

SECONDARY HEAD OF DEPARTMENT (HEAD OF LANGUAGES) 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

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 1, 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. 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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SECONDARY HEAD OF DEPARTMENT (HEAD OF LANGUAGES) JOB DESCRIPTION

The core purpose of this position is to coordinate all aspects of the department including staff, students, curriculum, and examinations.

Line Manager: *Head of Secondary*

Responsible for: Secondary English & Korean, IGCSE English (First Language), IGCSE Literature in English, DP English, DP Language A School-supported, Secondary French and Spanish, Secondary

RESPONSIBILITIES

STAFF

- To ensure staff performance is managed appropriately and in a way that is consistent with the expectation of the school, and that fair workload allocation processes are in place
- To monitor preparation, teaching methodology and curriculum delivery as to ensure they are effective and engaging
- To support & drive the mission that all teachers are language teachers
- To support & drive our goal of differentiation in action across all classrooms and subjects
- To provide guidance, support and empowerment for teaching staff to enable them to contribute fully and develop their skills and experiences, with particular responsibility for induction of newly appointed staff
- To engender a culture of excellence, co-operation and respect both within and beyond the department
- To make effective use of all staffing resources and seek opportunities for collaboration and joint-working with others beyond the department and school
- To delegate and arrange responsibilities within the department

STUDENTS

- To ensure students reach, and work at, their full potential
- To ensure equality of opportunity, and ensure students are included, as appropriate, in the various decision-making fora within the department
- To liaise with relevant staff regarding the monitoring and evaluation of student progress (setting up extension, enrichment, reinforcement and support programmes as needed)
- To liaise with the supporting faculty over students requiring additional support (extending, inclusivity or EAL)
- To provide advice to students about course choice information and guidance at IGCSE and post-16 (DPI) where appropriate

CURRICULUM

- To review and update schemes of work in accordance with the requirements of the school CAIE and IBO (and any other accrediting bodies) to ensure we are delivering an inspiring, high-quality, challenging 21st Century education with appropriate vertical and horizontal alignment
- To provide guidance in regard to the safe implementation of the curriculum
- To monitor the correct implementation of schemes or units of work with appropriate assessment, standardisation, moderation
- To ensure the department's homework policy is consistent with school policy
- To liaise with other departments over delivery of curriculum particularly cross-curricular themes, dimensions, international mindedness and skills
- To monitor and evaluate the Department's policy for assessment (including marking) and recording, and to ensure that it is consistent with the guidelines of CAIE and IBO
- To ensure internal standardisation and moderation is carried out in accordance with CAIE and IBO (and any other accrediting bodies') regulations

EXAMINATIONS

- To determine if requirements are met for external examinations
- To coordinate all internal exam papers
- To assist in the management of external moderation and examination procedures



MANAGEMENT

- To ensure all activities are carried out to the highest possible standards, and put in place the necessary evaluation and monitoring procedures (in agreement with the school's pedagogical leadership team)
- To implement clear development plans, procedures and policies to ensure quality in learning, teaching and management
- To maintain and update the department handbook on at least an annual basis in an electronic form and present it to the Head of Secondary, as required
- To comply with auditing, safeguarding, quality assurance and risk management procedures
- To disseminate decisions to department and implement school policies
- To ensure department meetings, decisions and actions are evidenced and shared with the necessary stakeholders

RESOURCES

- To arrange effective and safe storage of equipment
- To maintain an inventory of specified items
- To ensure the availability of resources for the implementation of the different programmes
- To ensure effective use of IT within the department
- To manage the department budget

ACCOMMODATION AND FACILITIES

- To oversee department teaching areas with regard to tidiness, health and safety
- To ensure that department areas create a positive, inspiring, thought-provoking learning environment, particularly with regard to display work
- To coordinate budgetary expenditure and international and local orders in line with school policy

PARENTS/WIDER COMMUNITY

- To communicate essential information to parents in consultation with Coordinators and Head of Secondary
- To communicate information, and promotion of the department, to stakeholders via the school's online platforms and social media outlets

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In addition to the roles and responsibilities listed here, the Head of Department is expected to comply with all school policies and also fulfill a management role and take on additional responsibilities if required within agreed terms to ensure the effective management and operation of his/her department.



SECONDARY HEAD OF DEPARTMENT (HEAD OF LANGUAGES) PERSON SPECIFICATION

The Head of Languages will be:

- an outstanding practitioner
- a trusted colleague
- student-focussed
- a highly-effective communicator
- able to engage constructively with people
- strategic and tactful, with very good ambassadorial and diplomatic skills
- adaptable and flexible to changes of circumstance
- a hard worker
- enthusiastic and compassionate

The Head of Department is required to exercise leadership, demonstrate vision and empower others to deliver the school's vision, mission and strategic plan.

The Head of Department will be responsible and accountable for setting and advancing the academic strategy and outcomes of the department in line with the school's strategic plans and direction.

The Head of Department will be an active member of the Secondary Faculty Curriculum Group and contribute to the overall leadership and management of the Faculty; it is expected that Heads of Department will carry functional responsibility for specific agreed cross-programme and cross-curricular areas.

The Head of Department will develop and sustain appropriate structures for management, collaboration, consultation, decision-making and communication with staff and students.

The Head of Department will represent the department both internally and externally (through ECAs, competitions, connections, etc).

The Head of Department will manage effectively the resources and finances allocated to them under their department.

The Head of Department will ensure the best possible student experience and result.



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:

- Staff Handbook
- School Policies
- Current CAIE IGCSE Specifications
- Current IBO Diploma Programme Guides
- IBO (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





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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