the interview stage.

BENEFITS FOR OVERSEAS EDUCATORS

Comfortable, furnished housing:

In your first year, the school helps settle you in by arranging a spacious, well-located apartment. After that, you may choose to stay or use your housing allowance toward accommodation of your own choice.

Education for your children:

Up to two children per educator (maximum of four per family) may attend the school **free of charge**.

Comprehensive health insurance:

Coverage includes the educator, spouse, and all dependent children.

Annual return flights:

For you and your immediate family, helping you stay connected to home or explore new places.

Settling-in allowance:

To help make your arrival smooth, comfortable, and stress-free.

Severance payment:

Recognising your service and loyalty to the school, based on years of employment. We aim to make you feel valued, supported, and at home – not just at work, but in life. Because at Renaissance, we don't just offer a job – we welcome you into a community.



APPLICATION *Process*

“

The welcoming feeling that we got when we arrived...
Feels like it's too good to be true.

Dineece Chetty - New Head of Department 2024-25

Who are we looking for?

Essential

- A university degree and internationally recognised teaching qualifications
- A minimum of 3 years teaching experience in a relevant IB programme
- A proven record of successful leadership, if applying for a management and leadership role

Desirable

- Previous international experience
- Prior experience of working in a dual language environment
- Experience of Cambridge IGCSE teaching for Secondary posts
- Competence and confidence with IT in the classroom

Professional Qualities Sought

- School comes first during term time
- A positive and professional approach to school life
- Deep pride in the quality of their work
- Positive role models
- Committed to the students
- Fluent English speaker
- Good IT skills
- Awareness and sensitivity to Asian culture
- Personal confidence and determination
- A willingness to go the “extra mile”
- Strong interpersonal skills
- Good communication skills, both orally and in writing
- Positive and flexible attitude
- Accepting of responsibility
- Reliability and integrity
- Appearance – looking and acting professionally
- Sense of humour
- Creativity and vision
- Able to work under pressure and meet deadlines
- Able to manage own time and workload
- Highly organised and able to prioritise



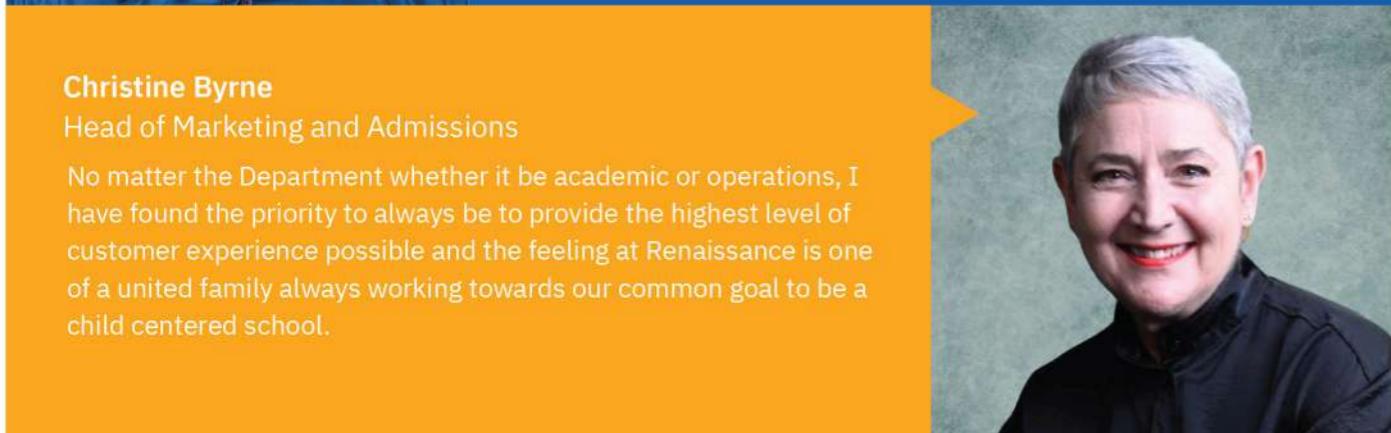
Positive quotes

from Teachers



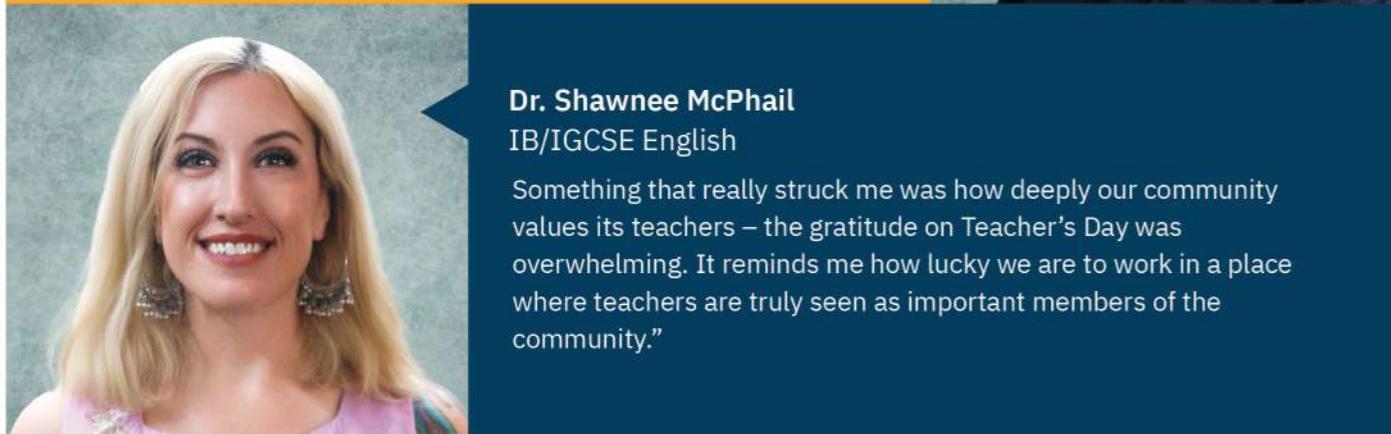
Steve Kenny
Activities and Athletics Director

As the Athletics & Activities Director at Renaissance, I'm truly inspired by the vibrant, supportive environment we work in every day. I feel fully supported by the Head of School, and HR are exceptionally helpful in ensuring staff settle smoothly into their new adventure and school life in Vietnam. We have a caring community, and our students are enthusiastic, sporty, and consistently reflect the positive spirit that defines Renaissance.



Christine Byrne
Head of Marketing and Admissions

No matter the Department whether it be academic or operations, I have found the priority to always be to provide the highest level of customer experience possible and the feeling at Renaissance is one of a united family always working towards our common goal to be a child centered school.



Dr. Shawnee McPhail
IB/IGCSE English

Something that really struck me was how deeply our community values its teachers – the gratitude on Teacher's Day was overwhelming. It reminds me how lucky we are to work in a place where teachers are truly seen as important members of the community."



Dineece Chetty
Head of Humanities

Renaissance is a great place to work because the leadership is fair, transparent, and genuinely listens to staff. As a result, the school encourages a caring and supportive environment where teachers feel valued and respected. The positive culture and open communication make Renaissance a school where people enjoy coming to work every day.

Shalini Menon
MYP English Teacher

Renaissance is a fantastic place to work because it fosters a small, close-knit community where teachers' voices really matter, and everyone, be it students, staff, and families comes together to support each other.



Katherine Hua
Primary Years Counsellor

I love working at Renaissance because it's a small school, and in a small school, you not only feel part of a close-knit community, you can genuinely see the difference you're making.



Josh Morris
MYP Coordinator

Joining Renaissance as MYP Coordinator has been a really positive experience. The HR and leadership teams provided outstanding support from the start, and the sense of community here is exceptional. What stands out most is how open the school is to fresh ideas and continuous improvement. It's exciting to contribute to a school that values both people and progress.



Carlos Diaz
Head of Library

At Renaissance, it is easy to feel that the leadership is looking for ways to support the staff, as they truly understand that a happy faculty creates the environment for happy students.



Steve Jennings
Head of Learning Support

Renaissance feels like a family. We are blessed to have wonderful students and caring parents. Colleagues are diligent and as a teacher you often 'get back what you put in'!

Positive quotes from Teachers



Lana Raharuhi

Year 1 Homeroom Teacher

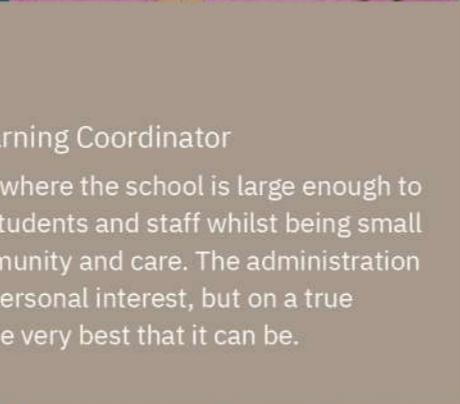
What I love most about Renaissance is the collaborative culture – teachers, school leaders, and families all work together to help children grow. It's a workplace where you feel valued and inspired.



Sandy Basil

Year 3 Homeroom Teacher

Working at Renaissance International School is a rewarding experience filled with warmth and collaboration. The supportive administration truly cares about our growth, while our enthusiastic students inspire us every day. Plus, sharing free lunches fosters wonderful friendships among staff, creating a close-knit community where everyone feels valued and motivated to thrive.



Nick Gaunt

MYP and IGCSE English,
Whole School Service and Learning Coordinator

Renaissance hits the sweet spot where the school is large enough to offer choice and opportunity to students and staff whilst being small enough to retain a sense of community and care. The administration here is not founded on ego and personal interest, but on a true concern for making the school the very best that it can be.



Ed Kellett

PYP Homeroom Teacher

I feel genuinely valued and trusted at Renaissance, which makes it a place where I can do my best work. Being part of such a collaborative team is uplifting – everyone supports one another and pulls in the same direction. There's also a real sense of belonging to a positive, growth-mindset community, where teachers are encouraged to develop, take risks, and keep improving together. Renaissance is a school where you feel appreciated, empowered, and proud to be part of the journey.

Astrid Liegis

University Guidance and Pastoral Counselor

After a twenty-hour journey to begin my new life in Vietnam, I arrived tired-only to be met by our Headteacher Andy, whose zest for life (and Renaissance!) was immediately infectious. Adjusting to a new job, a new country, and an entirely new continent can be overwhelming, but the kindness of the Renaissance community has made all the difference. Colleagues checking in, offering help, and reminding me to slow down during these first few months has made the transition into my new life much easier. Teachers' Day is a huge celebration in Vietnam, and I was genuinely blown away by the love shown to the teaching staff both by students and parents alike. We started the day with a highly entertaining assembly and ended it with what can only be described as a feast – an incredible spread of dishes prepared by our students and their families. I'm so grateful to be part of such a warm, welcoming community!



Charles Fajrado

Economics and Business Teacher

Renaissance is a wonderful community to be in because: We have wonderful students. It may sound cliche, but we do. Students work hard and are motivated to do their best, always. They bring out the best in one another through healthy competition, but they celebrate each other's successes and support one another with their challenges. We don't have bosses; we have inspiring leaders who model their expectations. Leaders who cultivate a warm, nurturing environment where staff flourish and students thrive. Your colleagues eventually become your work family. A well cultivated environment anchored in respect and care, filled with kind people ready to support with helping hands and open hearts.



Francois Vanleene

Secondary French
Head of Modern Foreign Languages

Renaissance International School is a small school, but it is strong because it upholds the values it stands for: teachers care, and leadership listens with an open mind. For that reason, teachers can work confidently and focus on what truly matters: student learning.





How to Apply?

If you are interested in any of our vacancies and you feel you can inspire our students, please apply for your desired vacancy to our email address: vacancies@renaissance.edu.vn or via the Search Associates Portal. You will need to upload a letter of application and a detailed CV, which must include a recent professional photograph and the contact details of two educational referees. It is important to note that in line with our Safer Recruitment Policy, your referees should come from different institutions.

Closing date for applications is **30th January 2026**, although we reserve the right to pursue good applications as soon as we are ready to do so.

We will also conduct interviews in Ho Chi Minh City at our school, for those living locally in the city, or at various job fairs or online, as appropriate.

Further information of vacancies can be obtained from our website at www.renaissance.edu.vn/working-at-renaissance or from our recruitment platforms.

Please do not hesitate to reach out if you have any further questions or require additional information.

Contact

Email: vacancies@renaissance.edu.vn

Telephone: (+84) 28 3733 3171



“

It's a privilege to be a part of this community, where professional growth is nurtured, and where the genuine warmth and camaraderie of my team make the job enjoyable.

*Daniella Hise
PYP Year 6 Teacher*



ACCOMMODATION





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