

Language Link/GET is currently accepting invitations for the position of Vietnamese Academic Coordinator for our SCHOOLS ELITE program.

Schools Elite is an arm of Language Link, a reputable global provider of English Language teaching.

Schools Elite does outreach work in the Vietnamese public school system, working with children who would not otherwise have access to quality English language training. Teachers will be making a positive difference in the lives of these students. We are one of a limited number of companies licensed to work within public schools in Hanoi. Due to the success of our program, we are expanding and seeking an additional Academic Coordinator (AC).

This is a Full-Time position (40 hours per week from Monday to Friday with occasional weekend work as necessary), starting immediately.

**The Vietnamese Academic Coordinator role involves the following duties and responsibilities:**

- Teach own Kindergarten lessons (up to 10 hours per week) and make these available for other teachers to observe, as a basis for discussing teaching. Teaching hours, including cover, can be up to 40 hours per calendar month;
- Assist teachers to handle issues that arise, including difficulties with teaching, TA/school relationships, facilities, resources, and life in Hanoi (in consultation with AM as necessary);
- Liaise frequently with senior academic management team to communicate issues and solve problems (check-ins with AM plus weekly meetings);
- Organize twice-monthly meetings with fellow AC to establish a collaborative working relationship, discuss issues and brainstorm;
- Co-plan and deliver sharing sessions and workshops that help teachers develop specific competencies to improve their teaching (approximately two per day during induction week and approximately two per month during the school year);
- Carry out observations, as required during the academic year and during each of the 2 observation cycles with written and verbal feedback;
- Assist Academic Manager (AM) in identifying teachers who are underperforming, and in consultation with AM support them through a Teaching Development Plan in preparation for follow-up observations by AM;
- Communicate frequently with every teacher, face to face or by phone call; visit each school at least once per term;
- Participate in school outreach events (e.g., school assemblies, English competitions) as and when required.
- Complete development work projects as assigned by Schools Elite Director or AM.

**The Vietnamese AC role offers the following benefits:**

- Holiday: Public holidays according to Vietnamese Labor Law;
- Annual leave: Sixteen (16) days for annual leave ;
- Social, Health and Unemployment Insurances will be contributed from the date of full-time employment and according to the Labor Law;
- Health care insurance package provided & covered by employer;
- Two free English courses at LLV per year, or one course for immediate family member (parent, sibling, spouse) per year; and free English training for children;
- Three (03) paid sick days per year;
- Opportunities for career development at LLV/GET.

**Successful applicants will meet the following requirements:**

- Master of TESOL or Linguistics or equivalent teaching certification preferable.
- Minimum of three years' experience teaching Very Young Learners (ideally in a public school environment).
- Experience in academic management.

Interested applications should send their CV, cover letter and document scans to [schoolseliterecruit@get.edu.vn](mailto:schoolseliterecruit@get.edu.vn) with "Vietnamese AC" in the subject. The deadline for application is 15<sup>th</sup> of May