RUGBY SCHOOL

JOB DESCRIPTION

LOCATION	**Rugby School Saigon**
JOB TITLE	**PYP Homeroom Educator**
JOB PURPOSE	As a PYP Educator at Rugby School Saigon, you will play a vital role in delivering a high-quality education to students in the Early years or Primary division. You will be responsible for planning and implementing the PYP curriculum, fostering student agency and collaboration, and contributing to the overall school community. Reporting to the Head of Primary and Early Years, you will work closely with students, fellow educators, and families to create an engaging and supportive learning environment.
REPORTING TO	**Head of Primary and Early Years**
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

Communicate effectively with the school's stakeholders, being an ambassador for the school at all times.

The PYP Educator at Rugby School Saigon is responsible for delivering a high-quality education to students in the primary years. This role involves planning and implementing the PYP curriculum, fostering student agency and collaboration, and actively contributing to the school community. The PYP Educator reports to the Head of Primary Years and works closely with students, teaching faculty, and families to create a dynamic and supportive learning environment.

Rugby School Saigon 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 PYP framework and subject-specific requirements.
- Collaborate effectively with grade-level team members, the PYP Coordinator, and other educators to design and implement transdisciplinary units of inquiry.
- Plan and deliver engaging and differentiated lessons that cater to the diverse learning needs of students.
- Promote inquiry-based learning, conceptual understanding, and the development of key skills among students.
- Utilize technology and innovative teaching methods to enhance the learning experience.

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 PYP 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 PYP program.
- 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 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 tasks, as reasonably allocated by the Head of Section and/or Head of School.

Quality of Learning

- Support the development of all students' English language proficiency through effective language instruction and meaningful opportunities to use English.
- Plan and deliver engaging lessons that promote active student participation and meaningful learning.
- Differentiate instruction to meet the diverse needs, abilities and learning profiles of students, ensuring that all learners are appropriately supported and challenged.
- Foster critical thinking, inquiry and problem-solving skills, encouraging students to explore ideas, ask questions and work both independently and collaboratively.
- Ensure students are given the appropriate level of homework to support the curriculum goals and intended learning outcomes.
- Maintain a safe, nurturing and inclusive learning environment that is conducive to quality instruction and learning.
- Work collaboratively with other Educators and teaching assistants to support quality learning.
- Communicate progress through written reports, parent consultations and through the school's learning portfolio platform, 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.

Enrichment Activities

- Support the life of the school beyond the classroom.
- Undertake the planning and organisation of day trips within the Primary Section as required, ensuring all risk assessment and policy procedures are carried out correctly.
- Deliver Enrichment Activities in line with the school's expectations.
- Support all Primary events, such as productions and assemblies.

Personal Development

- 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.

Desired Qualifications and Experience	
Experience/ Knowledge	
• BEd degree or similarly recognised degree plus PGCE	Essential
• Experience of teaching the PYP programme for at least 3 years	Highly Desirable
• Range of teaching experience across different year groups	Desirable
Skills	
• Good classroom practice and interpersonal skills	Essential
• Ability to prioritise workloads and to work on own initiative	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
• Continually strive for improvement	Essential
• Be energetic and prepared to go the extra mile in shaping the school's future	Essential