

## Leadership Posting

### Head of English Program Gateway International School *Hanoi, Vietnam*

Application Deadline: July 1, 2020  
Start Date: As soon as possible

Head of English Program, Gateway International School System

***Gateway International School***  
***“Going Places Through Education”***

**Introduction:** The Gateway International School system is a young and rapidly expanding system of schools and strives to create and maintain the premier bilingual schools in Vietnam, providing education that inspires creativity and fosters a strong sense of identity to help students embrace a life that reaches their full potential. GIS has a vision to serve the community with dedication and professionalism.

**Foundational Declarations:** “Edufit education today, leaders tomorrow”

**Charter Statement:** We declare the possibility of providing innovative and trusted education services to elevate Vietnam. We stand for the values that honor and inspire our students. We are committed to breakthroughs that develop sustainable education, using a business model that makes it all possible. We can be counted on to work with dedication.

- We are Edufit, global educators committed to contributing to our community.
- We are dedicated, courageous and persistent.
- We commit to work with Integrity.
- We pledge to never stop transforming ourselves.
- We respect diversity.
- We encourage creativity.
- We can be counted on to develop students’ character and capabilities.

**Vision Statement:** Edufit is a pioneering education corporation, delivering world-class education.

Gateway International School is an integral part of the leading international school system in Vietnam, bringing a world-class education to generations of students. We realize our vision through the following aspects:

- Providing students with a high-quality bilingual education
- Opening the door of integration with the international community
- Serving the community with enthusiasm and professionalism
- Participating and positively influencing the world around us

**Mission Statement:** Our purpose is to empower and enable generations with necessary knowledge and skills to master world changes and be leaders that positively impact communities wherever they are.

**Core Values:**

Integrity: Honoring our word; and Being responsible for our actions

Passion: Being passionate about innovation and creative thinking; Being enthusiastic about leading the way in education; and Sharing the passion and enthusiasm with others

Generosity: Helping and supporting each other; Respecting the diversity of the staff and the skills and qualities they have; and Contributing to the community

Life-long Learning: Continuing to learn and develop our skills to grow as leaders; Learning from each other; Creating and maintaining a positive attitude toward learning for personal and professional development

**Accreditation:** Gateway International School's flagship School has been approved and accepted as a member of the Council of International Schools and has initiated the CIS accreditation process.

**Campus & Facilities:** GIS currently has bilingual schools located in Hanoi and in Hai Phòng, with plans to develop five more schools by 2026. The newest campus to be opened is scheduled to begin operation early in 2021, in the new Starlake development in the city of Hanoi. The new facility will be a purpose-built campus complex designed to enhance student safety and security and to facilitate student-centered and active learning; to be developmentally and age appropriate; and to be accessible and comfortable.

**Position Overview:** The Head of English Program will work in the Office of the Superintendent of the Gateway System, and will report to the Chairperson of the "Education, Research and Pedagogy Council" (ERPC). This Head of English Program will oversee the work of the leaders and specialists in the English program of the GIS System.

The Head of English Program will be responsible for the design, development, organization, and implementation of an English program and curricula which are challenging and responsive to students' academic, social, and physical needs; thus fostering the development of skills, personalities, and competencies in each student.

**Academic & Professional Qualifications:** The ideal candidate will have the following academic and professional qualification:

- Education: Master's Degree (Master's Degree in Teaching, Linguistic, or Educational Leadership is preferred, as is an undergraduate in Education)
- Teaching: Minimum of Five Years of Teaching Experience
- Management: Minimum of Three Years of Experience in Educational Management (Vice Principal / Academic Director / English Program Manager, etc.) in International and/or Bilingual Schools
- Teacher Training: Experience Preferred
- Leaders, communication, problem solving, and relationship-building skills with students, teachers, and parents
- Values Integrity, Passion, Generosity, and Lifelong Learning

- English fluency as a native speaker
- Experience in U.S. Curriculum
- Dedicated and passionate about working in a high performing school environment

**Application Instructions:**

- Effective Date: Open
- Application Deadline: July 1, 2020 – Please submit required information as early as possible, as GIS intends to fill this position immediately upon identification of the ideal candidate.
- Material to be Submitted: Please send a formal letter of interest (cover letter) specific to this position and a current CV to [david.wells@educo.edu.vn](mailto:david.wells@educo.edu.vn). You will be contacted by Dr. David A. Wells, GIS Board Chairperson, regarding the next steps to follow for consideration.

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