UNIS HANOI - POSITION DESCRIPTION

Division: Elementary School (ES) - Lower Elementary
Position: ES English as an Additional Language (EAL) Teacher/Coach **TENTATIVE**
Reports to: Elementary School Principal and Director of Student Success and Wellbeing

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

- Provide EAL support services within a Multi-Tiered System of Support (MTSS) framework
- Provide coaching, support, and guidance to class teachers in terms of EAL strategies for multilingual learners
- Be an active member of the Student Success Team (SST) and liaise on a regular basis with colleagues to support proactive and responsive approaches to supporting all students
- Provide effective support of students on the official caseload, including the implementation of whole-class and small-group strategies and scaffolds to support language acquisition
- Provide proactive and preventative support to our multilingual learners, including working in deep partnership with homeroom teachers to monitor, identify, and address potential academic areas of risk before they become entrenched barriers to success
- Use evidence-based strategies to support multilingual learners, including translanguaging, language supports, and direct reading, writing, and grammar instruction
- Teach groups/classes of students within the school as determined by the curriculum needs of the school
- Co-plan, co-teach, co-assess, and co-reflect whole class and small groups within an immersive classroom model
- Provide a differentiated programme of instruction that incorporates appropriate challenges and high expectations of learners
- Assist with the assessment of multilingual learners and liaise with the School Admissions Team
- Support the English language development of students within the EAL program and regularly progress monitor to gauge impact
- Partner with parents of Multilingual Learners, providing support and guidance
- Assess and report on student progress according to the School Assessment Policy
- Share in the overall responsibility for the academic progress, personal development, health and safety, discipline, and well-being of all students
- Participate in and organise meetings to support the curriculum and student needs
- Other tasks as assigned by the Principal or Director of Student Success and Wellbeing

POSITION REQUIREMENTS

- University Degree (minimum of Bachelor's) or above in EAL or equivalent
- EAL Teaching Certification or equivalent
- Dual certification with Learning Support is desirable
- At least 5 years of EAL teaching experience
- Experience working with students in small groups
- Cross-cultural exposure and understanding
- The ability to work as part of a team
- Strong skills in monitoring and follow-through
- Excellent organizational and time management skills
- Strong computer skills

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.