

# HEAD OF PREPARATORY INFORMATION FOR CANDIDATES

Role commences in August 2023

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## 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 Kingdom of Saudi Arabia. All are part of a global Reigatian community.

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**“THE MISSION OF THE SCHOOL IS SIMPLE, AND ONE WHICH UNDERPINS EVERYTHING WE DO: WE PROVIDE A SAFE AND ENCOURAGING ENVIRONMENT, WHICH IS INTERNATIONAL IN OUTLOOK, AND IS FOCUSED ON ACHIEVING ACADEMIC SUCCESS.”**

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Mr Colin Bradshaw Bastida, Head of Secondary of Reigate Grammar School Vietnam

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**“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.”**

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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 03 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 I, 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. This enables us to now proudly offer both an outstanding IB education alongside a market leading British Independent A Level and GCSE offering. This makes us truly unique in Hanoi.

Our school looks forward to the development of our exciting new A Level campus as our strategic vision continues to be driven by our school motto **“to NURTURE, to EMPOWER and to CONNECT”**.







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## 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. This year we have been awarded UK School of the Year for Community Outreach. This extends a run of UK School of the Year awards in different categories to 5 years 2019-2023. 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.





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## 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 PREPARATORY JOB DESCRIPTION

This role reports directly to the Education Director. The main responsibilities of the Head of Prep include the following:

- Lead Teaching and Learning in the Prep section
- Close liaison with the Head of Secondary School, Education Director and RGSi team
- Increased focus on developing Pastoral Care, Safeguarding, Child Protection and Wellbeing
- Ensuring the EAL needs of every child are met
- Member of the School Leadership Team and lead on safeguarding as DSL
- Supporting the Head of Secondary with Accreditations and Compliance
- Day to day running of the Prep School (Reception to Year 6)
- Human Resource Management (recruitment, staffing and professional development)
- Co-curricular development
- Key Days and Events, Marketing, Admissions and Community Relations to promote RGSV
- Strategic Planning for continuous growth and educational brand quality linked to RGS-UK
- Promote the best of British and International Education
- The ideal candidate will have experience of the IB Primary Years Programme and hold a B.Ed or Masters of Education qualification

### TEACHING AND LEARNING

- With the PYP coordinator develop a rich Curriculum
- Opportunities to develop more integrated methods and educational approaches
- Ensuring that the assessment of the Prep School children enables the team to show the progress made by pupils and assists them to deliver bespoke individualised learning
- Ensuring the EAL needs of every child are met, developing the EAL strategy and development programme
- Interweave the best of up-to-date educational pedagogy, the Values of Reigate Grammar School UK and the PYP to develop a truly unique learning experience for the pupils at RGSV
- Develop a growth mindset around learning in the Prep School ensuring progress is made by all
- To monitor and support the performance of class teacher and teaching assistants through regular and thorough quality assurance measures and high-quality CPD
- Ensure that the staff are armed with the resources and training required to deliver the highest quality teaching and learning possible

### PASTORAL CARE, SAFEGUARDING, CHILD PROTECTION AND WELLBEING

The Head of Prep will line-manage a team of staff including subject specialists, technicians, and support staff.

Expectations:

- Increased focus on developing Pastoral Care, Wellbeing and 'happiness'
- To ensure that the Prep School is compliant with all legislation on child protection matters
- To act as Designated Safeguarding Lead and liaise as appropriate with the Deputy DSL, Education Director, nominated governor for child protection, pastoral teams and local agencies over safeguarding and child protection matters
- To ensure regular Child Protection training for all staff, to maintain CP records and ensure safeguarding policies are always understood and followed correctly
- To ensure relevant safeguarding information is disseminated appropriately regarding new students and that records are transferred correctly on the departure of students
- To ensure the highest standards of care are always delivered to all students and that School policies are followed correctly
- To provide smooth transition for pupils at each stage
- Translate the wellbeing standards of RGS UK to RGS Vietnam and emphasise the importance of wellbeing throughout the community
- To ensure all rewards and sanctions are recorded appropriately and that patterns and trends are identified and tackled early
- To ensure students demonstrate the highest standards of behaviour, discipline and dress at all times expected of a RGS School
- To oversee the promotion of, and framework for, 'pupil voice'
- To attend the pupils' student bodies such as School Council and act upon concerns appropriately
- To lead the assembly programme for Prep School
- To assist in the appointment of prefects, house captains and monitors whilst developing leadership opportunities for all students
- Alongside the Prep School Team ensure that student Individual Health and Educational Plans are in place and up to date

### ACCREDITATIONS AND COMPLIANCE

- With the PYP coordinator ensure the school is compliant with the PYP standards and expectations
- Prepare the school for accreditations from organisations e.g., COBIS,



- Prepare for annual Quality Assurance inspections from Reigate Grammar School International
- Develop a culture within the team of Create, Review, and Improve towards policies and procedures

### DAY TO DAY RUNNING OF PREP

- Update and implement the Staff Code of Conduct
- Ensure staff set high expectations for students and deal appropriately with behavioural matters
- Be available regularly to advise and assist staff with matters involving parents, students, or colleagues
- Alongside other SLT members, to contribute to the School's performance management processes
- To mentor staff, arrange, coordinate, and contribute to appraisals and the School's Continuous Professional Development Programme
- Financial and budget management
- To help manage capability and disciplinary proceedings in consultation with the Education Director
- To oversee the co-curricular commitment levels of all Secondary School staff members
- Be a role model on a day-to-day basis in school and in the community, promoting the best of a Reigatian education

### HUMAN RESOURCE MANAGEMENT

- Hold responsibility for recruitment and staffing of the curriculum and co-curriculum
- Ensure the recruitment and retention of a high-quality teaching and support team in the Prep School
- Manage the appraisal cycles for the Prep School team

### CO-CURRICULAR DEVELOPMENT

- With the Prep School team develop a holistic programme of Co-Curricular learning, focusing on breadth of experiences
- Ensuring that the team are resourced and trained to deliver the high-quality provision
- Engaging with the wider RGSI network of schools across China, Vietnam, and the UK to utilise the community to offer the best experiences and opportunities for our students

### KEY DAYS AND EVENTS, MARKETING AND ADMISSIONS AND COMMUNITY DEVELOPMENT

- Public Relations and promoting the school to the wider community
- Lead the development of the school calendar in the Prep School
- Ensure that all events are coordinated, managed, and timetabled
- Assist in Staff and student recruitment days and events
- Oversee a programme of school community engagement With the Head of Marketing and Admissions and Education
- Director develop a programme of events to promote the rebranded school to the market in Hanoi and help build brand and reputation
- Effectively share with the community the school's vision

### STRATEGIC PLANNING

- The Head of Prep is a member of the School's Board of Management (BoM) made up of the Education Director, Head of Secondary School, RGSI Education Director and representatives from the Board of Advisory (BoA). As such, he/she will contribute greatly to the strategic planning of the educational experience offered by the School to ensure improvements are constantly brought about for all stakeholders.
- The Head of Prep contributes regularly to the BoA meetings through the creation of papers and reviews. To meet with Members of the BoA as necessary to inform on School matters as requested
- The Head of Prep has a direct input into the School's Five-Year Strategic Vision and the annual School Development Plan, action plans, school policies and performance reviews



## 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 welcome 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.

## APPLICATIONS

The closing date for applications is 4pm on **28th February 2023**.

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 Headmaster outlining:

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

A complete application form:

- This can be found on the school's website.

Scans of certificates of all teaching qualifications, such as:

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

Applications should be made electronically to

**Hr@reigategrammar.edu.vn**

The recruitment process will proceed as follows:

- All applications should be submitted by **28th February 2023**. They should consist of a CV, completed application form and a cover letter. Interviews will be conducted before the end of February.

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 meters 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 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 cinemathèque, 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.





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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 artifacts.

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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