THE ANGLOPHONE BRITISH CURRICULUM INTERNATIONAL SCHOOL

#2, Street No. 9, Khu Dan Cu Tan An Huy,
Nha Be, Ho Chi Minh City, Vietnam
Tel: (84) 28 7308 1828
Email: recruitment@theabcis.com.vn
www.theabcis.com

JOB DESCRIPTION

HEAD OF MATHEMATICS

Benefits Package: Competitive Salary, Responsibility Allowance, Accommodation, Medical Insurance, Annual Return Flight, Up To Two School Places
Line Managed By: Assistant Headteacher or Head of Secondary as appropriate

SAFEGUARDING

The ABCIS is committed to safeguarding and promoting the welfare of children and young people and has developed and adopted written guidelines (Code of Conduct) for appropriate and inappropriate behaviour of adults towards children.
We expect all staff, volunteers and other third parties to share this commitment and to review and affirm that they have read, understood, and will abide by the Code of Conduct.
At our school, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety.
Our school's practices reflect and are aligned with the written Expectations of the International Taskforce on Child Protection.

KEY DUTIES & RESPONSIBILITIES

The purpose of the position is to provide professional leadership and line management for the team of teaching staff and students, to provide academic support and care for students and to ensure overall improved standards of achievement for all students in the department.

- To plan, prepare and deliver high quality lessons appropriate to each class
- To ensure alignment of the Mathematics curriculum with the British National Curriculum and the examination boards used (currently CIE)
- To monitor the quality of teaching and learning within the department and support staff when needed
- To lead staff in the department and support them with their professional development
- To assess and monitor student progress and maintain accurate data records for the department
- To support staff develop effective strategies for intervention when needed
- To lead departmental meetings
- To produce a development plan to ensure the continued development of the department
- Purchasing and resources for the department
- To write reports
- To liaise with the Assistant Headteacher and/or Head of Secondary as required
- To undertake duties as required
- To attend parents days, meetings and other school events as required by the Principal
- To lead at least one Extra-Curricular Programme (ECA) activity each term

PERSON SPECIFICATION

- Bachelor's degree in a relevant specialism and a recognised teaching qualification (PGCE, PGDE, B.Ed, M.Ed)
- A minimum of three years teaching experience a relevant subject
- Experience in a UK school or an international school delivering the British National Curriculum
- Experience teaching GCSEs & A-Levels

- Lesson Planning - plan, prepare and deliver high quality lessons
- Classroom Management - effectively manage student behaviour
- Assessment Skills - assess and track student progress
- Communication Skills - excellent communication skills with students, parents and colleagues
- Adaptability - adapt to varying student needs within an international school setting
- Professionalism - act as a role model for students and an ambassador of the school
- Safeguarding - knowledge and understanding of the safeguarding of children