

HEAD OF SIXTH FORM

INFORMATION FOR CANDIDATES





INTRODUCTION

This is an outstanding opportunity to assume a teaching role within Reigate Grammar School Vietnam (RGSV) Hanoi, the first British Independent School in Vietnam.

RGSV is the result of an international partnership between Reigate Grammar School (the leading co-ed independent school in the UK) and The International School of Vietnam (ISV). In September 2021, an official signing ceremony took place at the Vietnamese Embassy in London, hosted by Ambassador Nguyen Hoang Long and First Secretary Ms. Tran Huong Ly. The event was joined live from Hanoi by the British Consul General for Vietnam, Ms. Emily Hamblin and Chairwoman Ms Bich Thuy Mai. RGS Vietnam aspires to be the finest international school in Vietnam.

RGSV is a not-for-profit establishment that caters for children from pre-kindergarten to sixth form and serves both the international and local communities. It was founded nine years ago. Students study Cambridge International and International Baccalaureate curriculums.

Reigate Grammar School Vietnam is part of a global family, with schools in the UK, China, and the Middle East. All are part of a global Reigatian community.

“AT RGSV, WE PROVIDE A SAFE, NURTURING ENVIRONMENT, PROMOTING RESPECT FOR ALL MEMBERS OF OUR COMMUNITY. WE FOSTER AN INTERNATIONAL OUTLOOK AND WE ARE PROUD OF OUR EXCELLENT RECORD OF ACADEMIC ACHIEVEMENT. WE FACILITATE PERSONAL GROWTH THROUGH EXPOSURE TO THE ARTS, MUSIC AND SPORT AND WE PROVIDE MULTIPLE OPPORTUNITIES FOR PUPILS TO PARTICIPATE IN STUDENT LEADERSHIP.”

Mr Patrick Glennon,
Headmaster of Reigate Grammar School Vietnam

“TODAY WE LAY A FOUNDING STONE FOR A GLOBAL VILLAGE AND WE PREPARE A BRIDGE OF UNDERSTANDING. WE BREAK DOWN THE WALLS OF IGNORANCE AND PREJUDICE AND OFFER A HAND OF FRIENDSHIP INSTEAD. THIS PARTNERSHIP BETWEEN RGSV AND ISV IS A BLEND OF EXCELLENCE. TOGETHER WE CAN CREATE A NEW PARADIGM AND STRONGER VERSION OF INTERNATIONAL EDUCATION.”

Mr Shaun Fenton
OBE and Headmaster of Reigate Grammar School's vision on signing the agreement with ISV in September 2021





REIGATE GRAMMAR SCHOOL VIETNAM

The International School of Vietnam (ISV) started its educational journey with only a handful of students in 2013. During the past 10-years of development with various successful milestones, the school is led by Founder Mai Bich Thuy: a determined and visionary woman with the dream of building a top international school in Vietnam.

In 2007, Ms Thuy and her team started the not-for-profit project of building The International School of Vietnam. After the proposal was approved by the city authorities in 2009, the team spent three years from 2010-2013 completing the construction of ISV, opening the first academic year in 2013 - 2014.

In June 2014, ISV was authorised by Cambridge Assessment International Education (CAIE) (formerly known as Cambridge International Examinations CIE) to be a Cambridge school teaching Cambridge Secondary 1, Cambridge International General Certificate of Secondary Education (IGCSE) and Cambridge AS/A Level.

It was always the Founder's ambition for ISV to become an International Baccalaureate (IB) World School, as the IB programmes aim to do more than other curricula by developing inquiring, knowledgeable and caring young people who are motivated to succeed.

After completing the authorisation process, ISV officially became an IB school as authorised by International Baccalaureate Organization (IBO) teaching Primary Years.

Programme (PYP) in 2016 and Diploma Programme (DP) in 2018.

In 2021, the school took yet another further leap forward in partnering with Reigate Grammar School.

Our school looks forward to the development of our exciting new strategic vision continues to be driven by our school motto

"to NURTURE, to EMPOWER and to CONNECT".





REIGATE GRAMMAR SCHOOL UK

Reigate Grammar School (RGS-UK) was founded by Alderman Henry Smith in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, an historic market town in the east of Surrey, 15 miles south of the City of London.

RGS is the leading co-educational day school in the UK and was awarded School of the Year by the Tatler in 2020-21. In 2019 it received the prestigious UK Independent School of the Year award for Wellbeing and Pastoral Care. In 2021, RGS was named School of the Year at the UK Social Mobility Awards. The school is a prominent HMC school and Headmaster, Shaun Fenton OBE, was the Chairman of HMC in 2018.

The first line of the school's most recent ISI report asserts that 'the quality of the students' achievements and learning is exceptional'. RGS' approach to teaching and learning melds expert subject knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning (HPL), focusing on the development of global citizens, advanced performers and enterprising learners.

RGS UK caters for over 1600 students in three schools from ages 2 to 18. Reigate Grammar School (11-18) the senior section, with Reigate St. Mary's and Reigate Chinthurst the junior schools.





REIGATE GRAMMAR SCHOOL INTERNATIONAL

The Board of RGS has committed to the creation of a family of schools across the world and Reigate Grammar School International (RGSi) is the school's commercial arm that is responsible for working with our partners overseas.

Reigate Grammar School International (RGSi) was established in 2016 as a 100% owned subsidiary of Reigate Grammar School with a strategic vision to establish international schools and to provide education consultancy services around the world under licence to Reigate Grammar School. This includes sharing its ethos; pupil welfare and pastoral model; teaching and learning philosophy; curriculum design expertise and operational systems.

This is a notable chapter in Reigate Grammar School's 350-year history. By developing international connections, RGS aims to establish cultural and learning links to provide visit and exchange opportunities for students and staff. Developing international links and perspectives opens up cultural and learning opportunities cross continents. RGSi is firmly established with schools in China, the Kingdom of Saudi and Vietnam, with more collaborations in the planning stage.

"Central to our ethos is the belief that every child who receives a Reigate Grammar School education is on a journey with noble purpose and will go on to make the world a better place."

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HEAD OF SIXTH FORM ROLE OVERVIEW

The Head of Sixth Form (HoSF) at Reigate Grammar School Vietnam (RGSV) provides strategic and academic leadership for all aspects of the Sixth Form (Years 12 and 13). This role ensures that students experience a cohesive, high-quality education that supports their academic progress, university preparation, and personal growth.

The HoSF works closely with and oversees the implementation of the IBDP and A Level programmes within the Sixth Form, ensuring alignment with whole-school academic and pastoral standards.

The HoSF is responsible for monitoring and driving academic attainment, ensuring that student performance aligns with baseline data and individual potential. Working in close collaboration with the Headmaster and the Senior Leadership Team, the HoSF develops and implements the Sixth Form educational programme to prepare every student for successful pathways beyond school - whether in higher education or other chosen pursuits.

The HoSF also oversees the University Counsellors and the university application process, ensuring students receive comprehensive and personalised guidance throughout their transition to tertiary study.

Beyond academics, the HoSF plays a central role in shaping the ethos and culture of the Sixth Form. They are responsible for the overall discipline, wellbeing, and daily administration of all students in Years 12 and 13. By fostering a community that values kindness, aspiration, and personal responsibility, the HoSF ensures that each student is supported to flourish - academically, socially, and emotionally - during these crucial final years of school.



HEAD OF SIXTH FORM KEY RESPONSIBILITIES

Academic Oversight & Student Progress

- Monitor the academic progress of Sixth Form students in collaboration with subject teachers, the IBDP Coordinator, and Heads of Department, tutors, and the Senior Leadership Team to implement effective academic tracking, reporting, and intervention strategies.
- Lead the development and review of the Sixth Form curriculum to ensure it meets the needs of students and prepares them for the IBDP pathway.
- Provide leadership and direction for all aspects of the Sixth Form, ensuring high standards of teaching, learning, and achievement.
- Analyse and evaluate student progress to ensure outcomes are commensurate with baseline academic data and individual potential.
- Promote innovative teaching and independent learning that foster academic excellence and intellectual curiosity.
- Oversee and participate in the appraisal and performance review of Sixth Form teaching staff, conducting regular lesson observations and providing constructive feedback to support professional growth.
- Review and evaluate lesson plans, Schemes of Work, and assessment practices in collaboration with Heads of Department to ensure consistency, rigor, and alignment with school expectations and the IBDP curriculum.
- Work closely with the IBDP Coordinator and Heads of Department to maintain academic quality assurance, moderate and quality-assure internal assessment and reporting processes, and ensure coherence across all Sixth Form subjects.
- Identify and support professional development needs of teaching staff through coaching, mentoring, and collaboration with the Heads of Department and the Senior Leadership Team.

University & Career Guidance

- Work alongside the **University Counselor** to support students in their **higher education applications**, ensuring they receive expert advice on university choices, personal statements, and reference writing.
- Advise students on subject choices, career pathways, and university options both in Vietnam and overseas.
- Maintain strong relationships with universities and higher education bodies to support students' transition beyond school.
- Organise university fairs, information sessions, and application workshops as part of the Sixth Form programme.



PASTORAL CARE AND SAFEGUARDING

- Provide overall pastoral leadership for all students in Years 12 and 13, ensuring their wellbeing, motivation, and sense of belonging.
- Support the target-setting and intervention process to help students reach their full potential.
- Oversee the pastoral care and well-being of Sixth Form students, working closely with tutors, pastoral staff, and the Designated Safeguarding Lead (DSL).
- Ensure all safeguarding requirements are met and that students' safety and welfare are prioritised at all times, in full compliance with school and statutory safeguarding policies.
- Collaborate with the DSL and Safeguarding Team to implement and monitor effective safeguarding practices of RGSV and COBIS within the Sixth Form, including induction, awareness sessions, and regular staff training.
- Lead and promote safeguarding culture within the Sixth Form community, ensuring that staff and students understand their responsibilities in maintaining a safe and respectful environment.
- Uphold and promote the school's standards of behaviour, attendance, and engagement, taking an active role in student discipline when required.
- Foster a positive, inclusive culture that promotes kindness, aspiration, resilience, and respect.
- Support tutors in managing student welfare, personal development, and communication with parents.
- Oversee the Sixth Form leadership team, encouraging student involvement in mentoring, school events, and leadership opportunities.
- Promote co-curricular participation and community engagement, ensuring Sixth Form students play an active role in school life.
- Support the organisation of key Sixth Form events, including graduation, careers fairs, and student conferences.

LEADERSHIP & ENRICHMENT

- Oversee the **Sixth Form leadership team**, encouraging student involvement in mentoring, school events, and leadership opportunities.
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TIME COMMITMENT & DELEGATION

Given the Headmaster's wider responsibilities, this role will focus on **high-level leadership and oversight**, with operational tasks delegated to the **IBDP Coordinator, tutors, and support staff**. The role ensures strategic direction and excellence within the Sixth Form, while day-to-day management is supported by the Sixth Form team.

REQUIREMENTS

You should submit:

- Appropriate degree, or other teaching qualification (QTS, PGCE)
- Minimum three years' experience as a middle leader or senior leader
- Familiarity with the IBDP pathway.
- Strong administrative, organisational, IT and analytical skills
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extracurricular activities





INFORMATION ABOUT HANOI

Hanoi, situated within a bend on the right bank of the Red River, has been the capital city of Vietnam since AD 1010 (apart from a period in the early 1800s when the Emperor of the Nguyen dynasty decided to rule from Hue and the additional use of Saigon and Da Lat as the capital of French Indochina) - and 2010 marked the 1000-year anniversary of its establishment. Hanoi's cultural heritage is rich, combining aspects of this ancient city development with the colonialism brought by the French in the mid 19th century.

Hanoi is a small city with a compact historic centre, lakes, tree-lined boulevards, narrow alleys, villas, churches, temples and pagodas, shared by a population of 2.6 million people using about 1.8 million motorbikes.

Hanoi has a warm humid subtropical climate (i.e. it rains a lot). Summers (May to September) are hot and humid, with most of the year's 1.68 metres of rainfall (and sticky at 80-100% humidity). Winters (November to March) start mild and relatively dry becoming more humid, with spring (April) bringing the chance of light rains. There is usually cloud/fog in the winter (for example, February only has 1.8 hours/day of sunshine) and it can be cold especially around Halong Bay to the east. Temperatures have ranged from 2.7oC (36.9oF) to 40.4oC (105oF) but more usually 13oC-25oC in winter and 24oC-32oC in summer.

The local people of Hanoi are friendly, hard-working, busy about their everyday lives and helpful when you are trying to make yourself understood in order to buy those particular bananas or to get the taxi driver to go exactly where you want.

Working and living in Hanoi offers a huge array of benefits. There are many places to visit in Hanoi in addition to the restaurants and cafes, museums, temples, pagodas, churches, modern as well as traditional theatres and some very grand hotels.

There are numerous lakes and parks within the city with good walking paths: Hoan Kiem Lake, Bay Mau Lake, Truc Bach Lake or part of the large Tay Ho (West Lake) as well as a myriad of smaller ones scattered across the city. The Botanical Gardens is also a pleasant park for walking.

Hanoi Opera House is host to a wide range of international musical performances (as well as being a superb example of French colonial architecture) and features regular performances by the Hanoi Philharmonic Orchestra of the Vietnam National Academy of Music.

There are cinemas showing films in English such as the multiplexes in the Vincom Towers and The Garden Centre shopping complex and the French art-house cinema, Hanoi cinematheque, which shows original language films with English subtitles. Hanoi Water Park is a family attraction north of the city centre with the usual wet rides and play areas.

Ho Chi Minh Mausoleum Complex is a traffic free area with parks, pagodas, memorials, monuments and museums located in Ba Dinh Square where the Vietnam leader read the Declaration of Independence on September 2nd 1945 establishing the Democratic Republic of Vietnam. The imposing structure is modelled on Lenin's tomb in Moscow.





Thang Long Water Puppet Theatre is a treat for adults as well as children with live music, singing and a unique story-telling model.

The Army Museum details Vietnam's struggle against colonial powers, with photos and exhibitions from both the French and American wars appropriately located on Dien Bien Phu Street - named after the city near the Laotian border west of Hanoi and the significant defeat over the French in 1954. The National Museum of Vietnamese History is housed in the old French consulate with a collection of historic relics from prehistoric carvings to Buddhist and Han tomb artefacts.

One-pillar Pagoda is a wooden reproduction of a pagoda built in 1049.

Quan Su Pagoda is a very important Buddhist temple constructed in the 15th century now the headquarters of the Vietnamese Central Buddhist Congregation.

Hoa Lo Prison was built by the French in 1896 and used to house prisoners of war including Lt. Everett Alvarez, the 1st official American pilot shot down over Vietnam; Pete Peterson, the ambassador to Vietnam; and U.S. Senator John McCain. Nicknamed the Hanoi Hilton, it documents the prisoners' history from a Vietnamese perspective.

Other museums include the Revolutionary Museum, Vietnam Ethnology Museum, Vietnam Museum of Fine Arts and the Women's Museum: enough to keep you steeped in Vietnamese history and culture throughout your stay.

Beyond Hanoi, Vietnam offers endless possibilities: mountains, wetlands, forests, national parks, animal sanctuaries, beaches, and coastlines... further afield an amazing array of Asian opportunities awaits.

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