



## ***Casual Work Cover Teacher Job Description***

Commencing as soon as possible, Hanoi International School seeks a qualified and experienced Casual Work Cover Teacher.

***As stated in the school mission, 'HIS is a diverse and caring [community](#) that strives to provide [excellence in international education within an inclusive, compassionate environment.](#)*** Teachers at Hanoi International School support the growth and development of students in line with the school's philosophy.

**The primary responsibility of the Casual Work Cover Teacher is teaching and supervising with a focus on the following:**

- Cover lessons for Secondary subject teachers;
- Engage with teacher's plans and implement them with fidelity;
- Contact teachers after covering their lesson with a brief summary of how it went and how students performed;
- Use a range of appropriate strategies for teaching and learning and classroom management;
- Deliver lessons which embody the tenets of the HIS definition of [High Quality Learning and Teaching \(HQLT\)](#);
- Maintain a well-organised and stimulating learning environment;
- Use learning technologies to enhance learning;
- Use information about prior attainment to set expectations for students;
- Supervise students during activities and break times, when requested to do so.

### **[Collegiality and Professionalism](#)**

**As a staff member at Hanoi International School, you are responsible for the following:**

- Model the Hanoi International School Mission and Values;
- Promote a culture of mutual respect and understanding;
- Exemplify international-mindedness and participation in the wider IB and international community; promoting the positive image of Hanoi International School within the school and in the wider community;
- Ensure diplomacy, discretion and respect for confidentiality in all professional activities.

### **[Communications](#)**

**As a staff member at Hanoi International School, you are responsible for:**

- Demonstrating open communication with and between staff, students and parents;
- Actively engaging in meetings where relevant, demonstrating an ability to listen and contribute professionally.

## General Professional Expectations

**In addition to the above, you are expected to:**

- Model lifelong learning by being open to new strategies and techniques for teaching and behaviour management;
- Foster respectful interactions among and with students and their peers in classrooms and the school;
- Develop and maintain a level of technical expertise that enables the active use of technology to support student learning;
- Promote the positive image of Hanoi International School in public settings;
- Take responsibility for the safety and discipline of students in and out of the classroom;
- Provide appropriate pastoral care for students;
- Demonstrate diplomacy and discretion in all professional dealings;
- Take an active role in the Hanoi International School community;
- Perform any other reasonable duties requested by the Secondary Principal and Head of School.

## Qualifications/Experience

**Casual Work Cover Teacher at Hanoi International School are required to have:**

- Experience in settings working with young people;
- A relevant qualification.

## Candidate Qualities

**As a staff member at Hanoi International School you are expected to be:**

- A compassionate, caring staff member who understands the needs of Secondary students in a small international school context;
- A proactive, energetic teacher who can inspire and support students to reach their potential;
- An educator who is passionate about supporting and challenging students.

## Safer Recruitment

**At Hanoi International School we are committed to engaging in practices that protect all members of our community:**

- Members of the Senior Leadership Team (SLT) will call three references for all short-listed candidates to discuss safeguarding and to determine suitability for the position.

## Global Citizenship and Intercultural Understanding

**At Hanoi International School our guiding statements inform our recruitment processes:**

At Hanoi International School, global citizenship means recognising that we belong to many different local and global communities and have a responsibility to contribute meaningfully to them. Within our community, intercultural understanding means that we appreciate diverse cultures and identities and embrace our role in creating and nurturing a space that cultivates respect for different perspectives and experiences.