



Anne Hill
International



RECRUITMENT BOOKLET



 Cambridge Assessment
International Education
Cambridge International School



TABLE OF CONTENTS

About Us	04
• Our Vision	06
• Our Mission	06
• School Values	06
• Curriculum & Teaching Approaches	08
• Our Campuses	10
Why Join Anne Hill International School?	13
Working at Anne Hill International School	14
• Professional Development & Growth Opportunities	14
• Orientation Programme	14
• What We Look for in Our Teachers	16
• Salary and Benefits	17
Life in Ho Chi Minh City	18
• Accommodation	19
• Cost of Living & Daily Life	20
Application Process	22
• Safe Recruitment Standards	22
• Child Protection Statement	22
• How to Apply?	22
• Main Contact	22



ANNE HILL INTER

**ABOUT
ANNE HILL
INTERNATIONAL
SCHOOL**

INTERNATIONAL SCHOOL

Anne Hill International School (AHI) is an international school located in An Khanh Ward, Ho Chi Minh City. AHI currently provides international education for students aged 2-14 and has plans in place to expand its Secondary campus in the near future.

420+ Students



30+ nationalities



38+ dedicated teachers
from diverse backgrounds



Our Vision

We aspire to nurture
Well-Rounded, Globally-Minded, Lifelong Learners

Our Mission

Our mission is to provide high-quality and affordable international education within a safe, supportive, and caring environment. We aim to empower every child to explore, create, and thrive through a holistic approach that encourages curiosity, personal growth, and meaningful connections within a diverse community.

School Values

AHI is guided by a clear set of core values that shape our culture, decision-making, and daily practice. These values ensure consistency, integrity, and a strong sense of community across the school.





Anne Hill
International

Curriculum & Teaching Approaches

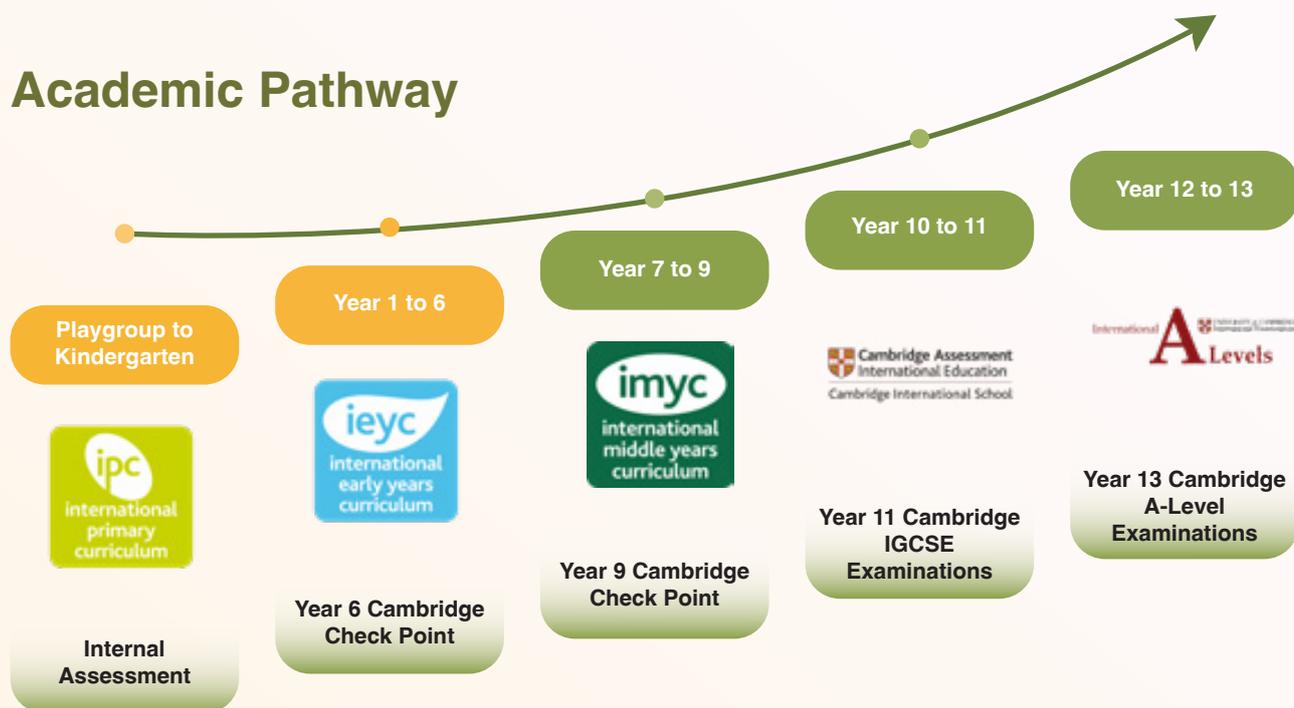
Curriculum

AHI delivers a curriculum that has been carefully designed to support students from **Preschool** through **Secondary education**, blending internationally recognised frameworks with evidence-based teaching approaches.

In **Preschool**, students follow the **International Early Years Curriculum (IEYC)**, supported by Twinkl Phonics and Numicon to build strong foundations in literacy and numeracy. Learning is play-based, inquiry-driven, and enriched by Montessori principles, encouraging curiosity, independence, and confidence from the very start.

As students progress into the **Primary Years**, they engage with the **International Primary Curriculum (IPC)**, which is complemented by English and Mathematics programmes aligned with the learning outcomes of the English National Curriculum. This ensures that core skills are developed to international standards while allowing room for creativity, inquiry and thematic exploration across subjects.

In **Secondary School**, students transition into the **International Middle Years Curriculum (IMYC)** and the **Cambridge Lower Secondary Curriculum** before beginning preparations for IGCSE examinations. These programmes provide a rigorous academic foundation while fostering independence, self-management, and critical thinking as students take on more complex



Across all stages, thematic learning is applied consistently, helping students make connections between subjects and understand how knowledge relates to real-world contexts. Teachers use a range of instructional strategies to support literacy, numeracy, inquiry, and creativity, while building resilience, independence, and confidence in every student.

Beyond academics, the school places strong emphasis on character education and life skills, enabling teachers to support the development of respectful, empathetic, and globally minded students.

Intercultural Learning

Intercultural learning at AHI is purposeful and embedded in everyday teaching and learning. It develops students' knowledge, skills, and attitudes (e.g., open-mindedness, curiosity, empathy, and perspective-taking), so they can understand themselves and interact respectfully with people from different cultural backgrounds.

This approach goes beyond passive co-existence, supporting students in developing the competencies needed to live and learn in diverse, multicultural environments.

Global Citizenship

Global citizenship at AHI emphasises connection, compassion, and responsibility alongside academic achievement. Students are encouraged to develop the skills and values needed to make meaningful contributions to their communities and the wider world.

In this pursuit, AHI aligns its practice with UNESCO Sustainable Development Goal 4.7 (Education for sustainable development and global citizenship) and the OECD Global Competence Framework, supporting students to engage thoughtfully and ethically in an interconnected world.



Our Campuses

AHI is located in An Khanh Ward, a developed suburban area of Ho Chi Minh City. The school has two purpose-designed, attractive campuses, both offering bright, well-resourced learning spaces that support collaboration and active learning.



School Gate



Library



Montessori Room



Swimming Pool



Outdoor Area



Classroom

Preschool Campus



School Gate



Football Field



Multi Purpose Court



Library



Music Room



Classroom



Cafe Area



Pickleball Court

Primary Campus

Secondary Campus

(Coming soon)



Why Join Anne Hill International School?

CONNECTING HEARTS INSPIRING MINDS

At AHI, we offer an environment where teachers feel supported, valued, and empowered to make a real impact on learning.



Diversity & Inclusion

A culturally diverse and inclusive community where different backgrounds and perspectives are respected, and collaboration is valued.



Affordability with Purpose

Delivering high-quality international education that remains accessible, allowing teachers to teach with purpose and meaningful impact.



Academic Quality

Internationally recognised curricula with a strong focus on holistic development, supporting high standards of teaching and professional growth.



Accessibility & Support

Approachable leadership,
Clear communication,
and practical support



Personalised Care

Small class sizes and support from full-time Learning & Teaching Assistants enable strong relationships and personalised learning for every student.



“Good things in education are never done by one person; they are done by a team of committed educators.”

Ms. Anne Hill (School Mentor)

Working at Anne Hill International School

Professional Development & Growth Opportunities

At AHI, we believe that fostering lifelong learners begins with our teachers. We are committed to supporting continuous professional development (PD) through ongoing learning opportunities. They include PD Days (non-student days) as planned in the School Calendar, regular peer-to-peer / coaching sessions and team meetings, as well as external courses when needed. Teachers are encouraged to take ownership of their professional growth, reflect on their practice, and actively pursue opportunities to upskill and develop within a supportive and collaborative learning community.

Orientation Programme

All newly appointed teachers participate in an orientation programme in early August. This orientation provides an opportunity to meet school leaders, become familiar with the school's policies, protocols, and premises, and receive guidance on practical matters such as work permits and bank account setups. Key areas of focus include safeguarding, reporting procedures, and an introduction to the local community, including nearby services such as shops, doctors, and dentists.



“AHI is a wonderful place to work. There is a real sense of collegiality.”

Mr. Sean P. O'Maonaigh (Head of School)



What We Look for in Our Teachers

Requirements

- A university degree in a taught subject with a Post Graduate Certificate of Education (PGCE) or similar certifications, or a degree in Primary Education.
- Three years' experience as a teacher (desirable but not essential)
- A proven track record of supporting students from a diverse range of cultural backgrounds and those with additional needs (E.g. English as an Additional Language and Special Educational Needs and Disabilities).

Skills and Attributes

- Passionate about high-quality teaching and learning.
- Strong classroom management to create a safe and supportive learning environment.
- Able to use student assessment data to inform teaching and learning
- Strong interpersonal and communication skills.
- Flexible and positive approach to all aspects of school life.
- Excellent time-management and organisation.
- Committed to professional development.
- Self-motivated and able to work both independently and as part of a team.
- Willing to make positive contributions to the school community.

Professional Qualities

- Student-centered, caring, and professional.
- Collaborative, adaptable, and reflective.
- Strong communication skills and cultural sensitivity.
- Committed to high-quality teaching and holistic education.



Salary and Benefits

Salary Placement

AHI offers a salary package based on qualifications, relevant teaching experience, and role responsibilities. A structured salary framework ensures fairness and consistency across positions. Teachers holding a master's degree are eligible for an additional salary increment in line with the school's salary structure.

Benefits

AHI offers the following benefits that facilitate overseas relocation and transition to living in Vietnam:

Sections	Descriptions	Notes
Relocation allowance	<p>The School provides a relocation package to support the employee's relocation and commencement of work in Vietnam.</p> <p>This allowance may be used to cover expenses such as</p> <ul style="list-style-type: none"> - Flight sponsorship - Notarisation sponsorship - Entry visa sponsorship. 	<p>This allowance applies to the employee only and is reimbursed based on actual expenses incurred and valid supporting receipts.</p>
Work permit and Temporary Residence Card (TRC)	<p>The school will handle all arrangements related to obtaining a work permit for teachers. However, teachers are expected to secure all necessary documents themselves and ensure that these documents are notarised, and where required, legalised and authenticated before arriving in Ho Chi Minh City.</p>	<p>The reimbursement for personal document legalisation related to the work permit application will be based on actual costs supported by valid invoices or receipts and within the relocation allowance.</p>
Accommodation allowance	<p>An accommodation allowance is provided to support rental of suitable accommodation.</p>	<p>The accommodation allowance that is provided is paid monthly within salary.</p>
Health & Accident Insurance	<p>The Employee is covered by Health and Accident Insurance at a basic premium at the expense of the Employer.</p>	<p>Details of the insurance coverage will be made available together with the contract</p>
Severance allowance	<p>A severance payment equivalent to half a month of base salary for each year of service will be provided upon termination in accordance with Vietnamese labour law (tax-free).</p>	<p>Regulations on the severance allowance may be adjusted to comply with the laws of Vietnam from time to time.</p>
One-time Social Insurance claim	<p>Upon the termination of employment and non-renewal of the work permit, the employee will be entitled to a one-time Social Insurance (SI) allowance.</p>	<p>This allowance must be claimed by the employee and will be paid directly by the Social Insurance Department in accordance with relevant laws and regulations.</p>

Life in Ho Chi Minh City

Ho Chi Minh City (HCMC), still affectionately called Saigon by many, is Vietnam's largest and most vibrant urban centre. As one of Southeast Asia's fastest-growing metropolitan areas, the city is dynamic, energetic, and constantly evolving.

HCMC enjoys a warm tropical climate and excellent international connectivity, with frequent flights to regional and global destinations. Residents benefit from a unique blend of traditional Vietnamese charm and contemporary urban comforts, where historical landmarks and local markets coexist alongside modern shopping malls and commercial hubs.



Accommodation

1. What are the types of accommodation facilities available?

Houses are available for rental in HCMC, but are not as common or as readily available as Condominiums and Apartments which are the preferred accommodation choice for most expatriates, especially singles.

There are many apartments close to the school that are the most popular with expatriates and our teachers. Private apartments usually have shared facilities such as a pool, gym, outdoor areas, children's playground and sometimes function rooms and include underground car parking and 24-hour security surveillance.

2. What is the usual state of furnishing for rental properties?

Properties are mostly leased either partially or fully furnished. Partially furnished properties are the most common, and this means they usually come with light fittings, air conditioning units, kitchen appliances, wardrobes and curtains. Renting an apartment on a fully furnished basis may be negotiated with the landlord.

3. What is the standard length of a lease?

The standard lease is for a period of one or two years and usually comes with an option to renew for a period of either one or two years. Twelve-month leases may also be available. Availability and the ability to negotiate can often depend on the rental demand, which can fluctuate markedly. At the time of each lease renewal, the rental will be reviewed in accordance with the prevailing market, but during the lease period, the rental amount remains unchanged.

4. Who takes care of repairs and maintenance in rented properties?

The tenant is generally responsible for maintaining the leased premises in good order and, where necessary, for minor repairs at predetermined limits set out in the lease agreement. Only major repairs and maintenance due to fair wear and tear would be the landlord's responsibility, provided the tenant has not been negligent or in breach of the agreement. Utilities, telephone, internet and cable television are usually billed to the tenant's account.

5. What are the utility charges?

Water, electricity and gas charges are usually billed and provided monthly. Household electricity prices in Vietnam, according to the latest tariff (effective from 10 May 2025), are calculated on a six-tier progressive pricing system. The lowest rate applies to the first 50 kWh at 1,984 VND per kWh, gradually increasing to 3,460 VND per kWh for consumption above 400 kWh. The average kWh for an apartment could be about 300–900 kWh/month, depending on air-conditioning use and appliances. In addition to this cost are water charges and gas, where applicable.



Cost of Living & Daily Life

AHI is located in An Khanh Ward (previously known as Thao Dien Ward & An Phu Ward belonging to District 2) — one of Ho Chi Minh City's most established and expatriate-friendly neighbourhoods. The areas are well known for a relaxed residential atmosphere, tree-lined streets, and a strong international community. The areas offer easy access to cafés, international restaurants, supermarkets, fitness centres, medical clinics, and daily essentials, all within a short distance of the school.

Many AHI teachers choose to live nearby, enjoying a convenient commute and a comfortable lifestyle in a neighbourhood that balances urban living with a sense of community.

Cost of Living

The overall cost of living in Ho Chi Minh City is generally reasonable. Daily necessities, household items, and personal services are widely available, with a combination of local markets and modern supermarkets offering both Vietnamese and international products. Our school can also recommend a trusted real estate partner to assist teachers in finding suitable accommodation if needed.



Transportation

Getting around Ho Chi Minh City is convenient and flexible. Taxis are widely available and can be easily hailed on the street or found at designated taxi stands in office buildings and shopping malls.

Reliable taxi companies such as Vinasun, VinaTaxi, and Mai Linh operate throughout the city and offer booking via phone or mobile applications.

In addition to taxis and public transport options such as buses and the MRT, ride-hailing services like Grab, Be, and Xanh SM are commonly used by residents and provide an easy and affordable way to travel around the city.



Lifestyle, Food & Community

Ho Chi Minh City offers an exciting urban lifestyle with a wide variety of cafés, restaurants, shopping centres, rooftop bars, and entertainment venues. The city's food scene is diverse and vibrant, ranging from authentic Vietnamese street food to international cuisines, including Asian, Western, vegetarian, and health-focused options.

The city is also home to a large and welcoming expatriate community, making it easy for international teachers to settle in and build social connections.



Family Life & Leisure Activities

Ho Chi Minh City is a family-friendly city with a wide range of recreational and leisure activities for both adults and children. Families can enjoy public parks, indoor play centres, sports complexes, and swimming pools located across the city.

For personal well-being and leisure, residents have access to gyms, yoga studios, fitness centres, and recreational clubs at affordable costs. Thanks to the city's strong transport links and international airport, weekend getaways and short trips within Vietnam and across Southeast Asia are also convenient and accessible.

Most importantly, healthcare services in Ho Chi Minh City are well developed, with easy access to international clinics, hospitals, dentists, and pharmacies, providing reassurance and peace of mind for individuals and families living abroad.



Application Process

Safe Recruitment Standards

At AHI, we are committed to student safeguarding. All applicants will be subjected to rigorous employment checks, including satisfactory criminal record checks from both their country of residence/birth and any country of residence within the last 10 years.

Child Protection Statement

We are committed to safeguarding the welfare of the students in our care. It is expected that this commitment is uniform across the school, and pre-employment background checks to determine an applicant's suitability to work with children will be undertaken before any offer of employment is made.

How to Apply?

If you are interested in joining AHI and believe you can make a positive contribution to our learning community, please submit your application by email to HRDepartment@annehill.school.

Please note that only shortlisted candidates will be contacted.

Your application should include:

- A detailed CV with a recent professional photograph.
- Contact details of three (03) professional referees, one of whom must be your current or most recent Head Teacher/Principal.
- A personal statement outlining your suitability for the role.
- Scanned copies of relevant degree certificates and teaching qualifications.
- In line with our Safe Recruitment Policy, referees should be from different institutions and must include recent line managers/supervisors.

Further information on vacancies can be obtained from our website at <https://annehill.school/career-opportunities/>.

AHI reserves the right to appoint a suitable candidate before the closing date. If you have any questions or require further information, please do not hesitate to contact us.

Main Contact

If you have any questions or require further support, please feel free to contact:

Ms. Alex (Nhu) Vo
Email: nhu.vo@annehill.school





Anne Hill
International

Preschool: 32 An Phu, An Khanh Ward, Ho Chi Minh City

Primary School: 31 Giang Van Minh, An Khanh Ward, Ho Chi Minh City

 0906 846 995 (Preschool) • 0906 846 939 (Primary School)

 info@annehill.school

 annehill.school