



BRITISH INTERNATIONAL SCHOOL
HANOI

A NORD ANGLIA EDUCATION SCHOOL

CANDIDATE BRIEF FOR TEACHING POST

EFFECTIVE AUGUST 2023





BIS HANOI GUIDING STATEMENTS

OUR 3 PROMISES



A Place To Belong

Your family will become part of our vibrant and diverse community that is founded on strong connections and a culture of serving others.

1



Experience Excellence

Your child will experience a personalised and well-rounded education of the highest global standard, which delivers on academic excellence and promotes the values of integrity, care and respect.

2



Create Your Future

Your child will leave our school with everything they need for success – whatever they choose to be or do in life.

3

OUR VISION

To shape a generation of creative and resilient global citizens – a generation that will change our world for the better.

OUR EDUCATIONAL APPROACH

We open doors for our students through enriched learning opportunities that create life-changing experiences.

OUR MISSION

To be the most forward thinking, technology-enabled educators in the world, using our global reach and world class teachers to create a learning experience like no other.

OUR EDUCATIONAL THEMES

Academic Excellence	World Class Teachers	Advanced Learning Environments	Our Social Purpose	Exceptional Learning Experiences	The NAE Family
Academic excellence at BIS Hanoi is about challenging everyone in our community to strive for the highest of educational standards. Teaching and learning practices are both personalised and rigorous, and our well-rounded, enriched curriculum is innovative and global in scope. We believe that exceptional outcomes do not stem just from the classroom; they are supported by holistic educational experiences involving service, sports, and the arts.	We pride ourselves in recruiting and retaining highly qualified individuals who are excellent teachers and also the most caring and committed educators. Our teachers create a challenging and stimulating environment that supports students to grow and live our values. To ensure that they stay at the forefront of educational practice, we provide them with outstanding and continuous professional development with worldwide collaboration opportunities to develop best practice through Nord Anglia University.	We provide our students with the highest quality, technologically advanced, safe, state of the art learning environments that enable them to fulfil their learning potential both in and outside the classroom.	At BIS Hanoi, our students and their families are part of an inclusive, respectful and caring community. We believe our students should make a positive contribution to the world and understand their responsibility as global citizens.	Our Exceptional Learning Experiences are tailored to each individual student and are bespoke to our local context. Our innovative educators prepare our students to be reflective global citizens in a future that does not yet exist.	Being part of the NAE Family helps us to realise connections with Juilliard, UNICEF, Global Campus and MIT to make our educational offering the most forward-thinking and globally reaching authentic learning experience.

Enabled by world-class education technology.

OUR VALUES

Integrity

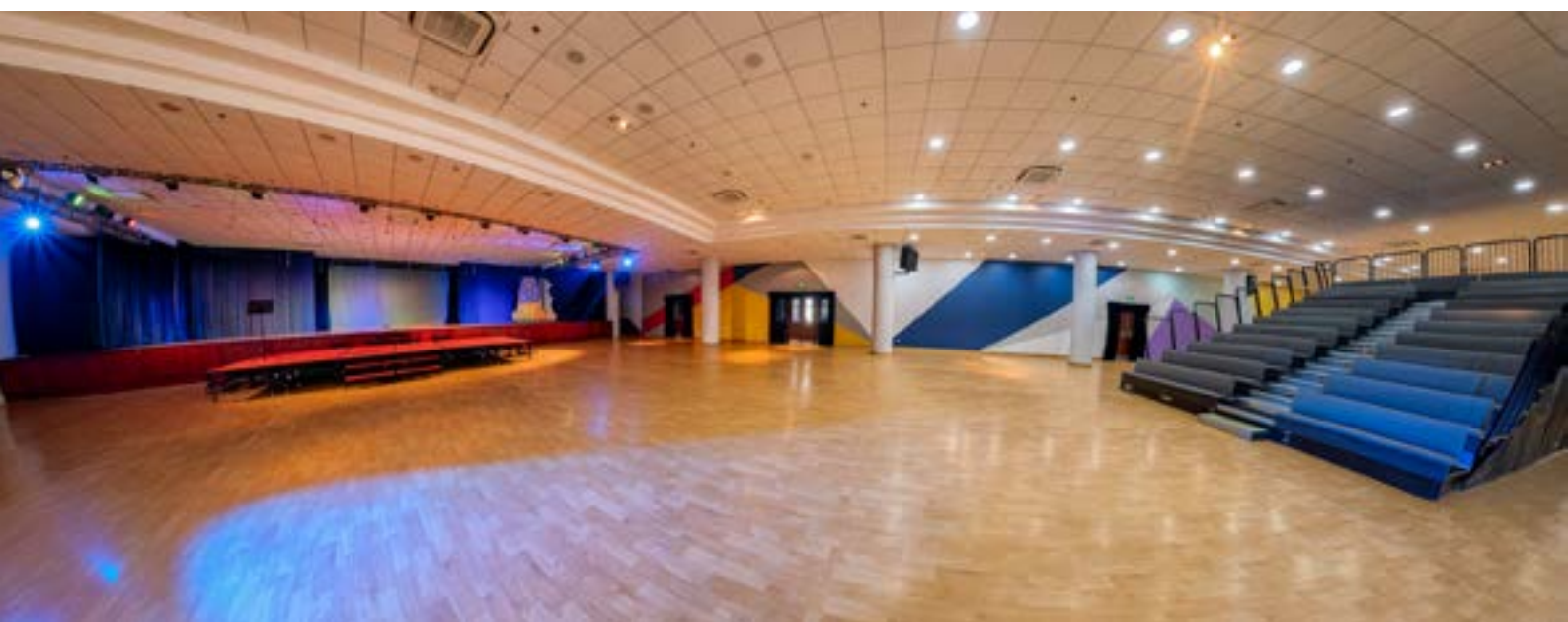
Respect

Care

Enquiry

Reflection

Perseverance



Principal's Welcome

x x Dear Applicant,

x x Thank you for your interest in the British International School Hanoi.
x x

x x At BIS we offer a British style education to the international community of Hanoi leading to
x x qualifications that are recognised, valued and respected around the world in universities and
x x institutes of further education.

x x Our students are at the heart of what we do. Working in partnership with parents, our staff
x x tailor each student's learning around their individual needs, interests and abilities so they can
x x achieve more than they thought possible.

x x As part of the Nord Anglia family of 81 schools, our students connect with the fellow students
x x from more than 32 countries, learn and interact with one another via Global Campus, our
x x exclusive online learning platform.

x x Our students and staff also benefit from our unique partnerships with leading organisations
x x such as Juilliard, MIT, and UNICEF. These partnerships offer our students and staff outstanding
x x learning opportunities and ensure they gain a truly global educational experience. All Nord
x x Anglia teachers automatically become a part of our Nord Anglia University. This gives all
x x staff direct access to a range of courses and collaborations that support everyone with their
x x continuous professional development.

x x Our BIS school community is indeed a place to belong, where excellence can be experienced
x x and the opportunities and conditions exist for all our students to begin to create their future.

- x x • A school where integrity, care and respect lie at its core
- x x • A school where each person learns through enquiry, perseverance and reflection, aiming
x x high to make excellence a habit
- x x • Global citizens who are enthralled by learning together to build a deeper understanding
x x of the world

x x Thank you once again for your interest in our school. We hope you enjoy looking through this
x x candidate information and would welcome the opportunity to meet to talk in more detail
x x with all suitably qualified candidates.

x x **Richard Vaughan**
x x Principal
x x



British International School Hanoi

Mission Statement

BIS Hanoi is a caring community that enables all individuals to realise their academic and personal potential in a dynamic and challenging learning environment which values enquiry, perseverance and reflection. We act with integrity and treat one another with care and respect, learning together as responsible global citizens.

Our School Community

The British International School Hanoi is a positive, thriving learning community, committed to educational excellence based on the most rigorous of global standards, where students from over 25 nationalities are highly motivated to learn and achieve. BIS is an all through school of over 1,000 students, from 2 to 18 years. Primary and Secondary teachers work together closely to deliver an enriched, well-rounded curriculum, inspired by the English National Curriculum, and leading into the IGCSE and the IB Diploma programme.

As a Nord Anglia Education school, BIS Hanoi is superbly resourced, with excellent facilities and technology supporting holistic learning, leading to exceptional educational outcomes in all areas. With over 1000 students, BIS Hanoi continues to grow and is an energetic, welcoming environment with exciting opportunities for collaboration and professional growth.

To learn more about our school and see our latest updates, please view our Facebook page and the News and Events section of our website.

Living in Hanoi

Hanoi itself is rich in culture and history with exciting travel opportunities both within Vietnam

and regionally, and nature at its doorstep. The outstanding benefits package provides teachers with an excellent lifestyle and large saving potential, and includes quality housing, medical, flights, gym membership, courtesy bus service from certain key locations in the city, and settling allowance.

Accreditation

BIS Hanoi is a fully accredited member of the Council of International Schools (CIS) and the Western Academy of School and Colleges (WASC). Our international IGCSE qualifications are fully accredited by the Cambridge Assessment International Education Examinations Board, part of the University of Cambridge. We are also an IB World School and authorised to offer the IB Diploma Programme. The school is a member of FOBISIA – the Federation of British International Schools in Asia.

Examination Results

Academic excellence at BIS Hanoi is about challenging everyone in our community to strive for the highest of educational standards. Teaching and learning practices are both personalised and rigorous, and our well-rounded, enriched curriculum is innovative and global in scope. We believe that exceptional outcomes do not stem just from the classroom; they are supported by holistic educational experiences involving service, sports, and the arts.

BIS Hanoi students achieve outstanding academic results, outperforming global averages in renowned qualifications including IGCSEs and the International Baccalaureate Diploma Programme. For the past three years, our IB students celebrated a 35-point average,



significantly ahead of the global average of 32 points. At least one student achieved a perfect 45 score in each of these years; in 2022 we had two students achieve this honour. With regards to IGCSE, for the past three years our students achieved an average 57% A*- A grades across all subjects, and (on average) 94% earned grades between A*- C across all subjects. This excellent achievement enables our graduates to successfully secure places at their universities of choice from all around the world.

Facilities

BIS Hanoi is a state-of-the-art, purpose-built school with exceptional facilities in all campuses such as a large library, a theatre, an auditorium, a 25m indoor swimming pool, a sports hall, and artificial turf playing fields. All classrooms are equipped with interactive whiteboards, data projectors and air purifier.

The school also has specialist suites for STEAM, Science, Computing, Art, Music, Drama and Dance. Primary classrooms also feature special 'breakout' rooms for small group work. All the school buildings have wireless network access whilst outside playgrounds meet international standards of safety and flexibility.

Staffing

All our teaching staff are highly qualified with relevant British curriculum experience. We select energetic and creative teachers with a proven track record of successfully motivating and inspiring children to make the best of their abilities at school in a caring and happy environment. All EYFS and Primary classes have English speaking Vietnamese teaching assistants, many of whom are qualified teachers.

University Destinations

Our BIS Hanoi graduates successfully secure places at some of the most prestigious educational institutions worldwide including those within the Ivy League and Russell Group, with the majority of them attending their first or second choice of university.

Management and Leadership

Within Nord Anglia Education the school has a South East Asia and Middle East Managing Director. On a school level the Principal has overall responsibility for all educational issues and for coordinating all campuses to ensure a "one-school" philosophy. The Principal chairs weekly senior leadership meetings with the two Heads of Primary and Secondary school, the Business Director as well as the Director of Admissions and Marketing.

The day-to-day running of each school is the responsibility of the Head of Primary and the Head of Secondary, who, together with the Deputy Head Teachers and Assistant Head Teachers form the Secondary/Primary Senior Leadership Teams. It also has a range of Heads of Year and Phase Leaders who are in charge running of all academic programmes and activities involving staff, students and parents.

Experience and Qualifications Sought

Essential:

- A university degree and a teaching qualification
- A minimum of 2 years relevant teaching experience
- Secondary teachers only - the ability and experience to teach across the age range from Year 7 to Year 13

An Advantage:

- Previous international experience
- Experience of the International Primary Curriculum (IPC) for primary posts
- Experience of the IB Diploma programme for secondary posts
- Competence and confidence with ICT in the classroom

Professional Qualities Sought

- Positive attitude
- Flexible approach
- Accepting of responsibility
- School comes first
- Professional appearance (dress code)
- Deep pride in the quality of your work
- Committed to the students
- Positive role model

Personal Qualities Sought

- Fluent English speaker
- A positive and professional approach to school life
- Personal confidence and determination
- A willingness to go the "extra mile"
- Strong interpersonal skills
- Good communication skills both orally and in writing
- Reliability and integrity
- 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
- Good ICT skills
- Awareness of and sensitivity to Asian culture

What Can You Expect From Us?

- To be treated fairly and with respect
- A safe, attractive and friendly working environment
- Purpose built schools with first class facilities
- A generous level of resources and materials
- Fantastic children
- To work hard – we have high expectations of our teachers
- Opportunities for continued professional development
- Collegial support
- A good standard of living within Vietnam

What Makes Our Lessons Special?

- Dedicated, skilled and committed teachers
- All teachers are fully qualified and British curriculum experienced
- First class facilities and resources
- Availability of modern technology
- Innovative learning ideas
- Stimulating learning environments
- Each child is developed as an independent learner
- Ordered and disciplined classrooms
- Trusting and caring relationships
- High levels of enjoyment
- Homework set on a regular basis
- English speaking Teaching Assistants in all primary classes

What Makes The School Special?

- A British education is respected world-wide
- Academically successful - proven examination success at IGCSE and IB Diploma levels
- High standards of behaviour
- High levels of parent satisfaction
- Individual successes are recognised, rewarded and celebrated
- A wide range of co-curricular activities
- The all-round development of each child as a global citizen
- Students develop as life-long learners
- Traditional virtues and good manners are reinforced
- Children feel proud of themselves and the school
- An international mix of students from more than 30 nationalities



International Teaching

If you haven't taught overseas before you might like to consider whether you are the sort of person who is able to easily adapt to teaching in another country by considering how you would respond to the following general advice:

- Learn as much as possible about the host country in advance so that you have realistic expectations
- Anticipate a challenging adjustment period of at least three months before making a decision about the move and whether you like it or not
- Do not expect to be able to replicate your current lifestyle
- Look for what is here, not for what isn't
- Always try to understand the host country perspective. It will be different!
- Develop a tolerance for ambiguity and frustration by being flexible and open towards the new culture
- Do not expect of the new culture the same sense of urgency or availability of conveniences
- In all things be flexible
- Look for ways to strengthen and maintain your enthusiasm
- Maintain a sense of humour, but most importantly be ready to laugh at yourself

Salary and Benefits

We offer a professional working environment and an attractive remuneration and benefits package that includes a tax free salary, housing allowance, free education for dependent children, medical insurance, annual return flights and health club membership, a settling in allowance and an end of service severance payment (gratuity). Exact details will be presented during the interview phase.

The Application Process

If you are interested in any of our vacancies and you feel you can inspire our students please apply using our recruitment portal operated by Job Tracker at

nordangliaeducation.jobs/vacancies.aspx.

You will need to upload a letter of application and an up-to-date CV, which must include a recent professional photograph and the contact details of two educational referees.

Further information can be obtained from our website at www.bishanoi.com.



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