# HEAD OF PERFORMING ARTS/DRAMA TEACHER

## INFORMATION FOR CANDIDATES



REIGATE GRAMMAR SCHOOL
VIETNAM





# INTRODUCTION

This is an outstanding opportunity to assume a teaching role within Reigate Grammar School Vietnamn (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 RGSI 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

Reigate Grammar School Vietnam (RGSV) is a not-for-profit international school that blends the best of a traditional British independent school education and Vietnamese values and principles, within the dynamic culture of the city of Hanoi, for pupils aged 3-18 years old.

RGSV started life as The International School of Vietnam (ISV) and began its educational journey with only a handful of pupils in 2013. Since then, the school has grown through steady development and clear milestones, guided throughout by Founder Ms MAI Bich Thuy and her long-term vision for a leading international education in Vietnam

This journey began in 2007, when Ms Thuy and her team started the not-for-profit project to build ISV. After approval by the city authorities in 2009, the team spent three years from 2010–2013 completing construction, and opened the first academic year in 2013-2014.

As the school established itself, ISV was authorised in June 2014 by Cambridge International Education to teach Cambridge Secondary 1 and Cambridge IGCSE, creating a strong academic pathway and a clear set of external benchmarks for pupils.

Alongside this, the Founder's ambition was always for the school to become an IB World School. Following the authorisation process, ISV became an IB school, teaching the Primary Years Programme (PYP) from 2016 and the Diploma Programme (DP) from 2018, strengthening the school's focus on inquiry, international mindedness, and high academic expectations..

Building on these foundations, in December 2021 the school was offcially renamed Reigate Grammar School Vietnam (RGSV), becoming the first UK independent school brand partnership in Vietnam through collaboration with Reigate Grammar School UK. This partnership reinforces our mission to nurture, empower and connect pupils with their local and global communities.

RGSV is accredited by the Council of British International Schools (COBIS), reflecting strong practice against British international school standards and supporting our continued focus on school improvement.

Today, RGSV is recognised among leading international schools in Vietnam. IB Diploma Programme outcomes sit above the IB world average, and Cambridge IGCSE outcomes show consistently strong performance across subjects. Our graduates progress to universities across Vietnam, the UK, the Netherlands, Canada, the USA, Japan, Hong Kong, and Australia.

With the untiring efforts of our staff, constant support of parents, and the passionate performance of our pupils, the small beginning continues to grow and has had the opportunity to touch the pinnacles of success. Today, RGS Vietnam is a noted academic powerhouse of our city, with over 400 students from 30 nationalities. Its high standards are providing our community with a solid education, as we continue to strive to be a quality IB World School, living up to our school motto:
**"NUTURE-EMPOWER-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."

"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."

# HEAD OF PERFORMING ARTS/DRAMA TEACHER - JOB DESCRIPTION

The core purpose of this position is to coordinate all aspects of the department including students, curriculum, and examinations.

*Line Manager:Head of Preparatory & Head of Secondary*
*Responsible for: Music/Performing Arts/Drama of PYP, Lower Secondary, IGCSE, DP*

*Stipend: This post carries a stipend in accordance with the school's pay structure*

## PERSON SPECIFICATION

*The Head of Music/Performance Art/Drama will be:*

- an outstanding practitioner with a strong background in performing arts and drama.
- a trusted colleague
- student-focussed
- a highly-e ective communica tor
- able to engage constructively with people
- strategic and tactful, with ver y go od ambassadorial and diplomatic skills
- adaptable and flexible to chan ges of circumstance
- a hard worker
- enthusiastic and compassiona te

The Head of Department is required to exercise leadership, demonstrate vision and empower others to deliver the school's vision, mission and strategic plan.

The Head of Department will be responsible and accountable for setting and advancing the academic strategy and outcomesof the department in line with the school's strategic plans and direction.

The Head of Department will be an active member of the Secondary Faculty Curriculum Group and contribute to the overall leadership and management of the Faculty; it is expected that Heads of Department will carry functional responsibility for specifically agreed cross-programme and cross-curricular areas.

The Head of Department will develop and sustain appropriate structures for management, collaboration, consultation, decision-making and communication with staff and students.

The Head of Department will represent the department both internally and externally (through ECAs, competitions, connections, etc).

The Head of Department will manage effectively the resources and finances allocated to them under their department.

The Head of Department will ensure the best possible student experience and result.

## Responsibilities will include:

### STAFF

- To ensure staff performance is managed appropriately and in a way that is consistent with the expectation of the school, and that fair workload allocation processes are in place
- To monitor preparation, teaching methodology and curriculum delivery as to ensure they are effective and engaging
- To support & drive the mission that all teachers are language teachers
- To support & drive our goal of differentiation in action across all classrooms and subjects
- To provide guidance, support and empowerment for teaching staff to enable them to contribute fully and develop their skills and experiences, with particular responsibility for induction of newly appointed staff
- To engender a culture of excellence, co-operation and respect both within and beyond the department
- To make effective use of all staffing resources and seek opportunities for collaboration and joint-working with others beyond the department and school
- To delegate and arrange responsibilities within the department

### STUDENTS

- To ensure students reach, and work at, their full potential
- To ensure equality of opportunity, and ensure students areincluded, as appropriate, in the various decision-making forawithin the department
- To liaise with relevant sta regarding the monitoring and evaluation of student progress (setting up extension,enrichment, reinforcement and support programmes as needed)
- To liaise with the supporting faculty over students requiring additional support (extending, inclusivity or EAL)
- To provide advice to students about course choice information and guidance at IGCSE and post-16 (IBDP) where appropriate

### CURRICULUM

- To review and update schemes of work in accordance with the requirements of the school and/or CIE and IBO (and any other accrediting bodies) to ensure we are delivering an inspiring, high-quality, challenging 21st Century education with appropriate vertical and horizontal alignment
- To provide guidance in regard to the safe implementation of the curriculum
- To monitor the correct implementation of schemes or units of work with appropriate assessment, standardisation, moderation
- To ensure the department's homework policy is consistent with school policy
- To liaise with other departments over delivery of curriculum particularly cross-curricular themes, dimensions, international mindedness and skills
- To monitor and evaluate the Department'spolicyfor assessment (including marking) and recording, and to ensure that it is consistent with the guidelines of CIE & IBO
- To ensure internal standardisation and moderation is carried out in accordance with CIE & IBO (and any other accrediting bodies') regulations

### EXAMINATIONS

- To determine if requirements are met forexternal examinations
- To coordinate, and ensure quality in, all internal examination papers/assessments
- To assist in the management of external moderation and examination procedures

### MANAGEMENT

- To ensure all activities are carried out to the highest possiblestandards, and put in place the necessary evaluation and monitoring procedures (in agreement with the school'spedagogical leadership team)
- To implement clear development plans, procedures and policies to ensure quality in learning, teaching and management
- To maintain and update the department handbook on at least an annual basis in an electronic form and present it to the Heads of Preparatory & Secondary, as required
- To comply with auditing, safeguarding, quality assurance and risk management procedures
- To disseminate decisions to department and implement school policies
- To ensure department meetings, decisions and actions are evidenced and shared with the necessary stakeholders

## RESOURCES

- To arrange effective and safe storage of equipment
- To maintain an inventory of specified items
- To ensure the availability of resources for the implementation of the different programmes
- To ensure effective use of IT within the department
- To manage effectively the department budget

## ACCOMMODATION AND FACILITIES

- To oversee department teaching areas with regard to tidiness, health and safety
- To ensure that department areas create a positive, inspiring, thought-provoking learning environment, particularly with regard to display work
- To coordinate budgetary expenditure and international and local orders in line with school policy

## PARENTS/WIDER COMMUNITY

- To communicate essential information to parents in consultation with Coordinators and Heads of Preparatory & Secondary
- To communicate information, and promotion of the department, to stakeholders via the school's online platforms and social media outlets

## ETHOS AND IMAGE

- To ensure that the department has a high profile and connections within the school and the community
- To dress in a smart and professional manner, modelling the expectations of the school.
- To ensure that the faculty strives to enhance the reputation of the school at all times

In addition to the roles and responsibilities listed here, the Head of Department is expected to comply with all school policies and also fulfil a leadership & management role and take on additional responsibilities if required within agreed terms to ensure the effective leadership, management and operation of his/her department.

Please also refer to the guidance in:

- Staff Handbook
- School Policies
- Current CIE IGCSE Specifications
- Current IBO Diploma Programme Guides
- IBO (January 2014 & October 2020) Programme standards and practices Cardiff : International Baccalaureate
- IBO (April 2009) The Diploma Programme: From principles into practice Cardiff : International Baccalaureate
- IBO (March 2011) The Diploma Programme: General regulations: Diploma Programme For students and their legal guardians Cardiff : International Baccalaureate
- IBO (January 2005) Rules and policy for use of IB intellectual property Cardiff : International Baccalaureate
- IBO (August 2013) What is an IB Education Cardiff: International Baccalaureate
- IBO (September 2008) Towards a continuum of international education Cardiff : International Baccalaureate

## SAFEGUARDING

RGS Vietnam is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Safeguarding policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

## EQUAL OPPORTUNITIES

RGS Vietnam is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

## APPLICATION

You should submit:

- A full CV which details:
- Your entire work history.
- Reasons for leaving your current role.
- Details (name, address, email address and relationship to you) of at least two professional referees from your most recent position(s).

A covering letter addressed to the Head of Secondary outlining:

- Your reasons for applying.
- Relevant professional experience that you feel is aligned to the needs of the role.
- Your personal educational philosophy.

Scans of certificates of all teaching qualifications, such as:

- BEd or PGCE
- Undergraduate Degree
- QTS
- Masters, MEd

Applications should be made electronically on TES

The recruitment process will proceed as follows:

- All applications should consist of a CV, completed application form and a cover letter.

RGS Vietnam is committed to ensuring that the privacy of applicants and employees is protected.









# 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 Vietminh 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.

"WORKING AND LIVING IN HANOI OFFERS A HUGE ARRAY OF BENEFITS."