Hanoi International School

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.