



Head of School
Position begins July 2022
Contract Term 2022 - 2024
At the Canadian International School System-Vietnam (CISS - VN)
Ho Chi Minh City

The Khoi Nguyen Education Holdings (KNE)

The Khoi Nguyen Education Holdings (KNE) was established in 2010 with the goal of investing and developing a system of high quality international education. Keeping in mind the aim of satisfying the demands of the expatriate population in Vietnam and Vietnamese families who have the desire to seek progressive curricula from English speaking countries that are offered in Vietnam without needing to go abroad for their K-12 years.

The first school established in the year 2009 with just 165 students, KNE has grown to a multiple modern campus in Ho Chi Minh City which includes 3 schools in Phu My Hung and 1 school in the Binh Chanh district. The total investment for all 4 campuses is roughly 70 million USD, and is educating more than 3000 students from Kindergarten to grade 12. KNE is also the only school in Ho Chi Minh City that is completely self-sustainable, using in-house service suppliers to ensure the highest and reliable services for all our students.

KNE's Schools include the Canadian International School System (CISS) and the Albert Einstein school (AES):

It is the responsibility of KNE's schools to cooperate on activities, share professional development experiences, participate in common events, and jointly abide by the guiding statement.

THE CANADIAN INTERNATIONAL SCHOOL SYSTEM (CISS):

- The Canadian International School (CIS) offers Kindergarten – Grade 12 students the Ontario curriculum. The IB Diploma Programme is also offered to students in Grades 11 and 12.
- The Bilingual Canadian International School (BCIS) offers Grade 1 -12 both Vietnamese national high school curriculum and Ontario ESL curriculum based on the STEP assessment and ESL guidelines. Starting in 2021, BCIS also became an official Cambridge School and has begun offering IGCSE courses.

- The Canada-Vietnam Kindergarten (CVK) admits children from ages 3 – 5 years. From the school year 2021 - 2022, CVK District 7 will be considered as a new campus under BCIS and CVK Kindergarten classes will be placed in BCIS's organizational structure as a Pre-School block for Kindergarten students to prepare students to enter at BCIS.

THE ALBERT EINSTEIN SCHOOL (AES)

The Albert Einstein School (AES) offers the Vietnamese high school curriculum combined with using the Edexcel Program from Pearson of England. Starting in 2019, AES established a partnership with the Haileybury School at Australia to give our high school students a pathway for achieving the Victorian Certification of Education (VCE).

The Toronto District School Board (TDSB) provides staffing and recruitment consulting services to CISS-VN for CIS, BCIS, and CVK. As a part of the consultancy agreement, the TDSB provides CISS with up-to-date Ontario curricula and offers guidance and support to ensure that CISS staff and students are meeting Ontario expectations. All CIS teachers are either members in good standing, or are eligible to be members in good standing, with the Ontario College of Teachers (OCT). All applications are provided to CISS. Applicants are hired by CISS, and if successful, will be an employee of the CISS-VN, reporting to the CISS-VN Principal.

Aligned with the recommendations of the International Task Force on Child Protection, CISS holds a high standard of effective recruiting practices with specific attention to child protection.

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Aligned with the recommendations of the International Task Force on Child Protection, CISS holds a high standard of effective recruiting practices with specific attention to child protection.

The position(s) listed in this posting is/are for the duration of 2-years. The contract period may be extended upon mutual agreement.

Current TDSB staff, who would like to apply, will be considered for a leave of absence from

Toronto DSB. Successful candidates are employees of CISS- Vietnam.

Head of School

Position Objective

The Head of School will be responsible to build, develop and grow CISS Schools: CIS, BCIS, CVK D7 (which has been restructured as BCIS's Pre-school). Coordinate & support AES in the system invested by Khoi Nguyen Investment & Education Development Joint Stock Company (hereinafter referred to as KNE School's Group). This role is responsible for the overall professional leadership and management of the school curriculum and program of instruction. The scope of responsibilities covers: Institutional culture, quality of provision and service, school accreditation, authorization of curriculum, compliance with academic standards, assurance student safety and welfare and academic staff management. Developing a safe and happy educational environment for students, managing students to ensure the best educational performance. Manage and maintain student services well. Directs and supervises the development of budgets for schools. Develop enrollment targets according to the annual target of the Board of Directors.

The Head of School will represent CISS in working with parents, the Ministry of Education and Training in Vietnam, the Department of Education and Training in Ho Chi Minh City, the Canadian Consulate General and Embassy, and other Canadian organizations in Vietnam, partners in Canada as well as the organizations and other international educational communities. Furthermore, the Head of School of CISS is also responsible for inspiring, communicating and monitoring the Guiding Statements to all schools in the system - to ensure all schools adheres to a common standard for visions and missions.

The Head of School, Principals and Vice-Principals of CISS schools are responsible for the effectiveness and all educational activities in the schools to the Board of Directors.

Responsibilities

1. Leadership

- Chair all meetings with the Leadership Team.
- Responsible for inviting the BOD with CISS's Leadership team meetings once a month.
- Lead development strategy of CISS in consultation with the Board of Directors.
- Represent or join the CISS leadership team to attend nationally and internationally at events, conferences, recruitment fairs, professional seminars, etc.
- Represent the CISS principals, vice-principals, department heads and teachers to be the role model in their field.
- Speaking and publishing regularly about CISS innovation in education and continuing to strengthen the school's presence in the local community.
- Ensure that there is a strong culture of accountability at all levels of leadership of CISS schools.

2. Vision and Mission

- Develop, build and ensure the vision of CISS is clearly articulated, shared, understood and acted upon effectively through the school's objectives and operational plans that promote and sustain a culture of system improvement.
- Articulate a clear vision of effective instruction and assessment to ensure a child-centered approach that regards the success of each student as the primary focus of all activities.
- Develop the core values of the CISS in-depth, while implementing the CISS' mission and educational philosophy effectively.
- Build and provide an environment of excellence in education, in which validates students' needs to feel valued, safe and secure as a prerequisite to learning under the Child Protection/School Safeguarding Policies.
- Continue to organize and strengthen the effective cooperative relationship between CISS and Council of International Schools (COIS), IBO, EARCOS, CAIS as well as other prestigious global educational institutions.
- Establish relationships/partnerships with international organizations, colleges/universities in Canada and other countries to make it possible for CISS students to apply and be accepted to these institutions.
- Coordinate with CISS partners in Canada in implementing the e-Learning program for Grade 12 students in Vietnam to make sure that students will be granted an OSSD based on the pathway approved by the Ministry of Education, Ontario.
- Be responsible for supporting BCIS principal with organizing and working with the Cambridge Assessment International Education to effectively implement IPC, IMYC, IGCSE and AS/A levels for students at BCIS, in addition to the roadmap for obtaining VN Baccalaureate Degree and IELTS certificate in accordance with Ontario's ESL standards.
- Establish and develop relationships with the expat community in Vietnam, including families/parents, chambers of commerce, foreign affairs organizations, international companies/corporations and organizations (the Canadian Consulate General and Embassy, CanCham, Canadian enterprises and families as well as other foreign communities in Ho Chi Minh City, Vietnam).

3. Leading Learning and Teaching

- Lead CISS leadership team to organize and manage teaching activities including extracurricular programs in line with CISS objectives and vision.
- Set up the application policies and enrolment procedure based on CISS standards, directing and guiding CISS leadership team and other related departments for implementation.
- Determine, organize and implement curriculums that take into account modern progressive education, promoting the implementation of innovation in teaching and learning through the decision-making of projects on data information in schools and on the basis of the

legitimate needs of students that have been unanimously supported by the Board of Directors.

- Build and provide an academic culture that ensures a consistent and continuous focus on student achievement so that all students can achieve their highest potential.
- Implement an effective assessment framework to monitor student progress, employing the use of data and benchmark analysis according to the most relevant standard.
- Monitor, evaluate and review classroom learning practices, promote improvement strategies and model effective feedback that is focused, specific, and constructive; monitor student personnel services and recording systems.
- Define standards and expectations of instructional practices and be visible in maintaining oversight.
- Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.
- Maintain and develop the values of Canadian education in all CISS schools (e.g., maintaining a character education program, Ontario-standard assessment scales, etc.).

4. Personnel

- Responsible for developing, supervising the discipline and terminating teachers as well as supporting staff at schools.
- Assist and direct Principals in developing a model for staff and teacher appraisal as part of the Staff Growth Plan. This plan would support the schools' strategic aspirations.
- Review of recruitment, internship, mentoring, orientation and induction procedures on a regular basis.
- Review of evaluation, monitoring and key performance indicators policy and procedures on a regular basis.
- Together with principals, vice-principals of schools, develop annual recruitment & training plans for teachers. Propose and advise the Board of Directors on reasonable salary and welfare policies for teachers to ensure the attraction and recruitment of high-quality leaders as well as teachers for schools

5. Accountability

- Meet regularly with the Board of Directors to report and advise on aspects, including policy review, set by an agenda.
- Produce the Annual Report – a comprehensive document that reports on schools' academic performance, admissions, financial status, development of plans of a strategic nature.
- Approve the principals' Annual Action Plan.
- Approve Schools' Procedure Manual, based on the recommendations of the Principals.

- Work towards valuable accreditations for schools. Coordinate to ensure schools are acting in accordance with their accreditation status and keep in touch with accreditation associations.
- Participate and coordinate (when necessary) forums as well as conversations between all Khoi Nguyen Education Schools.
- Evaluate the effectiveness of leadership structure and models with the Board of Directors and recommend necessary changes (if any).

6. Academic Quality

- Ensure consistency of teaching and learning quality across grade levels; this includes direct contact with students in action and sporadic direct observation of teaching.
- Lead evaluation of the quality and relevance of the curriculum programs offered and advise the BoD on future directions.
- Ensure that good practices and innovative use of resources are shared across the teaching community.
- Ensure that complaints about the teaching, learning and staff are addressed expediently and followed up as needed.
- Ensure that complaints are adequately logged.
- Ensure that staff and students' successes are acknowledged, celebrated and recorded.
- Research professional development opportunities to provide for staff and teachers.

7. Chronology (annual operations)

- Work with the principals to ensure that the deployment of people and resources meet the financial context and budget according to the strategic plan of the schools to maximize efficiency.
- Work with the principals and approve the Annual Calendar of contact days, first and last days for students, holidays, half term breaks, etc.
- Approve the yearly calendar of meetings and reporting.
- Approve courses offered, set class sizes and approve teaching allocation to satisfy the efficiency of staff/student ratio.

8. Community

- Engage parents and carers, community figures, business or other organizations with the school to enhance the relationship between the school and the community.
- Promote linkage between the Khoi Nguyen Group Schools and coordinate events between the schools.
- Promote linkage between CISS and other local and international schools.
- Establish partnerships with external agencies for the provision of academic, spiritual, moral, social, emotional and cultural well-being of students with their families.

- Support and take part in coordinating the Alumni Association as well as hosting annual meets between Alumnus and to increase alumni relationships with schools and promote the school through sharing the achievements of former students.

9. Administration

- Ensure that the CISS' Vision and Mission are translated into policies, procedures, practices and protocols that are concomitant with transparent working practices where the parents, students and staff feel safe and empowered.
- Approve the Teacher Handbooks, Procedure Manuals, Parents Handbooks and Year book.
- Coordinate the review cycles of internal and external publication material.
- In conjunction with the IT department, ensure the adequate implementation and development of the IT system according to demand.
- In conjunction with the PR-Marketing department, monitor social media pages and parent portal.

10. Communication

- Ensure that the establishment of CISS identity in education is being marketed and the mission statement as well as our messages is marketed internally and externally.
- Report regularly to the BOD about strategic alignment with media partners.
- Act as Chief Editor of "CISS Journey" and CISS YouTube channel as well as CIS News and BCIS News.
- Ensure that the minutes of meetings are circulated to the people involved in a timely manner and actioned accordingly.
- Review the implementation process of policies regularly and recommend policy changes.
- Responsible for being the CISS's official representative for policies related to the student's program, tuition, and academic activities. A person authorized by the Board of Directors to contact parents in case the parents disagree with the guidelines and handling of the Leadership Team and wishes to seek a higher level of authority.

11. Finances

- Identify areas of growth and development.
- Together with the Leadership Teams, develop and propose to the Board of Directors for approving the school's annual operating budget.
- Monitor and evaluate the management and use of the annual budget at each CISS's school.
- Ensure that the budget proposals from principals are sufficient to support the Group's strategic plans.
- Monitor spending against budget and oversee the budget holders.

- Make decisions, together with the BOD, on purchases of capital equipment, tools and equipment for teaching activities and services.
- Ensure that the HR, Admissions and the Finance departments have effective and up to date protocols.
- Oversee admission processes and procedures. Promote positive experiences for parents and students.
- Monitor enrollment numbers and work with the Admission department on enrolment strategies.

12. Care and Guidance

- Ensure that all staff are trained, equipped and aware of safeguarding policies.
- Responsible for the implementation of annual inspections by the Toronto District School Board and other CISS education partners (such as IBO, Cambridge, ...).
- Ensure student support policies as well as procedures are complete and reasonable.
- Ensure that parents, students and staff adhere to a harmonious and mutually supportive work environment and the school provides the highest standard of pastoral care.
- Provide students with teacher appraisal and satisfaction surveys to better understand students' wants and needs.
- Act as arbiter of permanent exclusion.

Deliver speeches in special CISS's events (graduation, commendation, opening, inauguration, etc.) as a representative of the CISS Leadership team.

Position Requirements

- Strong background in instructional leadership.
- Experience working in the Canadian education system and K-12 school model; experience with the global education system (IB, IGCSE, AP) would be an advantage.
- Experience in recruiting Canadian teachers, foreign teachers and managing a diverse multicultural team and faculty.
- Proven leadership and management skills in high-performing academic organizations.
- Excellent communication skills, both verbally and written.
- Strong influencing, negotiation, persuasive and collaborative skills.
- An advanced degree preferably in School Management and Instructional Leadership

Minimum 10 years' experience as Head of School

Contact

- Parents, Teachers and Students.
- CISS and Khoi Nguyen Education Group.
- Regular management meetings with the school and executive management team.
- External contractors, consultants and suppliers.

Working condition

- Reports to the Board of Directors, KNE' Board of Management
- Based at School with occasional business travel to Canada and other countries.
- Expected to work beyond official work hours, depending on the job requirements.
- Do all the work, not all the time as Board of Directors' requirements

Remuneration

Remuneration is based on experience and qualifications. It also includes housing allowance, cost of flights to and from Canada (Toronto or Vancouver) to Ho Chi Minh City once per year, a one-time settling-in allowance, free tuition for the first child and a 50% reduction in tuition fees for the second child. Basic medical and health insurance is provided.

Start Date: July 2022

Application Process

Submit the following:

- Download and sign Offence Declaration: [Offence Declaration](#)
- Cover letter
- Resume including your current OCT
- Names and contact information (telephone number(s) + email addresses) of **three (3)** professional references

Your referees are, preferably, those who have been in a supervisory role to you and who can be readily contacted to provide a reference by phone or email.

Submit your application online to: jobapplication@admin.cis.edu.vn

If you have questions, please contact:

thao.trinh@khoinguyenholdings.edu.vn

Only applicants selected for an interview will be contacted.



Canadian International School – Vietnam

The Canadian International School-Vietnam (CIS-VN) is a renowned International private school in Ho Chi Minh City, Vietnam. CIS-VN has received approval from the Ministry of Education and Training in Vietnam and the Department of Education and Training in Ho Chi Minh City to accept both Vietnamese nationals and expatriate nationals learning together as students in our school. The school's language of instruction is English. The Canadian International School is committed to providing outstanding learning opportunities for our students to demonstrate academic excellence. Through our Consultancy Agreement with the Toronto District School Board, we are able to offer the Ontario Curriculum from Full Day Kindergarten to Grade 12. In line with the TDSB Vision for Learning, CIS Vietnam places a strong emphasis on character education and the development of students as global citizens with particular attention to Global Competencies. In 2015, CIS was accredited as an IB World School offering the IB Diploma Programme.

The CIS-VN Academic Leadership Team (K-12) is comprised of experienced system and school leaders from Ontario who are building a professional learning community in an international setting committed to enhancing student learning and achievement. At CIS we understand the importance of providing a supportive and stimulating learning environment for all of our students. We are committed to the intellectual and personal development of

each student and our core objectives, we believe, prepare all students for a purposeful life as global citizens in the 21st century.

We know our greatest asset is our teaching staff. We recruit Canadian trained, Ontario certified educators who are members in good standing with the Ontario College of Teachers. Delivering instruction using the inclusive Ontario curriculum at all grade levels, our dedicated teachers provide a caring environment committed to the individual success of each student. Our Character Education in Action program is exemplary.

For more information, visit www.cis.edu.vn



Bilingual Canadian International School – Vietnam



The Canadian International School Bilingual-Vietnam (BCIS-VN) is a renowned International private school in Ho Chi Minh City, Vietnam. BCIS-VN has received approval from the Ministry of Education and Training in Vietnam and the Department of Education and Training in Ho Chi

Minh City to accept both Vietnamese nationals and expatriate nationals learning together as students in our school. The school's languages of instruction are Vietnamese and English. The Bilingual Canadian International School - is committed to providing outstanding learning opportunities for our students to demonstrate academic excellence. We have chosen to follow the structure and curriculum used in Canadian public schools in the Province of Ontario, Canada for the English program in our school.

The BCIS-VN Academic Leadership Team (1-12) is comprised of experienced and accredited system and school leaders who are building a professional learning community in an international setting committed to enhancing student learning and achievement. At BCIS we understand the importance of providing a supportive and stimulating learning environment for all our students. We are committed to the intellectual and personal development of each student and our core objectives, we believe, prepare all students for a purposeful life as a global citizen in the 21st century. We know our greatest asset is our teaching staff. We recruit OCT-equivalence certified educators who are members in good with their respective teaching certification. Delivering instruction using the inclusive Ontario curriculum at all grade levels Grade 1– 12, our dedicated teachers provide a caring environment committed to the individual success of each student. Our Character Education in Action program is exemplary. Beginning in 2020, BCIS has also began offering IGCSE courses to year 9 and 10 high school students and therefore have also been actively recruiting IGCSE teachers.

For more information, visit <https://bcis.edu.vn/en>