RUGBY SCHOOL

JOB DESCRIPTION

LOCATION	**Rugby School Saigon**
JOB TITLE	**IGCSE and IBDP Physics Educator**
JOB PURPOSE	An IGCSE and IBDP Physics Educator at Rugby School Saigon is responsible for delivering a rigorous and comprehensive physics education to students following the IGCSE Physics course (Years 10–11) and the IB Diploma Programme (IBDP) Physics course at Standard Level (SL) and Higher Level (HL) (Years 12–13). The Educator will play a crucial role in planning and implementing the IGCSE and IBDP Physics curricula, fostering scientific inquiry, practical skills and critical thinking, and supporting students in their academic and personal growth.
REPORTING TO	**Head of Secondary, IBDP Coordinator, Head of Science**
OTHER RELATIONSHIPS	**Students, teaching faculty, families (current or prospective)**
PACKAGE	**Competitive and to be discussed at interview**
SAFER RECRUITMENT PRACTICES	Rugby School Saigon 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. 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. • 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. • Complete Child Protection and Safeguarding training as mandated by the school • Any other appropriate duties as allocated by the Head of Section and/or Head of School.
MISSION STATEMENT	**School Mission** As a student-centred, 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.

General Responsibilities

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

An IGCSE and IBDP Physics Educator at Rugby School Saigon is responsible for delivering a high-quality physics education to students in the IGCSE and IB Diploma Programme. This role involves planning and implementing the IGCSE Physics and IBDP Physics (SL and HL) courses, developing students' conceptual understanding and their practical, mathematical and investigative skills, preparing them for external examinations, and actively contributing to the school community. The Physics Educator reports to the Head of Section 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 IGCSE Physics syllabus and the IBDP Physics subject guide, including the requirements of both Standard Level (SL) and Higher Level (HL).
- Collaborate effectively with subject team members, the IBDP Coordinator, and other Educators to design and implement coherent schemes of work that build progression from IGCSE into the Diploma Programme, making connections with Theory of Knowledge (TOK), the DP core and the IB Learner Profile.
- Plan and deliver engaging and differentiated physics lessons that cater to the diverse learning needs of students.
- Promote inquiry-based learning, scientific investigation and critical thinking among students, embedding the IB Approaches to Teaching and Learning (ATL).
- Utilize technology and innovative teaching methods to enhance the learning experience, including data-logging, simulations and modelling tools.
- Plan and supervise a comprehensive practical programme that develops IGCSE experimental skills and investigations and meets IBDP practical work requirements, including the Collaborative Sciences Project.
- Guide and supervise students through the IBDP Physics Internal Assessment (scientific investigation) in line with IB academic integrity and assessment requirements.
- Ensure safe laboratory practice, including risk assessments and the correct use and storage of equipment, in line with school Health and Safety policy.
- 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, including exam-style questions aligned with IGCSE assessment objectives and IBDP Physics assessment criteria.
- Provide timely and constructive feedback to students to support their growth and development.
- Collaborate with colleagues to develop and implement effective assessment practices, including internal standardisation and moderation of IBDP Internal Assessment, and adhere to IB and IGCSE examination board procedures and deadlines.
- Use assessment data, mock examination results and IBDP predicted grades to track progress, inform intervention and prepare students for external IGCSE and IBDP examinations.
- 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, including advice on IBDP subject choices, SL/HL selection and university pathways in science and engineering.

Professional Development and Collaboration

- Engage in ongoing professional development to enhance teaching strategies and stay abreast of developments in the IGCSE Physics syllabus and the IBDP Physics guide, including attending IB and examination board workshops where appropriate.
- 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 Science department and the IGCSE and IB Diploma Programme physics provision.
- Demonstrates a consistently positive, proactive and collegial attitude, contributing to a supportive and collaborative school culture and climate.
- Approaches challenges with a genuine 'can-do' mindset, showing flexibility, initiative and a willingness to go the extra mile when needed.

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 breaktime 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 Educators 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 a 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	
• Degree in Physics, Engineering or a closely related discipline, plus a recognised teaching qualification (e.g. PGCE)	Essential
• At least 3 years' experience teaching IGCSE Physics and IBDP Physics (SL and HL)	Highly Desirable

• Strong subject knowledge of physics across the full IGCSE and IBDP (SL and HL) range	Essential
• Experience as an IB examiner or Internal Assessment moderator, or of supervising Extended Essays in Physics.	Desirable
Skills	
• Good classroom practice and pedagogy, including safe and effective laboratory practice	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 multi-lingual and multicultural learning environment	
• Relish the prospect of collegial planning and teaching with Vietnamese and English language colleagues	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

RUGBY SCHOOL

JOB DESCRIPTION

LOCATION	**Rugby School Saigon**
JOB TITLE	**Head of Department**
JOB PURPOSE	The Head of Department (HoD) is a key academic leader responsible for the effective coordination, implementation, and development of the subject curriculum across the IB Middle Years Programme (MYP), IGCSE, and the IB Diploma Programme (DP). The HoD fosters excellence in teaching and learning, ensures curriculum continuity and alignment, and provides instructional leadership and professional development to department staff. The HoD plays a pivotal role in curriculum planning, assessment moderation, and ensuring high standards of student achievement in line with international education expectations.
REPORTING TO	**Head of Secondary**
OTHER RELATIONSHIPS	Students, teaching faculty, families (current or prospective), Head of Section, MYP and IGCSE/ DP Coordinators
PACKAGE	To be discussed at interview
SAFER RECRUITMENT PRACTICES	Rugby School Saigon 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. 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. • 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. • Complete Child Protection and Safeguarding training as mandated by the school • Any other appropriate duties as allocated by the Head of Section and/or Head of School.
MISSION STATEMENT	**School Mission** As a student-centred, 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.

General Responsibilities

Curriculum Leadership

- Lead the development, implementation, and review of the subject curriculum in accordance with the standards of the IB MYP, IGCSE, and IB DP frameworks.
- Ensure vertical and horizontal alignment of the curriculum across year levels.

- Integrate ATL, global contexts, and international mindedness into curriculum planning.
- Oversee the selection and procurement of teaching materials and resources.

Instructional Leadership

- Support and mentor teaching staff within the department.
- Promote a culture of reflective practice and continuous professional growth.
- Model and support differentiated instruction and inclusive classroom practices.
- Facilitate regular department meetings to share best practices and coordinate planning.

Assessment and Reporting

- Ensure high-quality, standards-based assessment practices are in place.
- Coordinate internal and external assessments, including moderation and standardization processes.
- Monitor student performance data to inform teaching practices and improve learning outcomes.
- Oversee the preparation of student reports in accordance with school and programme guidelines.

Administrative Responsibilities

- Manage departmental budgets and resources effectively.
- Ensure that departmental documentation, such as unit plans and curriculum maps, is up-to-date and stored appropriately (e.g. Toddle, ISAMS or other platforms).
- Collaborate with leadership on staffing needs, timetabling, and school development initiatives.
- Contribute to whole-school policies and initiatives as a member of the middle or senior leadership team.
- Work with Leadership to ensure budgeting requirements are accurate, relevant and meet the needs of the curriculum to enable learning and teaching to take place effectively.
- Ensure the Leadership team is aware of any concerns relating to staffing or student welfare that helsp ensure the culture and climate of the division is maintained.

Collaboration and Communication:

- To be a positive and proactive member of the leadership team.
- Foster a collaborative team culture within the department.
- Liaise with programme coordinators (MYP, IGCSE, DP) to ensure coherence and consistency and both horizontal and vertical alignment.
- Communicate effectively with parents, students, and colleagues as necessary.
- Represent the department in school-wide academic leadership meetings.
- Demonstrates a consistently positive, proactive and collegial attitude, contributing to a supportive and collaborative school culture and climate.
- Approaches challenges with a genuine ‘can-do’ mindset, showing flexibility, initiative and a willingness to go the extra mile when needed.
- Work collaboratively with other Educators and teaching assistants to support quality learning.

Student Support

- Monitor student engagement and well-being in collaboration with pastoral teams.
- Support student choice and guidance for IGCSE and DP subject selections.
- Encourage student participation in academic extension, competitions, or enrichment opportunities.