Hanoi International School

Elementary Principal

Start Date - August 2027
Application deadline - Tuesday, 12th January, 2027

VISION Preparing learners for lifelong challenges and opportunities



MISSION

As a diverse and caring **community**, HIS provides **excellence** in international education within an **inclusive**, compassionate environment.

Introduction

Hanoi International School (HIS), an English medium day-school located in the heart of Hanoi, Vietnam. We are fully accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges. We are also authorized to offer the International Baccalaureate Primary Years Programme, Middle Years Programme and Diploma Programme.
Our school's teaching faculty is truly international with over 18 nationalities being represented and we pride ourselves on being a 'family' school with a strong community spirit. The school also employs 42 non-teaching support staff. As an international school we serve both the transient expatriate population as well as the local community.

We are proud to offer a high-quality educational experience where students are receive a personalized, rigorous and caring approach to learning. Our internationally-recognized academic standards allow students to access universities and colleges around the world. Our small class sizes mean we able to provide one-to-one student support within a framework that support a holistic approach to teaching and learning. Our school values emphasize individualized personal development within a supportive community where children truly feel very safe, comfortable and happy at our school.

School History

In 1996, Hanoi International School was founded as a joint venture company, following an agreement between the Centre for Education Technology and the International School Development Inc. Hanoi International School opened its doors in late 1996 using premises leased from a school next to today's campus. The school enrolment at the end of the first year was 54 students from preschool age to Grade 11.

The school continued to grow steadily and moved to the current purpose-built location in the 1999-2000 academic year. As of September 2025, the student enrolment stood at 244 from pre-kindergarten to Grade 12 representing 25 nationalities.

From its start, Hanoi International School (HIS) was an IB Diploma school receiving its membership certificate in 1996. In 1998, the school became a member of the Council of International Schools (CIS) and received its full accreditation in 2013 from both CIS and the New England Association of Schools and Colleges (NEASC).

The joint venture was renewed in 2016, and today the school is now fully authorized to deliver three IB programmes: Primary Years Programme (PYP) in the Elementary school, Middle Years Programme (MYP) in Grades 6 -10 and the IB Diploma Programme (DP) in Grades 11 and 12.





Vietnam

Vietnam is a long narrow country, over 1600 km in length. It borders China to the north, Laos to the northwest, and Cambodia to the West. Three quarters of the country is mountainous. The main cultivated areas are in the north around the Red River Delta, and in the south around the Mekong Delta. It is a highly rural country.

Vietnam has a remarkably diverse climate because of its wide range of latitudes and altitudes. The country's weather is determined by two monsoons. The relatively dry winter monsoon, which affects mainly the part of Vietnam north of Danang, comes from the northeast between October or November and March.

The Hanoi area, lying in a plain, belonging to the delta region of Red river, and far from the sea, features a hot climatic zone under the influence of South and Northeast monsoons. The winter is cold and dry and Northeast monsoons are frequent. It is hot from April to September, there are sometimes heavy rains and floods. The annual temperature variation is from 8 to 38 C degrees.

Ha Noi is a city of roughly 8 million people, which includes a growing expat population with members from all around the world. Life in Hanoi is lived out on the streets. Bicycles, buses and cars, along with the ubiquitous motorbike compete for space in the narrow streets. It is a city of sounds, with street vendors plying their wares, the constant beeping of horns, the animated conversations of the locals, the Party voice through external speakers and the bird calls from the cages which hang outside shops and houses. It is a city of smells - the smells of street food being cooked along the sidewalks, the heavy odours of scented flowers from gardens and flower stalls, the fumes of the motor traffic, the odours from the rubbish trolleys that are constantly pushed along the streets by street cleaners as they sweep and maintain the city.

Job Description
Elementary Principal
Responsible in the first instance to the Head of School

As the Elementary Principal (EP) you are responsible for all aspects of the running of the Elementary School, ensuring that the school section is aligned with the IB Standards and Practices, the CIS Standards, and that all activity within the school section is aligned with the School Mission and Philosophic Aims and in accordance with the policies found in the HIS Policy Manual. The EP is a key member of the School Leadership Team and can be deputised to lead the school in the absence of the Head of School. This job description outlines some of the specific responsibilities of this position, but it should not be considered an exhaustive list. All job descriptions can be found on the school website.

Leadership Structure & Philosophy

As EP, you are responsible for:

- Ensuring the Head of School is informed about the ongoing implementation and development of the programme
- Supporting the leadership structure with the implementation of the programme
- Demonstrating pedagogical leadership aligned with the philosophy of the programme
- Developing, implementing and reviewing policies and procedures that support the programme
- Promoting the values and expectations of the HIS Mission and School Philosophy
- Developing and promoting the concept of international-mindedness
- Promoting responsible action within and beyond the school community
- Ensuring policies and procedures for behaviour management
- Gathering and analysing data to ensure that all students are making progress within their respective academic programme.
- Ensuring that all students are adequately supervised at all times, allocating cover teachers where necessary.
- Leading initiatives to ensure that the school meets best practice in child safeguarding; and potential responsibilities as designated or deputy safeguarding lead; overseeing/leading relevant pastoral programmes or campaigns, for example healthy active lifestyles, digital citizenship, anti-bullying, e-safety, etc.
- Leading the admissions and withdrawal processes for Elementary school students, including the interviewing and testing of students
- Leading the construction of the Elementary School timetable.
- Discussing and reviewing applications for professional development with staff
- Leading certain agreed strategic initiatives or pilot programmes, focusing on bettering practice through research into educational innovation such as software solutions for areas of school that include, but are not limited to: management, student information systems, strategic planning mapping, performance management software, or the recruitment processes;
- Organising projects related to the wider student experience, such as outdoor education, camps service learning, work experience and other educational trips and visits.

Pedagogical Leadership

As EP, you are responsible for:

- Demonstrating pedagogical leadership aligned with the demands and philosophies of the programmes on offer in Elementary
- Supporting the AEP to ensure that all requirements of the IBO concerning the implementation of the programme are adhered to
- Collaborating with the AEP to lead the self-study process for authorization
- Collaborating with the AEP to update PYP action plan annually
- Supporting the AEP to the curriculum standards are used to guide all teaching and learning programmes
- Collaborating with the AEP to the Programme of Inquiry is vertically and horizontally articulated through the Elementary School
- Modeling the constructivist approach, specifically concept-based inquiry, during meetings or workshops focusing on gaining a better understanding of the requirements of the programme.
- Modeling and promoting the IB Learner Profile, International Mindedness and Approaches to Learning
- Having input into the school's strategic development plan
- Conducting parent information sessions with the Assistant Principal of Elementary related to the PYP and curricular priorities
- Conducting whole school parent sessions with the Head of School and Principal of Secondary
- Using the school newsletter to communicate information relating to PYP
- Leading new staff orientation for the whole school
- Working collaboratively with the Head of School with staff recruitment
- Assisting PYP and MYP transitions with SELT, EAL, Student Support and the Grade 5 teaching team
- Collaborating with SELT to develop curriculum connections between the two divisions including but not limited to curriculum standards, action, approaches to learning and concept based inquiry.

Written Curriculum

As EP, you are responsible for:

- Supporting the process of developing and reviewing the curriculum documents together with the AoP and pedagogical leaders within the Elementary staff
- Supporting the use of MyIB and the Programme Resource Centre within the school community
- Supporting the AEP to ensure that planning, assessment and documentation is consistent within the division

Assessment and Reporting

As EP, you are responsible for:

- In collaboration with the AEP identifying and implementing appropriate assessment tools, assessment schedules and reporting timelines for staff to adhere
- In collaboration with the AEP, developing clear assessment and reporting guidelines
- Leading the construction of timetables for student-led conferences, parent-teacher conferences and three-way conferences
- In collaboration with the AEP leading data analysis and moderation with the Elementary team
- Collaborating with the AEP to proofread and check end of Semester reports
- Generating end-of-semester reports on Managebac
- Prepare and submit any documentation required for authorization and evaluation in collaboration with
- the AEP
- In consultation with the AEP, organise MAP testing and liaise with Secondary leadership

Collegiality and Professionalism

As EP, 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
- Assisting the Head of School on issues relating to staff professional behaviour
- Assisting the Senior leadership and Elementary staff to promote a culture of mutual respect and understanding, promoting and modeling the values of the HIS Mission.
- Working with staff to model, promote and assist the implementation of best practices through policies and procedures related to professional conduct, teaching and learning, and student management
- Ensuring that all students are adequately supervised at all times, allocating cover teachers where necessary
- Leading and conducting staff appraisal ensuring a focus on continual improvement of teaching and learning within the Elementary School
- Establishing clear policies and procedures for behaviour management
- Promoting the positive image of HIS in both the local and international community
- Promoting International mindedness and participation in the wider IB and international community; promoting the positive image of HIS in these communities
- Ensuring diplomacy and discretion in all professional activity within the Elementary School

Communication

AS EP, you are responsible for:

- Provide daily communication to the Elementary staff informing them of staff absences, cover arrangements and events for the day
- Promoting open communication with and between Elementary staff, students, parents & marketing to the wider community.
- Working in collaboration with the AEP to ensure that the Elementary Handbooks are kept up-to-date and clearly document systems, policies and procedures
- Ensuring good organisation and availability of school policy documentation
- Coordinating the production of key informational and promotional publications
- Supporting staff in maintaining strong home/school communication, through monthly newsletter and meetings with parents, ensuring that parents are kept adequately informed
- Being available to listen to and respond to parents' views via email or face to face
- Maintaining strong and supportive communication lines between the Secondary and Elementary schools
- Providing written documentation to external agencies, such as contracts, or references for staff or students

General Administration

As EP, you are responsible for:

- Administering the Elementary School timetable, ensuring that this matches programme and curriculum requirements
- Ensuring that all students are adequately supervised at all times, allocating cover teachers where necessary
- Working with the Admissions Director to ensure the Admissions and withdrawal processes for
- Elementary school students is organised and transparent
- Recruiting new academic and non-academic staff for the Elementary school, in conjunction with the Principal

General Administration cont'd

- Overseeing the general maintenance of school property as it pertains to the Elementary School.
- Ensuring that the Elementary School has appropriate resources to deliver the programmes on offer, and obtains new materials and equipment as necessary to improve teaching and learning
- Administering the budgets pertaining to the Elementary School
- Ensuring that the school has access to the technological resources necessary to enhance teaching and learning, and to facilitate the ongoing development of the programmes on offer
- Serve as a member of the Senior Educational Leadership Team (SELT)
- As a pedagogical leader, attend relevant departmental meetings such as SELT, Student Support, EAL and Library/Technology
- Carry out any other appropriate duties as directed by the Head of School

Thank you for your interest in working at Hanoi International School.

We welcome applications from experienced, enthusiastic, open, and positive-minded individuals that are interested in joining a wonderful community of educators at HIS. As an internationally accredited IB world school, HIS is aligned with the recommendations of the International Task Force on Child Protection, maintaining a high standard of effective recruiting practices with specific attention to child protection.

To apply for a role at HIS please send the following information to recruitment@hisvietnam.com

- A cover letter (approximately one page) addressed to the Head of School, Bradley Ringrose.
- A current cv, which also includes the date of birth, citizenship, and current contact information.
- A list of references that includes the names and contact details of at least 4 current and past supervisors.
- Please indicate the position you are applying for within the email subject line.