

HEAD OF SECONDARY 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

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 officially 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.”

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HEAD OF SECONDARY JOB DESCRIPTION

IB World School leadership role for Secondary and Sixth Form, with day-to-day responsibility for Years 7 to 13, curriculum delivery, pastoral leadership, safeguarding oversight, and the quality of teaching and learning across Secondary and Sixth Form

Reports to: Education Director, BOM, Executive Headmaster

Line manages: Secondary and Sixth Form teachers and support staff, Heads of Department, Lower and Upper Secondary Pastoral Leaders, Sixth Form pastoral and support colleagues as applicable, office staff within the Secondary and Sixth Form structure, and other delegated middle leaders.

Works closely with: Education Director, Deputy Head cum Head of Preparatory, IB Programme Coordinators, Heads of Department, pastoral leaders, School Registrar, Admissions, Marketing, HR, Director of Operations, DSL, Executive Headmaster, and other senior leaders.

ROLE PURPOSE

- The Head of Secondary provides full day-to-day leadership of the Secondary phase from Years 7 to 11 and serves as the senior leader responsible for learning and teaching, pastoral leadership, student culture, and the overall quality of the student experience across those year groups.
- The postholder leads academic standards, pastoral care, safeguarding oversight, staffing, systems, student management, enrichment, and the day-to-day running of Years 7 to 13. The role works in close partnership with the Education Director cum Head of Sixth Form, who retains whole-school academic leadership, admissions oversight, CAT oversight, and Cambridge external examination oversight.
- The role also contributes strategically to the development of the wider Secondary and Sixth Form provision, including preparation for IGCSE and progression into the IBDP.

MAIN RESPONSIBILITIES

Strategic Leadership and School Improvement

- Lead the strategic development of Years 7 to 13 in line with the school's mission, values, and wider priorities
- Contribute to whole-school strategic planning, self-evaluation, improvement planning, and operational leadership
- Promote high expectations, professional accountability, and continuous improvement across Secondary
- Contribute to the whole-school calendar, major events, and wider school development planning
- Contribute to the development of curriculum pathways and programme alignment from Key Stage 3 through to Sixth Form
- Prepare reports on Secondary matters for senior leaders and governance bodies as required

Curriculum, Teaching, Learning and Assessment

- Lead high-quality teaching and learning across Years 7 to 13
- Oversee the curriculum across Key Stage 3 and IGCSE so it is coherent, challenging, and responsive to student need
- Monitor standards, progress, intervention, and the quality of classroom practice across Secondary
- Oversee reporting, assessment, and academic documentation within the phase
- Lead internal examinations for Lower Secondary, including Years 7 to 9
- Lead GL Progress Tests within Secondary

- Support IB and Cambridge alignment
- Support the Education Director with CAT testing across the school
- support strong provision for EAL, inclusion, and wider student support across the phase

Pastoral Care, Safeguarding, Wellbeing and Student Experience

- Lead pastoral systems, student wellbeing, behaviour, attendance, and student culture across Years 7 to 13
- Work closely with the DSL and safeguarding team to ensure strong safeguarding practice
- Ensure a coherent and high-quality student experience across learning, guidance, enrichment, transition, and celebration of achievement
- Promote student leadership, pupil voice, and positive partnership with families

Staffing, Line Management and Professional Development

- Line manage middle leaders, teachers, and support staff within the Secondary phase
- Lead recruitment, induction, appraisal, and professional development for delegated staff
- Develop leadership capacity across the team through coaching, accountability, and clear delegation
- Monitor the quality of teaching and support professional growth across Secondary

Admissions, Community, Events and Representation

- Support the Education Director in overseeing admissions and placement processes for Years 7 to 13
- Work closely with the Admissions team and relevant leaders to ensure smooth transition into Secondary
- Represent the Secondary phase positively with students, parents, staff, and external stakeholders
- Lead parent engagement and communication in Secondary
- Support Open Days, information evenings, curriculum events, performances, assemblies, and other major occasions

Compliance, Operations and Records

- Ensure strong systems, records, and operational practice across the Secondary phase
- Maintain accurate academic, pastoral, and student documentation
- Support the Education Director in relation to Cambridge examination processes affecting IGCSE, while not holding the formal Cambridge Exams Officer function
- Work with colleagues to ensure that Secondary remains compliant, well organised, and supportive of high-quality educational delivery

PERSON SPECIFICATION

Essential

- Relevant degree and recognised teaching qualification
- Significant successful leadership experience in a secondary or all-through international school context
- Strong knowledge of secondary curriculum, assessment, reporting, pastoral leadership, and safeguarding
- Strong understanding of Key Stage 3, IGCSE, and wider secondary progression
- Proven ability to lead teams, manage change, and maintain high standards
- Strong written and spoken English, with excellent communication and relationship-management skills
- Ability to manage complex and high-stakes matters with sound judgement
- Commitment to safeguarding, inclusion, professional conduct, and the ethos of Reigate Grammar School Vietnam

Essential

- Lead pastoral systems, student wellbeing, behaviour, attendance, and student culture across Years 7 to 13
- Work closely with the DSL and safeguarding team to ensure strong safeguarding practice
- Ensure a coherent and high-quality student experience across learning, guidance, enrichment, transition, and celebration of achievement
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Desirable

- Experience of Head of Secondary, Deputy Head, Assistant Head, or equivalent leadership responsibility
- Experience of Cambridge leadership, IGCSE oversight, or related examination processes
- Experience of IB Middle Years Programme (MYP) leadership, implementation, candidacy, or curriculum development would be an advantage
- Knowledge of Vietnamese regulatory and school compliance requirements relevant to the role
- Experience of accreditation, inspection, or school improvement review processes
- Experience of leading events, parent engagement, or wider school community initiatives

PROFESSIONAL CONDUCT AND REVIEW

The postholder is expected to maintain high standards of professional conduct, confidentiality, and safeguarding practice at all times, and to fulfil the responsibilities of the role in line with school policy, regulatory requirements, and the school's governance framework.

OVERALL EXPECTATION

This is a key senior leadership role in the continued development of RGSV's Secondary phase. The successful candidate will combine strong academic leadership with visible pastoral presence, sound judgement, and a commitment to high standards, helping ensure that students in Years 7 to 13 experience a school environment in which they are known, supported, challenged, and well prepared for the next stage of their education.

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 Headmaster 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.

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