



Whole School Counselor (6-month Maternity Cover)

Hanoi International School was founded in 1996. Currently the student body represents about 30 nationalities. Hanoi International School offers an IB Curriculum Continuum and is a full member of the Council of International Schools (CIS).

We are looking for the position of “**Whole School Counselor**” in one of the top International school located in the heart of Hanoi, Vietnam.

Job Description:

1. Responsible in the first instance to the Head of Elementary and Secondary:

As an employee of HIS you are responsible for the growth and development of the individual student in accordance with the philosophy of the school as expressed in the Mission Statement and School Aims. As an overall guide, refer to the HIS Policy Manual, the School Staff Handbook, the Elementary/Secondary Staff Handbook, and follow the Standards and Practices of the IB and CIS.

2. Whole School Counselor:

As the Whole-School Counselor, you are responsible for:

- Overseeing Whole School Student Pastoral Care
- Attending weekly Elementary and Secondary Student Support meetings focusing on students of concern and the overall programme
- Counseling and the development of social-emotional curriculum and delivery in the Elementary School
- Supporting the pastoral care of students in the Secondary School
- Managing the Elementary and Secondary student monitoring forms

3. Collegiality and Professionalism:

As a staff member at HIS, you are responsible for:

- Promoting and modeling the values and expectations of the HIS Mission and School Philosophy, as well as high expectations for all students and staff.
- Promote a culture of mutual respect and understanding, promoting and modeling the values of the HIS Mission.

- Promoting International-mindedness and participation in the wider IB and international community; promoting the positive image of HIS in these communities.
- Ensuring diplomacy, discretion, and respect for confidentiality in all professional activities.

4. Communications:

As a staff member at HIS, you are responsible for:

- Promoting open communication with and between Elementary and Secondary staff, students, parents & marketing to the wider community.
- Supporting staff in maintaining strong home/school communication, through letters or meetings with parents, ensuring that parents are kept adequately informed.
- Representing the Whole School staff at PTA meetings when required, and being willing to listen to and respond to parents' views.
- Maintaining strong and supportive communication lines between the Secondary and Elementary schools.
- Providing written documentation to external agencies, such as service providers for families and students.

General Professional Expectations

In addition to the above, staff members are expected to:

- Model lifelong learning by remaining current with content and pedagogy in their area of academic responsibility.
- Foster respectful interactions among and with students and with their peers, both in classrooms and about the school.
- Develop and maintain a level of technological expertise that enables active use of technology to support student learning.
- Actively participate in and support both student and teacher-led extra- and co-curricular activities.
- Promote the positive image of HIS in public settings.
- Be responsible for the safety and discipline of students in and out of the classroom.
- Be diplomatic and discreet in all professional dealings.
- Be an active member of the HIS community.
- Cover additional teaching when required.
- Participate in the teacher's appraisal procedure.
- Participate in and lead committee work which contributes to the achievement of the school's goals.
- Perform any other reasonable duties requested by the Principal or Vice-Principal.

IN ORDER TO BE CONSIDERED FOR THIS POSITION, THE CANDIDATE MUST:

- Hold at least a Bachelor's degree.
- It would be an advantage to have a post graduate qualification related to Education
- Hold an Internationally-recognized teaching qualification.
- Have experience with the IB curriculum more especially with the IB Continuum curriculum programmes: PYP, MYP and DP.
- Have completed at least five years in a Senior Administrative role in an International School.

- Having experience with CIS Accreditation would be an advantage.
- Must be able to work in Vietnam

SALARY

A qualified candidate will be offered a competitive salary scale which based on candidate's qualifications and experience. This will be confirmed at the Interview.

BENEFITS:

- Housing allowances: US\$850 per month;
- Medical health insurance: luxury worldwide health insurance scheme
- Accident insurance;
- Sick leave & personal leave: 6 days

APPLICATION:

Interested candidates should address a letter of application and a copy of their curriculum vitae including three confidential referees and send to the below address:

dyorke@hisvietnam.com

Application will close **October 10, 2022.**

Please apply as soon as possible. The job runs from October 16th, 2022 to May 1st, 2023.