

**Morning Star International School**

**Head of Kindergarten**

Morning Star International School and Kindergarten is the oldest Kindergarten in Hanoi, with 2 campuses, one in Tay Ho District, the other in Ba Dinh District.

The Morning Star philosophy is to provide an environment where every child is given the opportunity to be an active learner, to develop knowledge and social skills through a process of exploration within an educational, enquiring curriculum.

If you are looking for a position in an International School with a supportive atmosphere and excellent resources, if you have previous experience working in an International Elementary or Kindergarten school, then we would like to hear from you.

The Head of Kindergarten will work with the Director and Management team to implement the Kindergarten Curriculum and ensure the environment provides quality early childhood education and care that reflects the Morning Star philosophy and vision.

**Key Responsibilities**

**Head Teacher Specific Responsibilities:**

* Review, update and implement the school’s curriculum .
* Discuss with Director and Operations Manager necessary updates regarding curriculum and/or other school matters
* Coaching the teachers to assure the school’s curriculum is followed
* Make plan with OM and Director to purchase books, text books and all necessary documents
* Provide support for all teaching staff as required
* Training of new teachers
* Review weekly programs of all staff
* Prepare and run Staff Development days for Teachers
* Take Tay Ho teacher meeting minutes and distribute and action as required
* Assist with special events as required (e.g. Back to School Night; School Concert; Sports day; International Day…)
* Assist as substitute teacher if needed
* Assist teacher assistant to run program in case school cannot find substitute teacher on that day.
* Will not be involved in school financial, office or staff salary matters at any time

**General responsibilities:**

* To work as a member of a co-operative team in order to provide an appropriate educational program for the group of children in his/her care and curriculum is followed.
* To ensure that the policies of Morning Star International Kindergarten and Morningstar School (MSIK/MSIS) are implemented in providing appropriate care and education programs for children.

**Specific responsibilities:**

**In relation to policy:**

* To arrive at work on or before the designated starting time of 7.45am.
* To be neatly presented in clean, suitable clothing (as per the dress code set out in the Staff Handbook at Schedule C).
* To practice high standards in personal hygiene and ensure the children in your care do too. eg: washing hands with soap after toilet and before eating, etc.
* To be available in the room from 8am to greet parents and children on arrival.
* To consult with the Operations Manager or Director before discussing behavioural or other issues with parents.
* To be aware of, and abide by procedures in the staff handbook and MSIK policy handbook including procedures on medication, parent pick up, accidents, emergency and sickness.
* To be aware of, and to abide by contractual obligations as given by the Director such as sick leave, personal leave, notice to terminate contract, etc.

**In relation to health and safety:**

* To ensure that the room is kept clean and safe for children throughout the day.
* To be vigilant in the supervision of children playing outside and not to leave outside area without informing another member of staff.
* To ensure that indoor and outdoor equipment and furniture are safe for children to use.
* To report unsafe practices or equipment to the Director or Operations Manager immediately.
* To administer first aid to children as required (in accordance with the relevant procedures).
* To be aware of relevant procedures to ensure children's safety and the safety of oneself – e.g.: using gloves to clean bodily fluids, etc.
* To complete an accident/incident form and inform parents of the details after first aid has administered to a child involved in an accident.

**In relation to children:**

***Planning and programming***

* To develop a weekly program which is appropriate to the individual needs and interests of children; is culturally appropriate; is in accordance with the MSIK curriculum framework and reflects the philosophy of MSIK.
* To consult with the Director regarding resources, concerns or any guidance that may be required.
* To give the prepared weekly program to the Operations Manager before 12pm on Thursday. This should be submitted by email, or arrangements should be made for the office to type your weekly program.
* A copy of the weekly program must be displayed for parents to view.
* To work with other staff in the implementation of the program.

***Developmental records***

* To maintain the necessary developmental records of children and curriculum.
* To observe children and record observations using the format devised for MSIK and develop an appropriate program for each child in his/her care.
* To provide feedback to parents and participate in a Parent/Teacher interview if requested by the Director.

***Management and supervision of children***

* To have direct responsibility for the management of a group/s of children.
* To provide a healthy, safe and welcoming environment.
* To supervise and ensure the supervision of all children in his/her care at all times.
* To respect children's culture and home life and seek information on children from parents as needed on comforting rituals such as when crying, foods they like, etc.
* To ensure that children are appropriately dressed for the season and are kept clean and dry as much as is reasonable.
* To be aware of children's enrolment information such as allergies, health issues, phobias or family situation.
* To discuss the need for home visits with the Director before organizing with parents.
* To discuss all concerns about a child's behaviour, home situation or development with the Director prior to any discussion with parents.

**In relation to maintenance:**

* To follow housekeeping practices to ensure equipment is maintained at an optimal level.
* To ensure that the room is cleaned and all equipment returned to its place at the end of the day.
* To record all books taken from the library in the book provided, to return resources and equipment borrowed to its original storage area and forward requests for program/room resources to the Director or Operations Manager.

**In relation to staff and management:**

* To attend staff meetings and actively contribute ideas and suggestions to aid the program and kindergarten.
* To undertake administrative duties as required.
* To consult the Director or Operations Manager immediately if a concern or conflict arises and a satisfactory resolution cannot be reached between the relevant parties. The Director or Operations Manager will consult with the School Board to devise a solution.
* To foster the best intentions towards the school and its Board and to strive to maintain a team environment and attitude of good will at all times.

**In relation to families:**

* To inform parents at home time about their child's well-being or interests/progress that day and convey any other necessary information.
* To treat all information regarding parents and MSIK as completely confidential, including enrolment information.
* To support families, communicate child’s developmental needs and share relevant records with families – in consultation with the Director.
* To attend parent meetings as requested by the Director.
* To attend Parent Teacher Association meetings as requested by the Director.

**In relation to myself as a professional:**

* To maintain confidentiality and adhere to ECA’s Code of Ethics at all times.
* To develop and evaluate own professional goals.
* To keep up to date with current developments in the early childhood field.

**Other**

* At the end of the contract, all materials and documentations used to build up and implement the curriculum at Morning Star need to be left behind at Morning Star as a handover package for the following head teacher.
* To perform any other duties as required from time to time as agreed upon by both parties of this contract.

**Interested candidates SHOULD:**

* Have 3-5 years experience in an education management environment or similar role.
* Hold a university degree from an accredited university
* Hold a teaching certification in Primary education or an Early Years qualification
* Be knowledgeable about the current educational climate
* Be in possession of clean international police record
* Clean bill of health
* Be prepared to commit to a minimum of a one year contract
* Be patient, kind, nurturing, energetic, creative, dedicated, responsible and trustworthy

If you meet these requirements and are interested in joining the Morning Star team, please email the following items to:

* **Helen Ryan, Operations Manager at:  
  morningstar\_tayho@msis.edu.vn or**
* **Ms. Nguyen Trieu, Director at:  
  morningstar@hn.vnn.vn**

- An updated & current CV  
- A brief cover letter stating why you want to work at Morning Star  
- A recent photograph & scan of your passport (photo & visa page)  
- Scanned copies of all relevant certificates & documents.

Morning Star would like to thank all candidates for applying, however only shortlisted candidates will be contacted.