UNIS HANOI - POSITION DESCRIPTION

Division: Middle School / High School
Position: MSHS English as an Additional Language (EAL) Teacher **TENTATIVE**
Reports to: MSHS Principal

At UNIS Hanoi, we value cultivating *personal and academic excellence* through:

- Our approaches to teaching and learning
- Concept-based, disciplinary and transdisciplinary teaching
- A Multi-Tiered Systems of Support (MTSS) Approach to ensure access for all learners
- Varied assessment strategies to allow students to showcase their strengths and progress
- Strong connections and relationships between students, colleagues and parents

DUTIES AND RESPONSIBILITIES

EAL Instruction and Language Development

- Design and deliver evidence-informed EAL instruction for multilingual learners in Grades 6–10, aligned with the UNIS Hanoi philosophy, MYP framework, and Universal Design for Learning (UDL)
- Develop students' English proficiency across listening, speaking, reading, and writing while supporting access to appropriately challenging grade-level learning
- Explicitly teach academic and disciplinary language and leverage students' home languages, cultural knowledge, and multilingual abilities as assets
- Provide differentiated instruction and targeted language support that promote student participation, agency, and independence

Collaboration and Capacity-Building

- Collaborate with classroom teachers and subject-area teams to integrate language development into curriculum planning, instruction, and assessment
- Engage in purposeful co-planning, co-teaching, co-assessment, and reflection to strengthen language-responsive teaching and build teacher capacity
- Contribute EAL expertise to Student Success Team (SST) processes and collaborate with Learning Support and other specialists when student needs overlap
- Strengthen Tier 1 classroom practices and share resources for ‘just right’ scaffolding and challenge

Assessment and Progress Monitoring

- Assess and progress monitor students' English language development in alignment with UNIS Hanoi assessment practices and relevant language proficiency frameworks

- Use proficiency data, classroom evidence, and student work to identify strengths, inform instruction, and monitor progress
- Contribute to targeted instruction planning and review its effectiveness, distinguishing language acquisition needs from other potential learning barriers

Communication and Professional Responsibilities

- Communicate regularly with families and colleagues regarding student progress, goals, and strategies for support
- Coordinate EAL scheduling and service delivery with the divisional principal, Director of Student Success and Wellbeing, and relevant colleagues
- Share responsibility for students' academic progress, personal development, health, safety, and wellbeing
- Participate in curriculum development, school improvement initiatives, and professional learning
- Contribute to the wider UNIS Hanoi community through extracurricular activities, service learning, and other school initiatives
- Integrate educational technology purposefully and model lifelong learning

POSITION REQUIREMENTS

- Bachelor's degree or above in English Literature, Linguistics, or a related field and a degree in Education and/or a teaching license
- EAL Teaching Certification or equivalent
- 3+ years of experience
- MYP or inquiry-based teaching experience; teaching from a concepts-based approach
- Knowledgeable regarding the developmental needs of Middle School and early High School students
- The ability to work as part of a team
- Excellent organizational and time management skills
- Technologically able
- Experience teaching in an international school or demonstrated intercultural competence

OUR COMMITMENT TO DIVERSITY, EQUITY, INCLUSION AND SOCIAL JUSTICE

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.