

Job Description

When to use this form: A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek P&C advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Where to find this form: All job descriptions are timely updated and maintained in the P&C Department.

Position Title	Mathematics Teacher - Cambridge Curriculum (Lower Secondary)	Date: 2025
Function/Department	Teacher	Location: HCMC, Vietnam
Manager Name & Title	Headmistress	
Position Type	Permanent	
Position Status	Full Time	

Group Overview

The Canadian International School Company – Vietnam (CISC-VN), a group of schools in Ho Chi Minh City accredited by Cognia and CoIS, proudly leads in delivering excellence through its diverse and pioneering educational programs:

1. Canadian International School (CIS)

Serving Grade 1 to Grade 12, CIS offers a world-class education through the Ontario curriculum. Students can choose between two prestigious pathways: the CIS Diploma and the International Baccalaureate Diploma Programme (IBDP), both preparing them for global success.

The school's mission is to provide exceptional care and support, engaging students in authentic learning that creates intellectually curious, critical thinkers, artists and athletes, stewards of a sustainable planet, and advocates for global citizenship.

2. Sedbergh Vietnam - BCIS & CVK Campus

Sedbergh Vietnam – BCIS is a proud partner with the venerable Sedbergh School in Britain, whose educational legacy dates back to 1525. Sedbergh Vietnam is certified and recognised as a Cambridge School in Vietnam and achieved comprehensive education quality accreditation certification under COBIS (Council of British International Schools)

At Sedbergh Vietnam, Primary Curriculum is designed with the combination between MOET and Cambridge Primary program. Starting from Grade 6, students can choose between two curricula: the Bilingual Curriculum (MOET + Cambridge English) or the Monolingual Curriculum (Cambridge Lower Secondary Program; IGCSE; A Levels), depending on their abilities and career aspirations.

Position Objective

We are seeking an experienced, enthusiastic and dedicated Mathematics teacher to deliver the Cambridge curriculum in Lower Secondary. The ideal candidate will have a strong foundation in mathematics, excellent problem-solving skills, and the ability to inspire students to appreciate the beauty and practical applications of mathematics.

Key Responsibilities

- Plan, prepare, and deliver engaging Mathematics lessons with a primary focus on Cambridge Lower Secondary Mathematics.
- Create a stimulating classroom environment that encourages logical thinking, mathematical curiosity, and analytical skills across age groups.
- Utilize a variety of teaching methods and resources to cater to different learning styles and abilities.
- Integrate appropriate technology, such as graphing calculators and mathematical software, into lessons to enhance understanding and prepare students for modern mathematical practices.
- Assess and monitor student progress regularly, using both formative and summative assessment techniques aligned with Cambridge standards for each level.
- Provide detailed and constructive feedback on students' work.
- Prepare students for Cambridge examinations at each level, including guidance on problem-solving strategies, exam techniques, and time management.
- Organize and lead extracurricular mathematics activities, such as math clubs, competitions, and Olympiads.
- Communicate effectively with parents about student progress and mathematical development through regular meetings and reports.
- Participate in staff meetings, professional development sessions, and other school activities.

Position requirements

Qualifications and Experience:



- Bachelor's degree in Mathematics, Applied Mathematics, or a closely related field.
- Minimum of 2 years' experience teaching Mathematics across secondary levels (11-18 years old).
- In-depth knowledge of the Cambridge Mathematics curriculum in Lower Secondary.
- Excellent understanding of assessment and examination requirements for Cambridge Mathematics qualifications.
- Strong problem-solving skills and the ability to explain complex mathematical concepts clearly.

Desirable:

- Master's degree in Mathematics, Mathematics Education, or related field.
- PGCE or PGDE, UK Qualified Teacher Status (QTS) or international equivalent.
- Familiarity with Cambridge Mathematics curriculum in higher levels.
- Awareness of Safeguarding requirements and good practice within an international school setting.

Personal Qualities

- Excellent communication skills, able to explain abstract concepts in accessible ways.
- Patient and encouraging, with the ability to build students' confidence in their mathematical abilities.
- Creative and innovative in approaches to teaching mathematics.
- Adaptable and able to tailor teaching methods to different age groups and abilities.
- Strong analytical and organizational skills.
- Enthusiastic to promote logical thinking and problem-solving skills.

Benefit

- Salary and Total Cash Compensation: Competitive package.
- Housing allowance.
- Airfare allowance.
- Relocation allowance & support for international hires.
- 10-day paid leaves.
- Compulsory Insurance.
- Healthcare Program.
- Health check-up.
- Complimentary daily lunch buffet on campus.
- Tuition free for the first child and 50% reduction for the second one.
- Free parking on campus.
- Professional development within the Sedbergh UK network.

*** Sedbergh School Vietnam is committed to child protection and safer recruitment; all appointments are subject to enhanced background checks.

(I have read and fully understood all the tasks, responsibilities, and targets of this position. I hereby promise to accomplish the tasks assigned).

Họ và tên	Chữ kí	Ngày tháng năm
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SEDBERGH
VIETNAM



(Full name)	(Signature)	(Date)