



DIRECTOR OF STUDENT SUCCESS AND WELLBEING

STARTING AUGUST 2026

APPLICANT INFORMATION PACK



LEARNING TO INSPIRE

FROM THE HEAD OF SCHOOL

On behalf of the United Nations International School of Hanoi (UNIS Hanoi), I am delighted you are exploring this vital leadership role: our Director of Student Success and Wellbeing (DoSSW).

At UNIS Hanoi, we are proud to be one of only two United Nations international schools worldwide. Our name is our purpose. Guided by the values of the United Nations, our mission is to empower a generation of changemakers and to nurture the whole child in an environment of profound care.

At the heart of our mission, guided by UN values, is a commitment to inspire every learner to strive for personal and academic excellence and to empower students to create positive, sustainable impact. We deliver on this by knowing, valuing, and supporting each child, and by weaving rigorous learning and profound wellbeing into the very fabric of our school so that excellence and care are inseparable.

The Director of Student Success and Wellbeing is the architect of that integrated system.

This leader will ensure that every thread of our student support services from our expert counsellors and learning support specialists to our multilingual learner programmes and robust child safeguarding protocols, works in harmony. Their purpose is to cultivate an environment where every student feels a powerful sense of belonging, and where every teacher is equipped with the skills to support the wonderfully diverse learners in their care.

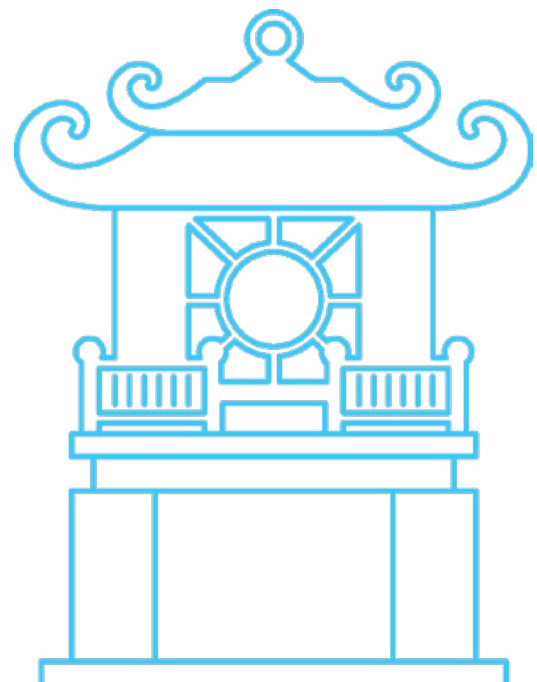
By investing in this role, we are investing in our people and in our promise to this community. We are ensuring that UNIS Hanoi remains at the forefront of international education, a place where every learner is empowered not only to succeed, but to thrive.

Thank you for considering UNIS Hanoi as the next step in your career journey. I look forward to the possibility of welcoming you to our community.

Sincerely,



Dr Elizabeth Gale




OUR HISTORY

UNIS Hanoi first opened its doors in 1988 with four students in a borrowed classroom of a local high school and a teacher on loan from UNIS New York. Its founding purpose was to provide an international education for the children of United Nations (UN) employees, diplomats and foreign investors as Vietnam sought partners for its economic growth. Today, the School is trusted by parents of almost 1200 students from Early Years 3 through to Grade 12 who gather every day on one purpose-built campus. UNIS Hanoi is a not-for-profit school, the first and the most diverse international school in Hanoi with families coming from over 60 countries.

As one of only two UN international schools in the world, UNIS Hanoi is committed to inspiring and equipping young people to build a better world. Guided by the UN values, our young global citizens are curious, compassionate and confident to take action against complex issues in an uncertain world. Our 300 faculty and staff from 27 countries form a strong community of educators and supporters who nurture and equip our students to be agents of change for the world tomorrow. UNIS Hanoi is the first international school in Asia authorised to deliver all three International Baccalaureate programmes.

[EXPLORE OUR BEAUTIFUL CAMPUS](#)



“The school’s commitment to innovation, risk-taking and principled, balanced excellence in education has supported it through three decades of exponential growth in Vietnam.”

THE TOP RECOMMENDED IB SCHOOLS, 2023
[THE KNOWLEDGE REVIEW](#)

A PLACE WHERE EVERYONE IS WELCOME

OUR MISSION, VISION AND VALUES

The School's Vision and Mission underpin everything we do and ensure that all students are supported to be their most fulfilled and successful selves. Our community is built on the foundation of six core values: **Curiosity, Courage, Community, Integrity, Diversity and Responsibility**. These values are a set of beliefs and behaviours that our entire community lives and breathes every day.

Vision: "Our learning community will be an inspirational role model for a better world."

Mission: "Guided by UN values, we inspire all learners to strive for academic and personal excellence and empower students to create positive, sustainable impact."

"UNIS Hanoi is special because they are intentional about finding the right people to do the work and do it passionately, which is a necessity to move the Vision and Mission forward."

WHITNEY HINNANT - Elementary School Teacher

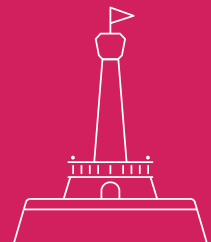
Curiosity

Inquire and ask questions.
Think critically and seek solutions.
Follow your passions.



Courage

Persevere.
Learn from mistakes.
Be bold and brave.



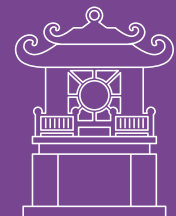
Community

We care.
Show respect.
Everyone is included.



Integrity

Be authentic.
Do the right thing.
Make good choices.



Responsibility

We are not bystanders.
Make a difference.
Own your actions.



Diversity

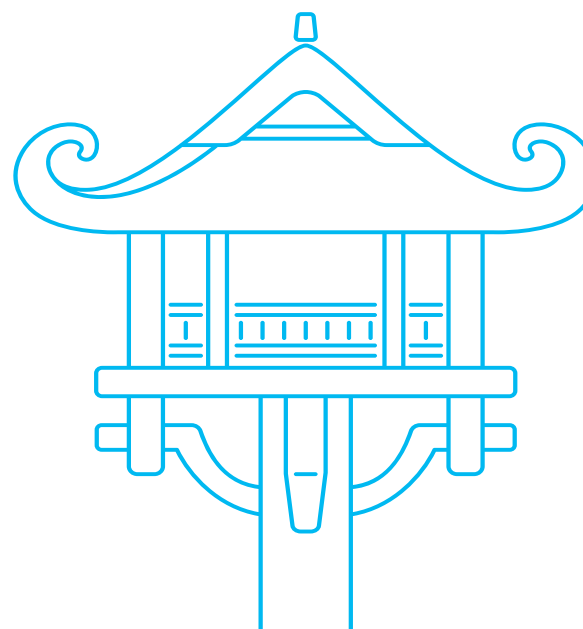
We are stronger together.
Everyone belongs.
We work for a just world.





OUR COMMITMENT TO DIVERSITY, EQUITY, INCLUSION AND BELONGING

Diversity, Equity, Inclusion and Justice (DEIJ) work at UNIS Hanoi is ongoing. Everyday, we are building a stronger school community through efforts to become a more diverse, equitable and inclusive school for all members of our school community. 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. This commitment is anchored by having a faculty and staff who reflect the diversity of our world. As such, we encourage applications from all educators with the relevant qualifications and experience, including those who identify as BIPOC (Black, Indigenous, and people of color), educators with (dis)abilities, LGBTQ+ educators and others of diverse backgrounds, to apply to join our UNIS Hanoi community.



OUR LEADERSHIP TEAM

At UNIS Hanoi, we are proud to have a diverse leadership team that reflects the international character of our school community. Our leaders come from a wide range of cultural and professional backgrounds, bringing with them a wealth of experience and expertise. They are united by a shared commitment to providing our students with a world-class education that prepares them for success in an ever-changing global landscape. Our leadership team is dedicated to fostering an environment of innovation, collaboration and respect, where everyone feels valued and supported. We believe that our diverse leadership team is one of the key strengths of our school and we are committed to continuing to recruit and retain talented leaders from all over the world.

Early Years - Grade 12



Dr Elizabeth Gale
Head of School



Gareth Tebbutt
Director of Finance
and Operations



John Zahara
Director of Activities



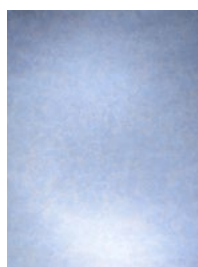
Muhammad Azeem
Director of Technology



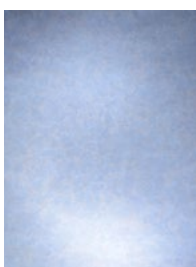
Aisling O'Brien
Director of
Advancement



Marcus Shaw
Director of Enrolment
Management



Director of Marketing
and Communications



Director of Student
Success and Wellbeing

Elementary School



Megan Brazil
Elementary School
Principal



Nitasha Crishna
Elementary School
Deputy Principal -
Lower Elementary



Joshua Smith
Elementary School
Deputy Principal -
Upper Elementary



Jeff Leppard
Secondary School
Principal



Cait Winstanley
Secondary School
Deputy Principal
- Middle School



**Cheryl
Hordenchuk**
Secondary School
Deputy Principal
- High School



Tanay Naik
Secondary School
Deputy Principal -
Teaching & Learning

WHAT WE LOOK FOR IN A LEADER

UNIS Hanoi is a vibrant and diverse community. Our leadership team works closely and collaboratively every day to guide the strategic vision of our school, upholding the values of our community and continuously seeking opportunities to strengthen our commitment to be an inspirational role model for a better world.

We look for leaders who have demonstrated success in the following areas:

- **Leading in a Multicultural Environment** - You have worked with and effectively led multicultural teams and have a demonstrated understanding of how to lead with cultural awareness, embedding cultural sensitivity in decision-making processes.
- **Strategic Relationship Building** - You have a proven ability to build strategic relationships, both internally and externally, fostering cross-team collaboration and cultivating partnerships that contribute to organisational success.
- **Community Engagement** - You have a history of successfully connecting with various stakeholders, including students, parents, alumni and local partners, to build community and foster collaborative relationships.
- **Leading Through Change** - You have demonstrated adaptability and resilience in your leadership roles, showcasing the ability to navigate change, lead through uncertainty, and maintain stability during organisational transitions.
- **Mentoring and Coaching for Growth** - You have a proven ability to guide, coach, mentor and develop individuals, fostering a culture of continuous learning and professional growth. You have empowered others to reach their full potential and contribute effectively.
- **Commitment to Diversity, Equity, Inclusion, and Justice (DEIJ)** - You have a track record of actively integrating DEIJ principles into your leadership practices, fostering an inclusive and equitable work environment in which all stakeholders feel a sense of belonging.
- **Impactful Communication** - You have developed exceptional communications skills that allow you to share a clear and compelling strategic vision with others.
- **Commitment to Sustainability** - You have meaningfully engaged with the principles and practices of sustainability and can speak to relevant examples of initiatives you have led.



POSITION OVERVIEW

At the United Nations International School of Hanoi, the Director of Student Success and Wellbeing (DoSSW), EY12, is a highly qualified leader who oversees and continually enhances student support services. The DoSSW brings deep expertise in the design and implementation of multi-tiered systems of support (MTSS), including academic and social-emotional interventions, instructional coaching models, special education, multilingual learner supports, counselling and child safeguarding.

The DoSSW provides strategic oversight; aligns practices and programs across divisions; manages the admissions referral process and placement pathways for students requiring additional support; and collaborates with the School Leadership Team and the Student Support Services Team to ensure coherent, data-informed interventions that are timely and effective. In doing so, the DoSSW advances academic growth, social-emotional wellbeing and a culture of belonging, while ensuring programmes, staffing and resources are aligned with UNIS Hanoi's strategic priorities, and international best practice.

In addition, the DoSSW will be responsible for leading professional development efforts focused on research-based practices surrounding student support, managing resources efficiently, making data-driven decisions and ensuring the implementation of robust child safeguarding protocols. This DoSSW position emphasises streamlining processes and advocating for student support while contributing to the achievement of UNIS Hanoi's Mission, Vision and Values.

PRIMARY RESPONSIBILITIES

Essential duties and responsibilities of this position include the following; other duties may be assigned from time to time.

LEADERSHIP AND VISION

- Executes a clear vision in collaboration with the school leadership and student success team for all aspects of Student Success at UNIS Hanoi, including learning support, student success teams, MTSS tiered instruction, multi-lingual learner support and child-safeguarding in alignment with UNIS Hanoi's Mission, Vision and Values.
- Cultivates an environment that promotes active collaboration among team members, teachers and stakeholders, ensuring that decisions are inclusive and data driven.
- Consistently applies a strengths-based approach when working with students, colleagues and parents, emphasising their abilities and potential for growth.
- Actively engages as a team member, valuing diverse perspectives and fostering a culture of cooperation and shared responsibility across the school.

STRATEGIC PLANNING, ALIGNMENT AND OVERSIGHT

- Provides schoolwide leadership and oversight of a Multi-Tiered System of Support (MTSS) framework, integrating Tier 1–3 practices across Learning Support, Counseling, Multi-lingual Learners (EAL/MLL), and related student services (e.g., wellbeing/SEL, behavior, enrichment/extension).

- Manages the achievement of the objectives outlined in UNIS Hanoi's long-term Strategic Plan and Annual Action Plan related to student support services, MTSS and inclusive educational practice.
- Works in collaboration with divisional leadership to develop and implement a comprehensive plan that aligns and optimises policies and practices for student support services across grade levels and departments, including psychology, counselling, academic support and speech and language pathology, to ensure a cohesive and student-centered approach.
- Oversees the student referral and consultation system to enhance divisional alignment, efficiency and effectiveness in identifying and supporting students.
- Works in collaboration with the Director of Enrolment Management and Divisional Administration to make appropriate admissions decisions for students that may require support services.

PROFESSIONAL DEVELOPMENT AND COLLABORATION

- Ensures ongoing growth and team excellence through the design and implementation of an annual professional development plan aligned with the UNIS Hanoi definition for Excellent Learning.
- Collaborates with divisional leadership to plan and implement professional development for all faculty and staff that supports student success in both the academic and pastoral programmes.
- Identifies external consultants, where appropriate, to support the development and implementation of professional development for all relevant faculty and staff.

RESOURCE MANAGEMENT AND ALLOCATION

- Supervises all EY12 Student Success positions and co-supervises additional Student Support Services roles (e.g., counselling, learning support, EAL) in partnership with divisional principals and relevant managers, including goal-setting, coaching, workload calibration and annual performance evaluation.
- Develops and implements a strategic approach to caseload management considering student needs, personnel resources and available budgetary resources.
- Collaborates with the DFO and other budget managers to seamlessly integrate support resources into the curriculum and classroom settings, enhancing the student experience and learning environment.

DATA-DRIVEN DECISION MAKING

- Establishes systems for monitoring and reporting on student progress, utilising data-driven insights to continually evaluate and enhance the effectiveness of support programmes and interventions.
- Assesses and enhances systems that support the smooth transitions between grade levels (e.g., 5-6 and 8-9), utilising data to identify potential challenges and proactively address them.
- Prepares comprehensive reports and presentations to communicate data findings and programme outcomes to stakeholders, ensuring transparency and accountability.
- Implements universal screening tools for all students, to gather early intervention data, enabling proactive support for students' academic and behavioural needs.



CHILD SAFEGUARDING

- Serves as the schoolwide child safeguarding lead, working in close collaboration with Divisional Leaders and the school's legal representative to develop and implement comprehensive protocols to ensure consistency across all child safeguarding reports, fostering a standardised and effective approach to handling incidents.
- Communicates regularly and empathetically with families to address safety needs, guiding them on procedures, allowing them to express concerns and documenting all interactions while following confidentiality and safety protocols.
- Coordinates and schedules timely follow-up meetings with relevant stakeholders for each active safeguarding case, while monitoring progress to ensure these meetings occur at appropriate intervals to review ongoing needs and interventions.
- Spearheads initiatives and professional development surrounding child safeguarding practices to the school community, continually enhancing awareness and preparedness.

COMMUNICATION AND COMMUNITY ENGAGEMENT

- Serves as a liaison between the school and external resources and supports, ensuring that students have access to the necessary assistance and services.
- Consistently communicates the philosophy and approach of the student success team (SST) across different divisions, promoting a cohesive approach to student support.
- Collaborates closely with divisional administrators, counsellors, support teachers, and classroom teachers to ensure effective communication surrounding the implementation and coordination of student success services.



PROFESSIONALISM

- Maintains a commitment to professional ethics and UNIS Hanoi values, collaborates and communicates appropriately, and takes responsibility for personal professional growth that results in the enhancement of student learning.
- Works in a collegial and collaborative manner with administrators, other school personnel and the community to promote students' well-being and success.
- Builds positive and professional relationships with parents through frequent and appropriate communication; designs and leads parent education events to build shared understanding of MTSS/UDL, wellbeing and effective home-school strategies.

QUALIFICATIONS

- Five or more years of administrative experience.
- Master's Degree in related field (i.e., Educational Administration or Special Education).
- Successful experience at a senior level in Student Support leadership within an Early Years through Grade 12 setting and in related areas of special education, learning support, EAL / MLL, etc.
- Proven ability to lead transdisciplinary teams.
- Experience in implementing and overseeing Multi-tiered Systems of Support in a large school setting.
- Fluent in English.
- Excellent written and oral communication skills.
- Strong intercultural competence and demonstrated success working in a multi-cultural setting.

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.

UNIS Hanoi offers a competitive salary and benefits package grounded in the philosophy of attracting and retaining highly qualified faculty and administrators. The compensation package ensures that members of our administrative team experience a high quality of life and high savings potential. The educational environment supports a culture of professional learning and growth.

Salary and cash benefits are paid in US dollars. Salaries are tax free for UNIS Hanoi expatriate educational employees and include a salary supplement of 10% of base salary.

Additional benefits include:

- Relocation for faculty and dependents
- Shipping allowances
- Transport allowances at the beginning and end of the contract
- Settling-in allowance and furniture allowance
- Annual 'home leave' travel for faculty and dependents
- Living allowances: housing and utility
- Tuition for dependent children: full waiver for first 2 children; 50% for 3rd child; 25% for 4th child
- Health insurance: Worldwide coverage, comprehensive health insurance for faculty and dependents
- Long-Term Disability insurance
- Complimentary use of school gym and pool for faculty and dependents

LIVING IN HANOI

UNIS Hanoi is located in the heart of Vietnam's capital city, Hanoi. Our campus is situated in the scenic and peaceful neighbourhood of Ciputra, which is known for its beautiful parks, quiet streets and friendly community.

Hanoi is a vibrant and dynamic city that offers a wealth of cultural, social and recreational opportunities. Known for its rich history, beautiful architecture and delicious cuisine, Hanoi is a wonderful place to live and work. The city is home to a diverse population of locals and expats, and it offers a unique blend of traditional Vietnamese culture and modern international influences.

There is a wide variety of accommodation in Hanoi, making it easy to find a space that fits your lifestyle and housing preferences. Whether you prefer the quieter, tree-lined streets of a residential neighbourhood such as Ciputra or the energy and expat-friendly amenities of the nearby Tay Ho area, you will find great communities to thrive in and explore. The recent addition of the Lotte Mall Westlake across the road from UNIS Hanoi, has also brought an aquarium, mega supermarket, cinema and world-class international shopping, right to our doorstep.

Our campus is easily accessible by car or public transportation, and it is located just a short distance from Hanoi's central business district. This makes it easy for our faculty and staff to enjoy all that the city has to offer, including world-class restaurants, museums, galleries and shopping centers.

Our campus provides a peaceful and safe environment where our students can learn and grow, while still being connected to the vibrant culture and energy of Hanoi. We are proud to be a part of this wonderful city, and we look forward to welcoming you to our community.





HOW TO APPLY

- Suitably qualified candidates should send the information below in a single pdf file to our Human Resources team at recruitment@unishanoi.org.
 - Cover letter expressing interest in the position, detailing your strengths as a candidate and how they make you a good fit for this position
 - Current resume not to exceed two pages
 - Personal statement outlining your vision of what student success and wellbeing looks like in a student-centred, 21st century, IB World School
 - Referee contact information from at least your last three positions (which must span seven years) with current phone numbers, and email addresses.
- Interviews for shortlisted candidates and finalists will take place in November and December 2025. Should a suitable candidate be found, the search committee reserves the right to close the process.
- The contractual start day for this position is 1 August, 2026; however, the successful candidate will be expected to be onsite 1-2 weeks prior for new faculty orientation and settling in.



United Nations International School of Hanoi
G9 Ciputra, Phu Thuong, Hanoi, Vietnam

Telephone: +84 24 7300 4500 Email: recruitment@unishanoi.org
www.unishanoi.org