

# SECONDARY & DP BUSINESS MANAGEMENT TEACHER 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 Glennor, 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”**.

**“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 Colin Bradshaw Bastida, Senior Deputy Head 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. 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 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 examination specifications / syllabi)
- SUPPORT & EXECUTE the mission that all teachers are language teachers
- SUPPORT & EXECUTE our goal of differentiation in action across all subjects
- SUPPORT & DEVELOP the IBO's Learner Profile and ATLs in his/her own work, amongst the teaching staff, students and whole-school community
- UNDERTAKE associated pastoral (such as HRT), IB (such as DP - CAS supervisor/advisor, EE supervisor), and administrative duties [including participating in the Student Admissions process] and general responsibilities as agreed with the Head of the Secondary, IBDP Coordinator, Heads of Department & Coordinators, Pastoral Leads and the Head of School
- 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 Reigatian 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 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 oered 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 IBO Learner Profile, IBO concepts, Service, ATLs, TOK, CAS, EE 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, IBDP 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 Managebac gradebook, and other school systems, 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 gradebook which is shared with all relevant stakeholders
- 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

## 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 IGCSE/IBDP moderators, examiners and workshop leader

## C. Conclusion

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 Head of School if the reasonable needs of the school so require.

Please also refer to the guidance in:

- Staff Handbook
- School Policies
- Staff code of conduct
- Current CAIE IGCSE Specifications
- Current CAIE A-Level 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



## SECONDARY & DP TEACHER OF BUSINESS MANAGEMENT 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, Head of School 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 Reigatians. 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 Business Management' to post-16 standard (ideally with DP 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 work

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 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.





## 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

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:

- The 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.





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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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