



# REIGATE GRAMMAR SCHOOL VIETNAM

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## Recruitment Policy

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<b>Policy Author:</b>	Human Resources Department
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## Recruitment Procedure

### I. APPROVAL REQUEST FOR THE NEW SCHOOL YEAR RECRUITMENT PLAN

1. At the beginning of the current school year, the Headmaster, on behalf of the BoM, presents a plan for staffing & recruiting teachers for the following school year to the BoT for approval. The plan must include:
  - Total number of teachers
  - Specific details of positions (position name, number, recruitment requirements)
  - Salary scale
  - List of teachers whose contracts have expired this year and are eligible for contract renewal + Renewal benefit package
  - Additional positions & responsibilities that need to be recruited
2. After the approval, Headmaster sends information about the approved plan (excluding information related to senior management positions such as Head of Section, Education Director, Headmaster etc.) to the Head of Section and the Human Resources Department to obtain information and coordinate the implementation of recruitment activities.
3. For recruitment during mid-year, the Headmaster presents the plan to BoM and then gets approval from the Chairperson.

### II. ADVERTISING THE NEW VACANCIES

1. Headmaster sends information about additional/alternative vacancies to teachers recruiting channels:
  - Teach Anywhere (partofRandstad): Alice (alice.jackson@teachanywhere.com)
  - Tes: Alexander ([alexander@tes.com](mailto:alexander@tes.com))
  - COBIS: Maeve (Maeve.oLeary@cobis.org.uk)
  - IBO: now promote IB jobs via TES
  - True Teaching: Nadine (nadine@trueteaching.com)
  - International Education Service IES: Ruya (xuemei.liu@iesrecruit.com)
  - RGSV Official Website & LinkedIn: Nga Media ([nga.hoang@reigategrammar.edu.vn](mailto:nga.hoang@reigategrammar.edu.vn))
  - RGS UK: link to RGSV vacancies on the RGS UK website

\*The following Safeguarding statement must be on the RGSV Vacancies section of the website:

*“Reigate Grammar School Vietnam is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks, employment checks and other work permit requirements to include an exploration of any gaps in employment and two satisfactory professional references which will be verified.”*

### III. CVs SCREENING

1. The candidate CVs, application forms and scan of qualifications will be sent directly to Headmaster / BoT through the Recruitment Channels.
2. CVs that meet the professional job requirements as assessed by BoM will be sent to the Human Resources Department, by BoM, to check the qualifications and documents, ensuring that they meet the regulations to apply for a Work Permit from the Department of Labour. For candidates that meet the Work Permit criteria, the Human Resources Department will respond to them within 48 hours.

### IV. INTERVIEW & PROFILE CHECK

1. For candidates who initially meet the requirements for the professional experience for the post (according to the assessment of BoM) and degree/higher education documents (as assessed by the Human Resources Department), Headmaster/Education Director/Head of Section will contact them for an interview and ask candidates to provide a full personal profile, including:
  - Scanned copy of passport information page
  - Scanned copy of degree/higher education/diploma documents
  - Scanned copy of proof of relevant experience (for management positions)
  - Permanent address (Home of Record)
  - For cases with dependents:
    - Scanned copy of dependent's passport information page
    - Proof of relationship (marriage registration, birth certificate, etc.)
2. For compliance and safeguarding purposes, candidates will be asked if the referees can be approached by the Human Resources Department.
3. The interview teams will be as follows:

For class teachers, (Interview question sheet example provided by BoM)

  - a. Head of Section and Head of Department/Coordinator
  - b. Education Director
  - c. Headmaster

For Educational Leadership (e.g. Deputy Heads, Head of Department, Coordinator) (Interview question sheet example provided by BoM)

  - a. Head of Section
  - b. Education Director
  - c. Headmaster

For Senior Leadership Team (e.g. Head of Prep, Head of Secondary, Education Director, Headmaster)

  - a. Headmaster
  - b. Education Director
  - c. Board
  - d. Parent and pupil panel

4. The candidate's personal file will be transferred to the Human Resources Department for checking again, ensuring that it meets the work permit regulations of the Department of Labour and the visa regulations of the Immigration Department.

## **V. APPLICATION APPROVAL**

1. The Human Resources Department cooperates with the Headmaster to complete a specific report on the candidate who has met the requirements in terms of documents, professional experience and interviews to submit to the Chairperson of BoT for approval, including:
  - Candidate's personal profile (as listed in item 2)
  - Interview result
  - Expected benefits (salary, contract length, benefits, etc.)
2. Chairperson's approval/disapproval of candidate recruitment application.
  - For senior managerial positions (e.g. Coordinator, Head of Section, Education Director, Headmaster), the Chairman of BoT will directly interview candidates before making the final recruitment decision.
3. For candidate recruitment application approved by the Chairman of BoT:
  - Headmaster will contact the candidate to offer the job position and accompanying benefits.
  - The Human Resources Department sends an Offer Letter via email to the candidate within 48 hours. The candidate accepts the job offer by signing and returning the Offer Letter within 48 hours, via email.

## **VI. ONBOARDING PROCEDURE & INSTRUCTIONS FOR VISA/ WORK PERMIT APPLICATION**

1. After receiving the job Offer Letter signed by the new teacher, the Human Resources Department continues to prepare the contract for the new teacher and collect the approval of the Headmaster, and then send the soft copy (pdf) to the new teacher. The new teacher will confirm the contract's acceptance by returning a scanned copy of the signed contract (signed on the last page).
2. The Human Resources Department guides teachers on the required documents for visa and work permit applications, along with the necessary consular legalisation steps for personal documents and booking airline tickets.

### Appendix

A: Application Form

B: Reference Request

Form C: Standard Offer

Letter D: Visa

Procedure

E: Work Permit

Procedure F: Standard

Contract

G: Staff documentation : Pre-arrival handbook, Staff handbook, Staff code of conduct.

## Recruitment Requirements

**Minimum requirements for job positions are listed as follows:**

### **1. Headmaster/Headmistress, Head of Section**

- Bachelor's/Master's/Doctoral Degree in Education/Pedagogy/Education Management  
(In the above cases, when the degree does not specify the major, the applicant will have to submit additional transcripts or a confirmation letter from the university clearly stating the major).
- Minimum 5 years of experience in education management.
- Minimum 5 years working in the position of Headmaster/Headmistress/Head of Section.
- Having appropriate PYP/IGCSE/DP/A-Level training certification is an advantage.
- English as the first working language.

### **2. PYP, IGCSE/DP Programme Coordinator**

- Bachelor's/Master's/Doctoral Degree in Education/Pedagogy  
(In case the degree does not specify the major, the teacher will have to submit additional transcripts or confirmation letters from the university clearly stating the major).
- Minimum 3 years of experience in education management.
- Minimum 2 years (preferable up to 5 years) working as a Coordinator.
- Having appropriate PYP/IGCSE/DP/A-Level training certification is an advantage.
- English as the first working language.

### **3. Primary Teacher**

- Bachelor's Degree in Pedagogy/Education at Primary/Preschool level.  
(In case the above Bachelor's Degree does not specify the teaching level (Primary/Preschool) Teachers will have to submit additional transcripts or a confirmation letter from the university stating this information)
- Minimum 3 years of experience of teaching (preferable with PYP experience).
- Having PYP training certification is an advantage
- English as the first working language.

### **4. Subject Teacher**

- Bachelor's Degree in Teaching that Subject OR Bachelor's Degree in that subject.
- Pedagogical Certificate OR Bachelor's Degree in Pedagogy/Education.
- Teaching/Pedagogical Certificate in that subject.  
(In case the Bachelor's degree does not specify the major, the teacher will have to submit additional transcripts or a confirmation letter from the university clearly stating the major).
- Minimum 3 years of teaching experience in the subject.
- Experienced in teaching the same curriculum is an advantage.
- Having DP/IGCSE/A level training certificate is an advantage.
- English as the first working language.

## **5. Officers**

- Relevant Bachelor/ Diploma.
- Minimum 2 years of experience in similar positions.
- Fluent English.

## **6. Other staff**

- Minimum high school graduate.
- Minimum 2 years of experience in area of expertise.