

KINDERGARTEN VICE PRINCIPAL
EMASI VAN PHUC and EMASI NAM LONG

The EMASI Group of Schools is seeking to employ two experienced Kindergarten Vice Principals to oversee our Kindergartens at Nam Long and Van Phuc.

The successful applicant/s will be able to demonstrate successful leadership of a Kindergarten, will be experienced in modern Kindergarten pedagogy with Montessori method preferred, be an excellent communicator and be able to lead teachers on both campuses.

Ideally the candidate/s will be fluent in English and Vietnamese, have experience working in a cross cultural environment and be able to work with teachers to improve the overall quality of the school's Kindergarten programme.

As this is an important middle management position, a competitive salary and benefits package will be available to the successful candidate.

Applications, in writing, including a one-page curriculum vitae and the names and contact details of three referees should be emailed to hr@emasi.edu.vn by no later than the close of business on Friday 15 November 2019.

The school reserves the right to employ a candidate before the closing date so early applications are encouraged.

JOB DESCRIPTION

This position directly reports to the Head of School and in close consultation with the International Programme Director. The Kindergarten Vice Principal is responsible for overseeing the day to day operations of an EMASI Kindergarten.

In this role, the Kindergarten Vice Principal is responsible for all matters related to the day to day operations of each Kindergarten including, but not limited to:

- Leading the faculty and staff of the respective Kindergarten team to achieve high quality teaching, the effective use of resources and the highest standards of learning and achievement for all students.
- Promoting the well-being of staff and pupils within the respective Kindergarten.
- Co-ordinating the work of the campus KG Co-ordinator, Class Teachers and Support Staff within each Kindergarten.
- Working with the International Programme Director to ensure the effective delivery of the curriculum and its play based, Montessori pedagogy.
- Where necessary training teachers in the delivery of the Kindergarten programme and associated pedagogy.
- Working with parents to ensure that the curriculum framework is widely understood and effectively communicated.
- Meeting parents to discuss concerns about programme, their expectations and student behavior.
- In close consultation with the International Programme Director, overseeing all aspects of the key organisation and management of both Kindergartens, including preparing agendas for fortnightly meetings and chairing such meetings
- Ensuring that school policies and practices are being delivered and standards are improving;
- Ensuring high standards of professionalism are being maintained within each Kindergarten.
- In close consultation with the International Programme Director, overseeing the evaluation of pupils' progress, achievement and attainment within the respective Kindergarten.
- Working with the International Programme Director, monitor and observe the quality of teaching within the respective Kindergartens.
- Attending and contributing to after-school events as required.
- Any other duties appropriate to the post as directed by the International Programme Director and Head of School after due consultation.