

## Leadership Posting

### Head of Secondary School Gateway International School – Starlake Campus *Hanoi, Vietnam*

Application Deadline: April 6, 2020

Start Date: June 1, 2020

Head of Secondary School, Gateway International School – Starlake Campus

***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.

Gateway’s flagship bilingual school is located in Hanoi and will be moving to a new, purpose-built campus in the Starlake development early in 2020. GIS is seeking a new **HEAD OF SECONDARY SCHOOL** for the Hanoi school, Starlake Campus.

**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 has been approved and accepted as a member of the Council of International Schools and has initiated the CIS accreditation process.

**Campus & Facilities:** The Starlake Campus of Gateway International School is currently under development and is expected to be ready for occupancy early in 2021. 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 Secondary School will be responsible for the overall operation of the Secondary program and will supervise and direct the work of the Heads of the Vietnamese and English programs. The position will report to the Head of School, who is responsible to the System Superintendent for the School's operation and success.

The Head of Secondary School is to lead and manage the Secondary School to ensure the quality of learning, while fostering student development in accordance with the expectations of the Gateway system. The Head of Secondary School manages the curriculum of subjects in Vietnamese and English, the professionalism and performance of teachers, and the performance and discipline of students in the Secondary school.

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

- Bachelor's and Master's Degrees in an education-related field
- Professional certification
- English fluency as a native speaker
- Microsoft Office competency
- Leadership and management skills
- Problem-solving skills
- Communication and relationship-building skills with students, teachers, and parents
- Five years of experience or more in the position of Principal (or similar)
- Dedicated and passionate about working in a high performing school environment.

**Application Instructions:**

- Effective Date: June 1, 2020
- Application Deadline: April 6, 2020 – Please submit required information as early as possible, as GIS reserves the right to close the selection process as soon as the ideal candidate is identified and contracted.
- Material to be Submitted: Please send a formal letter of interest (cover letter) specific to this position and a current CV to [david.wells@educu.edu.vn](mailto:david.wells@educu.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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