

UNIS Hanoi Secondary School Deputy Principal – Middle School

UNIS Hanoi students and alumni strive for academic and personal excellence and are empowered to create positive, sustainable impact. Are you a Middle School leader ready to do the same?

UNIS Hanoi is an extraordinary school - It is uniquely one of only two United Nations international schools in the world. It is where the world comes together every day, and our 1200 students from 65 nationalities are engaged in learning that leverages curiosity, critical thinking, independent research, and rigorous expectations to nurture excellence, empathy, creativity, and resilience.

Our students are attending the best universities in the world, and our global community of alumni is quite literally changing the future for a better world.

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POSITION OVERVIEW

The Middle School Deputy Principal helps lead and manage the Secondary School, with a firm focus on the Middle School (Grades 6-8) division. The Middle School Deputy Principal is part of the Secondary School Leadership Team, which is comprised of the Secondary School Principal, Deputy Principal for Teaching and Learning, the Deputy Principal for High School, Secondary School Counsellors, and our MYP and DP Coordinators.

PRIMARY RESPONSIBILITIES

- Contributing to the leadership and management of the Secondary School.
- Contributing to the Early Years - Grade 12 (EY-12) Leadership Teams.
- Mentoring, supervising, and evaluating Secondary School faculty.
- Ensuring the safe operation of the Middle School, including Positive Behavioral Intervention Support (PBIS) and a Restorative Justice philosophy.
- Collaborating with Middle School Grade Level Leaders to support the Mentor programme, student wellbeing, and student life.
- Coordinating the schedule of classes (timetable) for the Secondary School in collaboration with the HS Deputy Principal.

LEADERSHIP RESPONSIBILITIES

Strategic Leadership

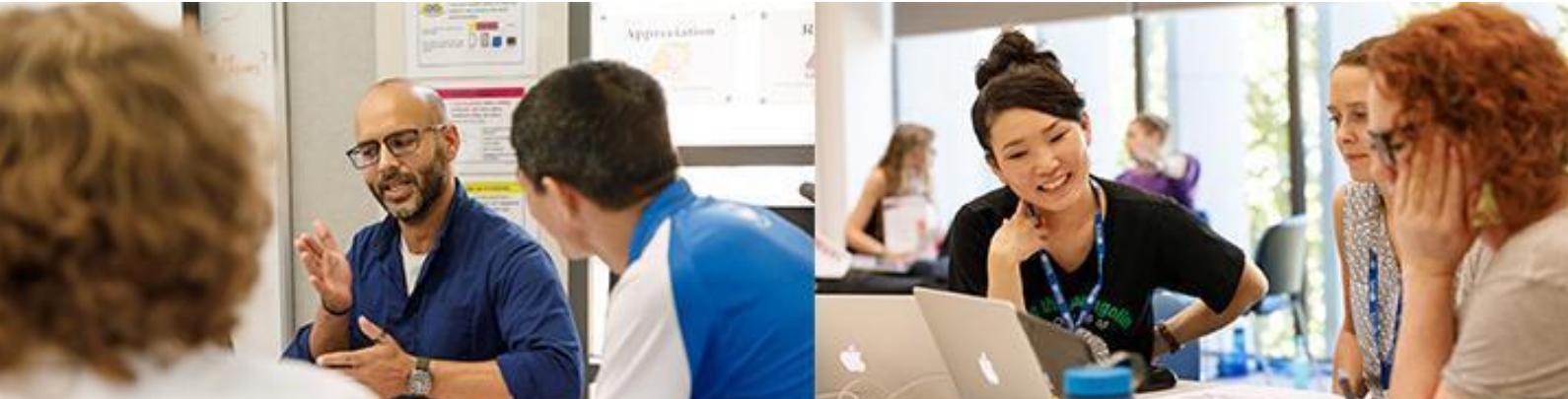
- Contributing to the creation of our Annual Action Plan (AAP) and leading projects across the EY-12 divisions.
- Collaborating with colleagues in other divisions to lead EY-12 initiatives.
- Assisting the Principal with faculty and staff recruitment.

Divisional Leadership

- Assisting the Principal with the management of a range of teaching assistants and support staff within the Middle School, ensuring consistency, coherence, continuity, and progression in given areas.
- Assisting with the coordination and running of faculty meetings and professional development opportunities.
- Organising and monitoring staff and faculty duty rosters, including supervision.
- Contributing to the production of handbooks, course guides and curriculum statements.
- Assisting in the monitoring and evaluation of the assessment practices throughout the Secondary School in conjunction with the Principal, Deputy Principals and MYP/DP Coordinators.
- Contributing to and/or leading Secondary School – Grade 6-8 assemblies.

Pedagogical Leadership

- Assisting the Principal and Counsellors with the induction and support of all new students and faculty.
- Contributing to the Secondary School, MYP and DP action plans.
- Supporting teachers and students in our Service Learning programmes.
- Collaborating with our Technology Integration Coach (TIC) to help faculty create transformative learning experiences.



PREFERRED QUALIFICATIONS AND EXPERIENCE

- Well versed in 21st century methodologies with an eye toward innovation and creativity.
- Advanced Degree in Education or equivalent.
- Certification in School Administration.
- Ability to thrive in a high energy collaborative environment.
- Experience in, and a thorough understanding of the IB MYP.
- Exceptional interpersonal, leadership, and communication skills.
- Strong process-oriented organisational skills.
- Ability to motivate, inspire, and empower a learning community.
- Solid conceptual and applied knowledge of current research and trends in curriculum, instruction, and assessment.
- Successful teaching experience.
- Demonstrated knowledge of, and strong experience in technology integration.
- Minimum three years of leadership experience preferred.

SALARY AND BENEFITS

The salary and benefits will be competitive with similar international schools in the region and commensurate with the qualifications and experience of the successful candidate.

NOTES FOR APPLICANTS

Suitably qualified candidates should send the information below in a **single pdf file** to the Secondary School Principal, Dr. Jeff Leppard, at hspsecretary@unishanoi.org, by **Monday, 16 October, 2023**.

- Cover letter expressing interest in the position, detailing your strengths as a candidate and how they make you a good fit for this position.
- A current resume not to exceed two pages.
- A personal statement about being a leader in a student-centred, IB world, 21st century international school.
- A list of referees from at least your last three positions (which must span seven years) with current addresses, phone numbers, and email addresses.

Interviews for shortlisted candidates and finalists will take place throughout late October and mid-November. Should a suitable candidate be found prior to this time, the search committee reserves the right to close the process.

Our Commitment to Diversity, Equity, Inclusion and Social Justice

We believe that our students reach personal and academic excellence when they are part of a supportive community that values and champions diversity, equity and inclusion and advocates for social justice as a core value. This commitment is anchored by having a faculty and staff who reflect the beauty of our diverse world. As such, we encourage applications from all educators with the relevant certification and experience, including those who identify as BIPOC, educators with (dis)abilities, LGBTQ+ educators, and others of diverse backgrounds to apply to join our UNIS Hanoi community.