

Recruitment of Native English Teachers for 2025

The Korean International School in Hanoi (Primary Department) is seeking qualified, experienced, and reliable ESL teachers for a full-time position to join our team from March 1, 2025 ~ February 28, 2026.

- **Responsibilities**

- Utilize your EFL qualifications and skills to teach grammar, vocabulary, and the four key language skills (listening, reading, writing, and speaking – including pronunciation).
- Work from 8:30 AM to 4:30 PM / Mondays to Fridays with average teaching hours of up to 24 lessons per week
- Take full responsibility for planning and delivering varying levels of teaching and learning to primary students including after-school classes
- Make and conduct midterm and final exams and write semester-end reports.

- **Salary and other benefits**

- 49,800,000 VND (before tax) per month for basic salary
- Other extra benefits will be additionally paid depending on qualifications, experience, and hours worked.
- Tax is payable on a sliding scale; most teachers pay around 15~20%.
- Visa and work permit are covered by the school for the duration of the contract
- According to Vietnamese social insurance regulations, personal charges must be paid when subscribing to social insurance (including medical insurance).

Graduating from English Education major	Married to Vietnamese
– a Bachelor's degree or higher degree in English Education (Diploma in English Education)	– Spouse visa – Marriage certificate (updated within the last 2 years)

• **To apply**

Please attach the following details with your application:

- Submit all documents corresponding to the above cases.
- Application form
- Cover letter
- Full CV with references
- Scanned colored copy of a university degree(s)
- Scanned colored copy of teacher certificate(s) (License, PGCE)
- Scanned colored copy of teaching certificate(s) (TESOL, CELTA, TEFL, TESL)
- Scanned copy of passport and Vietnam work visa (if available)
- References from previous employers.

Only short-listed applicants will be notified. Applicants will be expected to teach a micro-lesson as part of the interview process. Details about the micro-lesson will be sent to short-listed applicants.

After successful admission, the following documents must be submitted:

1. Application form
2. Cover letter
3. Full CV with referees
4. Scanned colored copy of a university degree(s) (consular authentication)
5. Scanned colored copy of teacher certificate(s) (License, PGCE) (if available) (consular authentication)
6. Scanned colored copy of teaching certificate(s) (TESOL, CELTA, TEFL, TESL) (consular authentication)
7. In the case of not graduating with an English Education major, applicants need to submit a C1 English certificate in accordance with the standard regulations of the Ministry of Education and Training of Vietnam (consular authentication).
8. Employment Certificate with at least 3-years- teaching experience at school (overseas or in Vietnam), not an English center (consular

authentication in case of working in overseas)

9. In the case of working in a Vietnamese school, applicants need to obtain a work permit with at least 3 years of experience in an English teaching position.

10. Scanned copy of passport and Vietnam work visa (if available)

11. References from the previous employers

12. Police clearance certificate (issued by the Vietnam Department of Justice, within the last six months from the date of application)

13. Health Check (issued by a hospital with the standards the regulations of Ministry of Employment)

14. Termination issued by old school in Vietnam(the case of having a visa at that school)

15. 2 Photos (white background)

16. Certificate of residence.

17. in case of a family accompanying members, a certificate of family relations (with consular authentication) should be submitted

Email your application to: kish.22f140@hanoischool.net

Deadline for applications: Dec 13, 2024