

## Assistant Principal/Head of Early Years

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Company: Inspired Education Group

Location: Vietnam

Category: other-general

Inspired Education is the leading global group of premium schools, with a portfolio of over 100 premium private schools spanning six continents which utilise proven educational practices from every corner of the globe, ensuring over 80,000 students receive a world-class learning experience from Kindergarten to Year 13. In addition, we are delighted to be recognised in the top 10 highest value private companies in the UK by Beauhurst.

In over 24 countries, Inspired schools are individually developed and anchored in the vibrant cultures of their respective locations. They collectively form an international family of schools that nurtures each student's academic and personal development in a progressive, dynamic, and innovative learning environment.

By joining our award-winning team of over 12,000 employees, you can work in state-of-the-art facilities alongside industry-renowned educators and leaders in some of the world's most desirable locations. We invest heavily in our team members who enjoy industry-leading professional development, exceptional career opportunities, and mobility across our group.

### **ROLE SUMMARY:**

Australian International School (AIS) Saigon, a renowned international, co-educational K-13 school in Ho Chi Minh City, Vietnam, has been educating young men and women for more than 17 years. Known for our innovation, collaboration and engagement, and our care for each student, we seek a dynamic, visionary, and committed Early Years Leader and educator to be part of our Primary School team from January 2025. AIS is an IB PYP authorised school. There are 3 campuses (Thu Thiem, Cherry Blossum and Lotus) and the applicant will be primarily based at the Lotus Campus. AIS Saigon offers a competitive remuneration

package, which includes: accommodation allowance; flight allowance; and insurance. The school community is friendly, supportive and welcoming. We place great pride in our ethos, and we value our staff and support their professional development. Vietnam and in particular Ho Chi Minh City is a vibrant place to live, with a rich culture. Teachers enjoy an excellent standard of living.

### **KEY RESPONSIBILITIES:**

The Assistant Principal/ Head of Early Years will promote high quality teaching and learning within the Primary School with responsibility for:

Coordination of Early Years across all campuses

The Lotus Campus with a view to promoting an Early Learning Centre of excellence in Thao Dien (based on the Inspired philosophy)

Providing educational leadership in areas including curricular, co-curricular and pastoral care

Providing academic leadership and being responsible for the development and welfare of staff

Responsibility for the day-to-day management of school operations through forward planning of key events, timetabling, attendance and staffing for Early Years and the Lotus Campus

### **THE IDEAL CANDIDATE WILL HAVE:**

Bachelor of Education (Early Years) and 3 years' leadership experience

Experience in the oversight of pedagogy, pastoral care and administration

Demonstrated interpersonal and communication skills

Demonstrated ability to lead staff

Knowledge of information and communication technologies and their application in learning and administration

### **SAFEGUARDING STATEMENT**

Inspired Education Group is 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 practices and pre-employment background checks will be undertaken before any appointment is confirmed.

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