

# SECONDARY DP COORDINATOR INFORMATION FOR CANDIDATES

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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 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, Acting 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

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 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”**.





## 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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## SECONDARY IB COORDINATOR JOB DESCRIPTION

The **International Baccalaureate Diploma Programme Coordinator** will possess a thorough knowledge of the IB Diploma Programme and work in co-operation with the Head of Secondary, and under the direction of the Headmaster. The International Baccalaureate Diploma Programme (DP) Coordinator has responsibility for communicating information to all members of the school community, administering all internal and external assessment and acting as the primary point of contact between the school and the IBO.

Line Manager: Head of Secondary

Teaching load: No more than 50%

The DP Coordinator's responsibilities include but are not limited to the following:

### A. STRATEGIC DIRECTION AND DEVELOPMENT OF THE DP IN THE SECONDARY SCHOOL

- To coordinate the International Baccalaureate Diploma Programme (Years 12 and 13 / Grades 11 and 12), supporting all subjects and the Core
- To assist the Head of Secondary and Headmaster in articulating the school curricular expectations to prepare students to face the DP
- To ensure continuation from the PYP and Secondary programmes
- To conduct research and maintain current knowledge about the IB Diploma Programme
- To participate actively in appropriate IB networks, workshops and events
- To lead and manage all aspects of IBDP evaluation (including the 5-year evaluation)

### B. TEACHING AND LEARNING

- To teach a subject area, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline
  - + the promotion of self-discipline, responsibility and good behaviour
  - + provision of advice on options choices, future courses and careers in conjunction with the University Counsellor
  - + issues of relevance to young people
  - + the orientation of students joining the school at any time
- To support the Head of Secondary and the Headmaster in monitoring the quality of teaching, inclusion and students' achievements

- To support the Head of Secondary and the Headmaster in developing links with parents of students
- To track the achievement, progress and reporting of DP students
- To support the admission and induction of new students and teachers in to the DP, according to the whole school admissions policy

### C. LEADING AND MANAGING STAFF

- To support the Headmaster and the Head of Secondary in developing positive working relationships with and between all students and staff
- To ensure that the Headmaster and the Head of Secondary are well informed about priorities and any initiative to promote future development of the DP in the Secondary School
- To lead and manage DP meetings
- To lead and manage all DP curriculum and options information
- To contribute to the CPD needs of DP staff
- To contribute to the induction process of new staff
- In collaboration with the University Counsellor, support and oversee the management of advice and guidance for students and parents on both DP choices and post-18 opportunities
- To lead and manage DP subject teachers, reviewing subject-specific plans and planning

### D. EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- To support the Headmaster and the Head of Secondary in the deployment of staff and to support those staff in their duties
- To work with the Headmaster and the Head of Secondary in establishing priorities for expenditure for the Secondary School, and in monitoring the effectiveness of spending and utilisation of resources



- To manage the day-to-day operations of the programme to ensure that instructional materials are maintained and distributed
- To be responsible for the line management of DP Core (TOK, CAS, EE) team
- To review Subject Area programmes and reports following the range of Moderation reports provided by the IBO
- To liaise with the Library & IT departments
- To contribute to the recruitment of new DP staff
- To work towards the marketing of the school and the DP
- To communicate with IBO regional offices concerning fees, candidate registration, examination ordering, workshop registration, and teacher training
- To coordinate and administer DP examinations, including ordering and mailing
- To coordinate the correct continued implementation of the CAS (Creativity Action Service) and EE (Extended Essay) requirements for the IB Diploma Programme

#### E. GENERAL ADMINISTRATION

- To lead and manage all assessment for DP courses, including registration of subjects, and students, calendar of assessments, internal standardisation and external examinations, moderation samples and certification (certificates, assemblies, registration)
- To develop and review DP documentation (including subject overviews & unit planners, parental information and student handbooks)
- To oversee the management of the Core of the DP – CAS, Extended Essay and Theory of Knowledge
- To provide all stakeholders, and especially staff, students and parents, with comprehensive information on the DP philosophy, aims, requirements and developments, including the “General Regulations” documents
- To contribute to transfer documentation for students leaving the DP at RGS Vietnam To lead and manage the DP curriculum and options guidance for parents and students, in conjunction with the University Counsellor
- To liaise with the Head of Secondary and manage specific tasks related to the day to day administration and organisation of the Secondary School e.g. examination and weekly timetables, assemblies and educational visits

- To undertake any additional responsibilities which might from time to time be determined in consultation with the Headmaster and Head of Secondary.

#### F. REVIEW

- To liaise with the Headmaster on a date for the review
- To evaluate this job description and liaise with the Headmaster regarding appropriate amendments

#### Please also refer to guidance in:

- Staff Handbook
- School Policies
- Current HPL Guide
- Current CAIE 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.

## APPLICATIONS

The closing date for application is 4pm on **30th October 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 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 be submitted by **30th October**. They should consist of a CV, completed application form and a cover letter. Interviews will be conducted by the end of November.

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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