

# Vietnamese Culture Teacher

**Position:**

Vietnamese Culture Teacher

**Report to:**

Vietnamese Culture Teacher will report directly to Head of EY & Primary

**Job Overview:**

Vietnamese Culture Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

**Responsibilities and Duties:**

- Organise annual whole school events which are Moon Festival, Vietnamese Teacher's day and Vietnamese Tet celebration.
- Work with classroom teachers to plan cross curricular lessons and projects, stimulate cross-curricular approaches.
- Write the Vietnamese Language & Culture curriculum for our students from 5 to 11 years old.
- Teach Vietnamese Language and Culture for non – Vietnamese students from year 1 to year 6.
- Run the induction for foreign teachers, to help them appreciate, and be respectful of Vietnamese Culture.
- Provide an organised, disciplined and stimulating environment in the classroom.
- Contribute to the formulation of written guidelines and policy for Vietnamese Language
- Make written and/or oral assessments and evaluations of individual students and of the class as a whole – presenting these to the Head of Primary and parents as appropriate - meeting specified deadlines when required.
- Keep detailed and updated weekly class plans and records of group and individual work with the students.
- Contribute to the formulation and implementation of the School Development Plan.
- Take responsibility for the care, upkeep and development of school materials and resources.
- Raise standards within the subject
- Provide consistent learning opportunities for all students.
- Encourage positive attitudes to the curriculum area.
- Communicate effectively within school, identifying and disseminating good practice;
- Assist and support the process of examination and class work moderation both internally and externally as required.
- Substitute for absent colleagues when necessary.
- Make report as required by Department of Education
- Under the direction of the Head of Primary or other line-manager to take responsibilities for designated areas and aspects of the Vietnamese Language department.

**Qualifications:****Education:**

- BA of English and teaching certificate or BA of teaching English/ Primary education

**Experience:**

- At least 2 years of experience.
- Experience in international school is a plus

Job Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Manager's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_