

SECONDARY TEACHER OF MATHEMATICS A-LEVEL SPECIALIST INFORMATION FOR CANDIDATES





AN INTRODUCTION TO REIGATE GRAMMAR SCHOOL VIETNAM

This is an outstanding opportunity to join a dynamic school at an exciting time in its development. Reigate Grammar School Vietnam 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.

The school came to being as the result of an international partnership between Reigate Grammar School (one of the leading co-ed independent schools in the UK) and The International School of Vietnam (ISV), becoming the first school in Vietnam to be linked with a UK independent school.

RGS Vietnam caters for children from pre-kindergarten to sixth form and serves both the international and local communities of Hanoi. The school was founded nine years ago by Ms Bich Thuy Mai as the International School of Vietnam (ISV) and in November 2021, following an official signing ceremony at the Vietnamese Embassy in London, ISV was renamed Reigate Grammar School Vietnam and became a member of the RGS family.

With the untiring efforts of our staff, constant support of parents, and the passionate performance of our students, the small beginning continues to grow and have had the opportunity to touch the pinnacles of success. Today RGS Vietnam is a noted academic powerhouse of our city, Hanoi, with over 450 students from 30 nationalities. It's high standards are providing our community with a solid education, as we continue to strive to be the best school that we can be.

"We believe that every Reigatian is on a life-long journey of noble purpose. We will empower each one of them to fulfill their unique potential through a happy, healthy and high-achieving life."

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

"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."

Mr Bryan Manditsh, Headmaster of Reigate Grammar School Vietnam



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. This year (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.

RGS 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 across continents. RGSi is firmly established in China and now Vietnam and is currently engaged in projects in the Middle East.

“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.”

Mr Shaun Fenton, OBE and Headmaster of Reigate Grammar School



SECONDARY CLASSROOM SUBJECT-SPECIALIST TEACHER JOB DESCRIPTION

In fulfillment of all responsibilities and duties, a Secondary Classroom Subject-specialist Teacher should show a commitment to the aims, policies and ethos of the RGS Vietnam, and strive to maintain these through personal conduct and effective relationships with colleagues and students.

Line Manager: *Head of Department & School Leadership Team*

A. Responsibility

It is the responsibility of a Secondary School Classroom Subject-specialist Teacher to:

- TEACH & INSPIRE every student on their Learning Journey to develop knowledge, skills, understanding and abilities to the highest level, within a secure and challenging environment, according to the curriculum (and any public examinations specifications / syllabi)
- SUPPORT & EXECUTE the mission that all teachers are language teachers
- SUPPORT & EXECUTE our goal of differentiation in action across all subjects
- SUPPORT and DEVELOP the HPL framework amongst the teaching staff, students and whole-school community
- UNDERTAKE associated pastoral as a 6th form tutor and administrative duties [including participating in the Student Admissions process] and general responsibilities as agreed with the Head of the Secondary, Heads of Department & Coordinators, Pastoral Leads and the Headmaster
- UNDERTAKE associated co-curricular and enrichment activities for our student body
- SET high expectations and accountability for which challenge students to maximise their potential and think more as 21st century internationally-minded innovative citizens
- MAINTAIN good order in the classroom and throughout the school with due regard to the school's policy on behaviour and discipline
- PROVIDE a good role model for RGS Vietnam students, fostering the Reigation ethos
- SAFEGUARD the health and safety of self and others in accordance with the school's Wellbeing, Safeguarding, Child Protection and Health & Safety procedures
- FAMILIARISE themselves with the relevant RGS Vietnam Secondary educational programmes, schemes of work and all school policies

B. Duties

It is the duty of the Secondary School Classroom Subject-specialist Teacher to:

PLAN

- Teaching programmes on an annual, unit and weekly basis in accordance with school policies and schemes of work, and the demands of the external curricula offered by RGS Vietnam
- Programmes of work and activities for the students according to their specific educational and linguistic needs
- Differentiation within the activities so that all children are able to develop their full potential
- For the progression of students within and between activities
- Links to the HPL framework, EPQ, the bespoke Henry Smiths studies programme and International Mindfulness
- Educational visits and visitors appropriate to on-going work

PREPARE

- Appropriate teaching materials, including photocopying
- Activities for students matched to their individual challenge and need

ORGANISE

- And maintain a positive, reflective, enquiry-based classroom learning environment
- The mounting and dismantling of functional, educational wall displays on a regular basis
- The use, storage and annual inventory of books and other teaching materials within the classroom
- The learning experiences of all students
- The requisition of materials in a timely manner, within the approved budget after liaison with the Head of Department/Coordinator and/or Head of Secondary
- Any correspondence between home and school and vice versa

MAINTAIN

- Accurate and detailed student records on progress assessment on the school system, which are shared with all relevant stakeholders
- The confidentiality of all information and data acquired through the role of Teacher

IMPLEMENT

- Planned teaching programmes using a variety of methods appropriate to the needs of the individuals in the class
- Planned programmes of work and activities matched to students' educational needs
- All school policies
- The school's policy with regard to pastoral support
- The school's policy on technological devices, uniform, behaviour and discipline, including the use of appropriate praise or sanctions for student work and behaviour



MONITOR AND ASSESS

- By maintaining individual student records, shared via the Managebac system which is shared with all relevant stake-holders
- By compiling individual written reports for parents twice yearly, as per the Secondary school's reporting guidelines
- The achievements and progress of individual children with reference to the arrangements in use in the school and the requirements of the law

SUPERVISE

- Students at non-lesson times (such as recess/lunch/bus duties or examination invigilation)
- Other classes, as required (usually to cover an absent colleague)

SUPPLY THE FOLLOWING INFORMATION

- Homeroom & class attendance records as per school policy
- Overview, unit and weekly planning records to be shown to the Head of Department/Coordinator and Head of Secondary
- Oral and written reports to parents
- Documentation necessary for students' transfer to other schools
- Oral and written reports to any other agencies entitled to such information
- Any changes for travel arrangements
- A written report, on the same day, of any incident or accident that occurs on the school premises
- Notification of absence via telephone call to Head of Secondary, either the day before or not later than 07:15 on the day of absence
- If absence is for more than one day, notification of subsequent absence by 15:00 on the first day via telephone call to Head of Secondary would be extremely helpful
- Programmes of study or other suitable lesson plans for the use of a supply teacher

ATTEND THE FOLLOWING MEETINGS

- Attend the staff induction week(s) at the beginning of each school year and all in-service days
- Attend the different after-school meetings that occur weekly
- Attend the Department's meetings and planned collaboration time
- Prepare for and participate in all parent/teacher conferences during the school year
- Meetings as required relating to the curriculum, administration and organisation
- Meetings concerned with assessment including internal moderation for external examinations
- Meetings with parents of students in connection with educational support

DEVELOP PERSONALLY AND PROFESSIONALLY THROUGH

- Reflection on own practice and private study
- Participation in the school's programme for continuing professional development
- Taking an active role in the wider educational world, for example by electing to become HPL/ A-Level/IGCSE/IBDP moderators, examiners and workshop leader

C. Relationships

A Secondary Classroom Subject-specialist Teacher is required to:

BE RESPONSIBLE TO

- The Head of the Secondary, the Head of Department/Coordinator, Pastoral Leads and the Headmaster

COOPERATE WITH

- The Head of the Secondary, the A-Level & IBDP Coordinators, the Head of Department/Coordinator, Pastoral Leads and the Headmaster
- All colleagues, both teaching and non-teaching of RGS Vietnam
- Invited advisors offering support for curriculum development

TAKE RESPONSIBILITY FOR

- The organisation and supervision of work of classroom assistants/auxiliary staff supporting the class, if pertinent
- The organisation and supervision of the work of voluntary helpers assisting the class
- The documentation required by the school and insurance provider in case of absence*

D. Conclusions

This document does not provide a comprehensive definition of the post of Secondary Classroom Subject-specialist Teacher and is subject to modification or amendment by the Headmaster if the reasonable needs of the school so require.

Please also refer to the guidance in:

- Staff Handbook
- School Policies
- Current HPL Guides
- Current CAIE IGCSE Specifications
- Current CAIE A-Level Specifications

*A medical certificate is required if medical leave is availed. For a sick day when a doctor's visit is not required, the school allows for a day as such to be free from a medical certificate. This can occur three times over the year. However, the days cannot be taken consecutively. International faculty is entitled maximum 15 medical leave days (continuous or interrupted) in any one academic year of his/her service. Subsequent leave will be deemed as unpaid. If Academic Staff are sick, they must inform their respective Head of Department / Head of School or in his/her absence, the HR Manager/Headteacher.



SECONDARY TEACHER OF MATHEMATICS (A-LEVEL SPECIALIST) PERSON SPECIFICATION

The right person will have the vision, drive, work ethic and personal qualities to make RGS Vietnam even more successful and known for excellence in the future. A great deal has been achieved in recent times at RGS Vietnam (formerly known as the International School of Vietnam), there is support from the Heads of Department, Coordinators, Headmaster and the RGS network to now take things on to the next level.

We are looking for an outstanding individual/role model that will inspire our next generation of Reigations. Someone who possesses the necessary commitment, drive and enthusiasm to support RGS Vietnam's vision and deliver its core objectives.

We are very open to candidates for varying fields and backgrounds of activity and experience.

SKILLS, QUALIFICATIONS AND EXPERIENCE

Essential

- To enjoy working with young people
- A good honours degree and teaching qualification in the subject specialism
- Experience of teaching Mathematics to post-16 standard (ideally with IGCSE & A-level experience)
- Excellent communication skills with the ability to establish rapport with students, parents and colleagues
- A flexible and enthusiastic approach to work
- A willingness to engage in the whole life of the school

All staff are actively involved in the co-curricular life of the school, and we encourage staff to share their passions with our students. Staff who are able to support with a range of MUN, Public Speaking, Student Leadership and Student bodies as well as our busy Music, Art, Sport, extra-curricular programmes would be beneficial.



REIGATE GRAMMAR SCHOOL VIETNAM

Reigate Grammar School Vietnam (RGS Vietnam), formerly known as The International School of Vietnam (ISV), began its educational journey with only a handful of students in the year 2013. The not-for-profit project of ISV welcomed 65 students from Pre-K to Grade 5 in its first year. We now have over 550 students from Pre-K through to Grade 12 coming from many different nationalities.

As part of the RGS family we share the ethos, student welfare and pastoral model, teaching and learning philosophy, curriculum design expertise and operational systems. By developing international connections, the RGS family aims to establish cultural and learning links to provide visit and exchange opportunities for students and staff; developing international links and perspectives to open up cultural and learning opportunities across continents.

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.

APPLICATIONS

The closing date for applications is 4pm on **Friday, 27th May 2022.**

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 HR Form:

- This can be found on the school website.

Applications should be made electronically to Hr@reigategrammar.edu.vn

The recruitment process will proceed as follows:

- All applications should be submitted by **Friday, 27th May 2022.**

They should consist of a CV, completed HR Form and a cover letter. Interviews will be conducted before the end of April.

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



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 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.

Hanoi has a warm humid subtropical climate. Summer (May to September) are hot and humid, with most of the year's rainfall (and sticky). 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 and it can be cold especially around Halong Bay to the east.

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.”

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.

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

