



**International School
SAIGON PEARL**

Elementary & Early Years

A COGNITA SCHOOL



**Director of Welfare and
Administration**

APPLICANTS INVITED

OUR MISSION

ISSP is a caring IB school for the Primary Years Programme (IB PYP) where young children gain foundational knowledge and skills; building self-belief and empowering individuals to succeed.

OUR VISION

ISSP achieves its Vision through personalized, authentic learning opportunities that cultivate a lifelong love for learning.

A WARM WELCOME FROM ISSP

ISSP was Vietnam's first and only international school for Early Years and Elementary children. We opened in 2011 and are located in the Binh Thanh district of Ho Chi Minh City. ISSP welcomes both local and international families with over 30 nationalities represented throughout the student body.

Over the years, ISSP has experienced considerable growth in all aspects of school life. From creating a dynamic leadership team, committing to an ambitious facility redevelopment plan by modernizing learning environments to meet the needs of learners to embedding a strong curriculum that engages and challenges students every day.

In 2018, ISSP became fully accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC). We are proud to be accredited by these two globally recognized Educational Organizations

In June 2023 ISSP became an authorized IB World School for the Primary Years Program (PYP) by the International Baccalaureate Organization (IBO), ISSP stands at the forefront of international education.

These accreditations and authorization validates that we are meeting robust international standards as a truly international school, as well as provides us with feedback and frameworks for continual improvement.

The students, and their families, are at the center of all that we do at ISSP. We take pride in building a strong community whilst supporting every child to reach their individual potential through a personalized learning experience.

LEARNING AND TEACHING AT ISSP

As an IB Primary Years Programme school, the heart of learning at ISSP are our values which align with the IB Learner Profile.

Defining International Mindedness at The International School Saigon Pearl

Informed by the values of Global Citizenship and Intercultural Learning from the CIS and the definition of International Mindedness from the IBO, we believe:

'International Mindedness is when a school community values a world in which people see themselves connected to the global community and assume a sense of responsibility towards its members. Aligned to the IB Learner Profile it is through our VALUES we embrace the diversity of peoples, cultures and societies in the world.'

ISSP Value	IB Learner Profile Attributes
<p>Honesty is acting with integrity by looking inward to engage as trustworthy members of ISSP and the wider community.</p>	<p>Principled-We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.</p> <p>Balanced-We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.</p>
<p>Caring is being empathetic while learning from and about others, and it leads to compassionate action.</p>	<p>Caring-We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.</p> <p>Open-minded-We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.</p>
<p>Respect is acknowledging all living things and environments through thoughtful</p>	<p>Thinker-We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.</p> <p>Communicators-We express ourselves confidently and creatively in</p>

interactions.	more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Responsibility is showing resilience, trying your best, and considering the results of your actions.	<p>Risk-takers- We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.</p> <p>Reflective-We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.</p>
Wisdom is consistently upholding our core values while acquiring knowledge, understanding, and the willingness to take action.	<p>Inquirers-We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.</p> <p>Knowledgeable-We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.</p>

These educational principles go beyond intellectual development and academic success. They foster international mindedness which is driven by a commitment to help all members of the school community to learn to respect themselves, others, and the world around them.

ISSP recognizes that development and learning are interrelated. Our children develop knowledge, skills, concepts, and attitudes which are relevant, engaging and challenging across subject areas. It is also an expectation that action will be a result of the learning process.

At ISSP we follow the **IB PYP framework** which consists of six units of inquiry that include key concepts, related concepts, lines of inquiry and transdisciplinary themes. We map the IB, American and Vietnamese standards to these units.

What distinguishes us is our community culture, personalized learning, professional approaches, providing a rich and balanced international standard education.

RESTORATIVE PRACTICE AND STUDENT SUPPORT



How we work with children and the relationships we establish can be the difference between success and failure, and how they see themselves as learners. ISSP applies Restorative Practices which focuses on building relationships, creating obligations and opportunities for making things right. This builds character by supporting children in learning to make good decisions and having ownership of their decisions. Our approach develops long term change in a child's character.

Our Student Support team consists of a School Counselor, a team of English as an Additional Language Specialist and Special Educational Needs Specialist. As a staff, our collective aim is to ensure all children develop to their full potential through inclusive support, collaboration, commitment and communication.

It is ISSP's belief that all children have the right to receive quality education by capitalizing on individual strengths. We recognize and respect individual differences and uniqueness and take responsibility in providing skilled and sensitive teaching and support so that children with different learning styles, abilities and skills can find individual paths to success and fulfillment.

COGNITA

A VIBRANT INTERNATIONAL SCHOOLS GROUP

ISSP is part of a world leading international schools group- Cognita. Which currently encompasses over 100 schools spanning 3 continents and a diverse portfolio of curriculum platforms. You will be challenged, supported and given the opportunity to share ideas and learn from colleagues around the world.

A Cognita Education has 3 main objectives:

- We deliver academic excellence
- We develop character
- We nurture a global perspective

Cognita understands the difference that great teaching makes and knows that teachers are central to unlocking the potential of every child in its schools. Cognita's commitment to its staff is therefore equally strong, and the group offers excellent career opportunities with a global dimension.



ABOUT THE ROLE

Join us in a pivotal leadership role that centers on welfare and administration within Early Years and Elementary education. As the Director of Welfare and Administration, your focus will be on ensuring the well-being of our community and the smooth operational flow of the school. Leadership, administration, and interpersonal skills are essential as you contribute to collaborative decision-making, providing strategic oversight to align teaching, learning, and welfare initiatives with the school's direction.

In collaboration with Executive and Academic Leadership, your responsibilities encompass timetable scheduling, duty management, and related schedules. Your role plays a key part in fostering effective access to learning and teaching while maintaining a robust duty of care. Moreover, working closely with the Head of School, Director of Learning and Teaching, and TA Coordinator, you'll lead the management of Teacher Assistants, guiding their professional development and aligning their roles with the broader objectives of the school. Elevate your career by shaping a nurturing and efficient educational environment at the heart of our institution. Apply now and become a driving force in our commitment to welfare and administration excellence.



A ROLE WITH RESPONSIBILITY

1. Guided by the ISSP mission, vision, and values statements this position requires high quality educational leadership that reflects international mindedness as defined by the IB Learner Profile to support the school values.
2. Informed by the Quality Cognita Framework contribute and support the implementation of the school's annual and strategic plans. Taking dual ownership of Pillar 1 Holistic Education.
3. Ensures that the school community is aware of the IB Learner Profile and is committed to international-mindedness and its importance in embodying the IB mission.

Further details can be found by viewing the full job description by clicking [here](#).

COMPENSATION AND BENEFITS

ISSP is a small and close-knit community, a great place to work, and a positive learning environment with supportive staff and a great leadership team. We offer a competitive salary and compensation package for successful candidates with the following notes:

We offer three types of contracts:

Type of contract	Description
Overseas Hired Contract	At the time of first contact, the candidate being considered is living and working outside of the hiring country (Vietnam)
Locally Hired Contracts	When a candidate is offered a position while residing or working within Vietnam, they will be offered a locally hired contract. If an expatriate employee decides to travel outside of Vietnam and re-apply from an overseas country, it will not result in any changes to the offered contract or compensation package.
Locally Hired Plus Contracts	The locally hired plus is the same as a locally hired contract with the extra benefit package. The locally hired plus package is offered to successful candidates who are eligible for additional benefits that may be grandfathered from their previous employment contract in Vietnam. The decision to offer this package is at the discretion of the Head of School at the time of offering the contract.

Below please find the average cost of living in Ho Chi Minh City. Here in the wonderful city of Ho Chi Minh you will find opportunities for budget living to luxury living. Our city has everything you will need to live comfortably.

In addition, we offer:

- Employee Assistance Programme
- 30 days of annual leave and 10 days of sick leave per academic year
- Other benefits will be discussed through the application and appointment process.

Category	Options	Average cost
Accommodation	2-bedroom apartment in new apartment building near our school	600- 950 USD/month
	House/ Villa	1,500 - 3,000 USD/month
Food	Eating local food	1 - 5 USD per person
	Fine dining	20 – 50 USD per person
Transportation	Secondhand motorbike	500 - 1,000 USD
	Renting a motorbike	50 - 60 USD / month
	Grabbike	\$0.50 USD per km for first 2 km and \$0.20 USD from the third km onward

Personal income tax is between 28% and 35%.

SAFEGUARDING

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

SELECTION CRITERIA AND HOW TO APPLY

- Experience in a senior leadership position, with the effective leadership of teaching teams
- Extensive knowledge of welfare and pastoral care approaches
- Knowledge of Student Support Services, SEN and Social and Emotional development
- Building and maintaining a positive and efficacious staff culture
- Curriculum knowledge with an ability to implement curriculum
- Knowledge of IB, CIS and external accreditation evaluations systems and processes
- Working knowledge of the IB Framework, American Common Core Curriculum and related curriculum frameworks.

SELECTION CRITERIA AND HOW TO APPLY

- Bachelor or Master Degree in Education with teacher certification in the area of expertise
- Leadership Certification or Equivalent qualification
- Minimum of three years of full time experience in a related field.

All candidates are directed to apply via [Schrole](#) or directly to lester.stephens@cognita.com to submit applications and required documents.

The deadline for applications for the position will close on the 31st of January 2024. Start date is July 2024.

Additional information about International School Saigon Pearl can be found on the school's website at: www.issp.edu.vn.



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