



Job Description

JOB TITLE: Classroom Teacher – Lao Language and Culture
REPORTS TO: Primary Years Program Coordinator and Vice-Principal
SALARY SCALE: Teacher
CONTRACT DAYS: 190 working days

Mission

We challenge, inspire and empower learners to develop their unique potential in our changing world.

Vision

We will lead the way toward a sustainable future.

VIS Definition of Learning

We learn when we build and apply new understandings and skills in a variety of contexts.

VIS Learning Principles

The following research-based learning principles guide our teaching practice:

- **Learners at the center:** Recognizing learners as core participants and encouraging active engagement.
- **Learners are unique:** Engaging all learners and adapting to individual needs.
- **Learners have emotions:** Understanding the role of emotion and being aware of individual motivations.
- **Learners have potential:** Embracing challenging expectations while understanding individual variations.
- **Learners are collaborative:** Recognizing the value of social interaction to engage with multiple perspectives.
- **Learners make connections:** Linking understandings and transferring learning to new situations.
- **Learners are reflective:** Having a clear purpose, understanding next steps, and using feedback to support growth.

Inclusion

Our school is part of the **Next Frontier Inclusion** network of schools. This signifies our unwavering commitment to developing our capacity to support more diverse learning needs. Therefore, we are seeking educators that not only embrace inclusion as a concept but successfully adjust their teaching to meet the needs of all learners. This includes students who need a higher level of challenge as well as those who require more support or a different approach to their learning.

Wellbeing and Child Safeguarding

Safeguarding is a priority at VIS. Our Student Safeguarding Policy outlines the measures we take to create a safe and nurturing environment for all of the children we come into contact within our work, as well as the procedures we use to ensure that we fulfill our professional and ethical obligation to identify children who are in need of help and protection and to take appropriate action to ensure their wellbeing. All employees and associates are required to adhere to a Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs and identifying information.

Additionally, VIS recognizes that every person deserves to be treated with respect and care. To this end, our approach to Wellbeing, Learning Principles, VIS Values, and the IB Learner Profile and Approaches to Learning underscore all of our interactions. We have worked hard to establish a positive, safe environment for learning and working and seek educators who embody these principles and values.

The Position - Lao Language and Culture Teacher

Lao Language and Culture is a part of the overall learning program at the school. As such, the teacher holds the responsibility for developing students in line with the mission and vision of Vientiane International School and within the International Baccalaureate framework. To achieve this, the teacher must be able to work effectively in partnership with students, colleagues, and parents. Specific responsibility is held for the provision of a program of language and culture instruction through the Laos language. This includes the development and presentation of effective lessons and the regular and effective monitoring and reporting of student progress and performance within the requirements of the school.



Tasks and Duties

- To provide a safe, secure, and pleasant learning and working environment for students and teachers;
- To agree (for secondary teachers) to work as a homeroom advisor when asked;
- To counsel and advise students on ways to improve their performance;
- To ensure good order and fair discipline at all times during the school day;
- To enthusiastically develop and implement a curriculum consistent with the IB requirements, including providing the Principals and/or IB Coordinators with reports;
- To regularly review personal teaching methods and work programs;
- To advise and cooperate with colleagues on the preparation and development of courses of study, teaching materials, team planning, programs, and methodology;
- To report on a regular basis to the Principals and IB Coordinators on curriculum, instruction, and the progress of students;
- To set and mark work and assess and record student development and attainment;
- To fulfill the requirements of all school policies including supervision, assessment, programming, and reporting;
- To participate in school events/meetings that are scheduled throughout the year including staff meetings, in-service activities, open-house evenings, parent-teacher conferences, and IB conferences;
- To provide instruction in other areas of the curriculum and take part in extracurricular activities, if required and if sufficiently acquainted with the subject area;
- To participate in professional development and in-service training appropriate to the school's objectives, curriculum, and student's needs;
- To carry out the appropriate share of the administrative and organizational tasks necessary for maintaining high-quality education and providing a positive learning environment;
- To be a team-oriented and collaborative worker who is enthusiastic about working with children;
- Adhere to the same discipline behaviors that are expected of students;
- To be a role model of the IB Learner Profile and Approaches to Learning (ATLs);
- To be an active member of at least one school-wide committee and at least one school academic committee as necessary
- To support and enforce all school regulations and procedure

Personal Qualifications and Attributes:

- Bachelor's Degree in Education, Masters Degree preferred
- At least 3 years of teaching experience in elementary school
- Strong interpersonal skills and the ability to develop positive, trusting relationships with people of diverse backgrounds
- Self-directed, independent, and efficacious
- Skilled at using data to improve learning
- Model of VIS Professional Standards
- Demonstrated Growth Mindset and passion for lifelong learning
- Comfortable with ambiguity, using an adaptable and flexible frame of mind
- Commitment to the Social and Emotional Learning (SEL) of students
- Appropriate sense of humor
- Satisfactory background checks, particularly in areas of child safeguarding