

# WHOLE SCHOOL LIBRARIAN INFORMATION FOR CANDIDATES

Role commences in August 2023

---





## 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.

**“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, Head of Secondary 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 8-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 03 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.

Last year, 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 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."

---

**"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."**

---

## WHOLE SCHOOL LIBRARIAN JOB DESCRIPTION

The prime role of the Librarian is to provide strong leadership of this area. He/she is required to lead, manage and develop the Library to ensure it achieves the highest possible results and standards of excellence in all its activities.

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

Responsible for: *the school's printed, digital and database resources*

This page lists specific responsibilities for the Secondary EAL Support Teacher role. This should be read in conjunction with the Secondary Classroom Subject-specialist Teacher job description.

### Person specification

The Librarian will be:

- an outstanding professional in their field
- a trusted colleague
- student-focussed
- a highly-effective communicator
- be able to engage constructively with people
- have very good ambassadorial and diplomatic skills
- adaptable and flexible to changes of circumstance
- a hard worker
- enthusiastic and compassionate

The Librarian should have:

- a Bachelor and/or Master's degree in Education/English Literature/Librarianship
- a license or certification for Librarianship
- a minimum of 3 years' experience of working in a Library
- excellent IT skills and excellent knowledge of Library databases
- an ability to communicate effectively with students, parents, teachers and others
- an ability to differentiate instruction for all learners
- an ability to participate in and establish collaborative structures

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

The Librarian will be responsible and accountable for setting and advancing the strategy and outcomes of the Library in line with the school's strategic plans and direction.

The Librarian 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, including the Librarian, will carry functional responsibility for specifically agreed cross-programme and cross-curricular areas.

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

The Librarian will represent the department both internally and externally (through ECAs, meetings, competitions, connections, etc.)

The Librarian will manage effectively the resources and finances allocated to them under their department.



**Responsibilities will include:****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 provide guidance, support and empowerment for teaching staff to enable them to contribute fully and develop their skills and experiences within the use of the Library and its resources, with particular responsibility for induction of newly appointed staff
- To engender a culture of excellence, co-operation and respect both within and beyond the Library
- To make effective use of all staffing resources and seek opportunities for collaboration and joint-working with others beyond the Library and school
- To delegate and arrange responsibilities within the Library
- To assist in supervision of students during school break times
- To act as a resource/contact/support for new staff members (i.e. curriculum, schedules, procedures)
- To participate in and assist with school events as required

**CURRICULUM**

- To support academic departments in the review and update schemes of work and resources in accordance with the requirements of the school and/or CAIE and IBO to ensure we are delivering a challenging 21st Century education with appropriate vertical and horizontal alignment
- To provide guidance in regard to the safe implementation of the curriculum in the use of the Library, its resources and research skills
- To liaise, and support academic departments over the planning of curriculum particularly research, cross-curricular themes, dimensions, international mindedness and skills (especially research skills)
- To plan and assess lessons developing the PYP-TD & DP EE research skills
- To plan and deliver Reading skills to the Nursery and Reception pupils
- To support in the implementing, monitoring and evaluating of the Library and school policies and procedures, in particular the school's Academic Honesty/Integrity, and to ensure that it is consistent with the guidelines of the CAIE and IBO

**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 policies to ensure quality in learning, teaching and management
- To comply with auditing, quality assurance and risk management procedures
- To disseminate decisions to the other members of the Library team and implement school policies
- To ensure Library meetings, decisions and actions are evidenced and shared with the necessary stakeholders

**RESOURCES**

- To develop and manage convenient, accessible cost-effective library and information services, technology, media and activities
- To prepare reports related to library and information services, technology and media services, resources and activities
- To develop and maintain special indexing systems and files, ensure an accurate inventory of resources
- To arrange effective and safe storage of equipment
- To maintain an inventory of specified items
- To ensure the availability of resources (printed, digital and databases) for the implementation of the different programmes
- To ensure effective use of IT within the department
- To manage effectively the department budget

**ACCOMMODATION AND FACILITIES**

- To help library users to effectively search the Library catalogue, Internet and other electronic resources
- To oversee Library areas with regard to compliance in tidiness, health and safety
- To ensure that Library areas create a positive, inspiring, thought-provoking learning environment, particularly with regard to display of works, IB Learner Profile and its attributes, Academic Honesty/Integrity, and correct citing and referencing methods
- 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 the Headmaster, IB Coordinators and Head of Preparatory & Secondary sections
- To communicate information, and promotion of the Library, to stakeholders via the school's online platforms and social media outlets

#### ETHOS AND IMAGE

- To ensure that the Library has a high profile and connections within the school and the community
- To dress in a smart and professional manner, modelling the expectations of the school.
- To ensure that the faculty strives to enhance the reputation of the school at all times

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

Please also refer to the guidance in:

- Staff Handbook
- School Policies
- Staff Code of Conduct
- 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 the 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
- IBO (May 2011) Between the pages Cardiff: International Baccalaureate
- IBO (July 2014) Librarianship at IB Conferences of the Americas 2014 Washington DC: International Baccalaureate
- Bhojwani, H. (May 2018) IB Librarians – What makes them so special? Online: Heeru Bhojwani



## 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 **28th February 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.

A complete application form:

- This can be found on the school website.

Scans of certificates of all teaching qualifications, such as:

- BEd or PGCE
- Undergraduate Degree
- QTS
- Masters, MEd

Applications should be made electronically to

**Hr@reigategrammar.edu.vn**

The recruitment process will proceed as follows:

- All applications should be submitted by **28th February 2023.** They should consist of a CV, completed application form and a cover letter. Interviews will be conducted before the end of February.

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 meters 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 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 artifacts.

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.

---

**“WORKING AND LIVING IN  
HANOI OFFERS A HUGE ARRAY  
OF BENEFITS.”**

---

