



KING'S COLLEGE SCHOOL WIMBLEDON
INTERNATIONAL

Appointment of
FOUNDING HEAD OF JUNIOR SCHOOL



For King's College Wimbledon International School in
HO CHI MINH CITY, VIETNAM



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Executive summary

In May 2024 King's College School Wimbledon International and Millennia Education in Vietnam signed an agreement to establish a King's College International School in Ho Chi Minh City.

King's College School Wimbledon International therefore seeks an outstanding Founding Head of Junior School to lead the early years and infants (pre-nursery to year 2) and junior (years 3-6) sections of the newly established school.

Opening in August 2027 the school will provide a truly world-class education, serving students from pre-school through to year 13, with tailored support to help students secure places at leading universities. This is a unique opportunity for an inspirational and dedicated leader with experience in primary and/or early years education.

With the full support and educational expertise of the team in Wimbledon and the Founding Head of School (already in post), the Founding Head of Junior School will establish a King's College International Junior School in Ho Chi Minh City with a vision to become one of the leading international schools in Asia. The Founding Head of Junior School will be required to be in post by **August 2026** (although a later start may be considered in certain circumstances).





King's College International School in Ho Chi Minh City

King's College International School in Ho Chi Minh City aims to provide a world-class education. It will seek to develop and independent and enquiring mind in every student, whilst offering varied experiences and opportunities designed to help them thrive and make a positive contribution to society. The school will cater for boys and girls aged 2 to 18 (pre-school to year 13).

The curriculum will be modelled on that of King's College School, Wimbledon and will lead to IGCSE and A level qualifications or the International Baccalaureate Diploma Programme.

Academic

The school will strive for academic excellence, centred around developing a love of learning and an inquisitive mindset. Teachers will endeavour to stretch students and deliver stimulating and engaging lessons. Our ambition is for students of King's College International School in Ho Chi Minh City to become passionate learners with independent thinking skills, enabling them access to the very best universities globally.

Pastoral Care

Whilst we are proud of King's outstanding university outcomes and academic credentials, a student's wellbeing and happiness will always be a priority for us. Pastoral care is deeply engrained in the King's DNA, and all staff of King's College International School in Ho Chi Minh City, are expected to play an active role in ensuring the school is a beacon for excellence in pastoral care.

Co-curricular

At King's, we believe that true education is as much about building character as it is about academic achievement. Our Personal Enrichment Programme (PEP) is a distinctive and timetabled part of every pupil's week - not an optional add-on, but a fully integrated aspect of our curriculum. Rooted in our ethos of Mind, Spirit, and Heart, the PEP offers a wide-ranging, inclusive selection of activities designed to nurture curiosity, creativity, leadership, and compassion. Whether through music, sport, drama, academic societies, or service projects, every pupil is encouraged to explore their interests, challenge themselves, and develop the soft skills that matter most in the modern world. As a core part of the King's experience, PEP sets our school apart - offering parents the confidence of a well-rounded, globally minded education delivered within the school day, and led by teachers who model and inspire personal growth at every level.

The Campus

The school will be situated in a top location in Ho Chi Minh City, top architects have been enlisted to develop the site and the state-of-the-art facilities will ensure that King's College International School in Ho Chi Minh City will have a learning environment where both students and staff are able to thrive.



The role

The Founding Head of Junior School will be responsible for ensuring their section of the school contributes to this institution becoming one of the leading international schools in Asia. They will shape the educational journey and direct academic strategy for the early years and infants (pre-nursery – year 2) and junior (years 3-6) sections whilst ensuring that the campus is a happy and secure environment for every pupil and teacher.

The key responsibilities for the role are:

Overall

- To ensure the effective day-to-day operation of the early years and infants and junior schools
- To provide dedicated and purposeful educational leadership, inspiring pupils and staff
- To actively promote and manage strong relationships between the school and its parent body
- To ensure the ethos and values of the junior school are strongly established, sustained and aligned with those of King's College School, Wimbledon
- To contribute to the broader work of the senior leadership team, collaborating with colleagues to drive the ongoing development of the school as a whole
- To provide expertise, advice and guidance on all aspects of early years and primary education to the Founding Head of school and the rest of the senior leadership team

Staff

- To appoint and retain, together with the Founding Head of school, high-performing staff in the junior school
- To develop and foster ongoing professional development of both themselves and their staff
- To ensure effective implementation of the school's appraisal and performance management systems

Community and external relations

- To promote King's in Ho Chi Minh City in a clear and compelling way
- To build strong and trusting relationships with junior school parents
- To support the effective student admissions processes for students aged 2-10
- To build close links between the King's College International School in Ho Chi Minh City and the community it serves

Academic, pastoral and co-curricular development

- To establish high academic standards that foster an inquisitive mind, scholarship and a love of learning
- To direct and oversee the effective implementation of the curriculum
- To deliver the highest standards of safeguarding and pastoral care, ensuring that the welfare of students and their social, moral and personal development is central to school life
- To provide a varied and inclusive co-curricular programme that develops character, confidence and leadership skills

Stakeholder relationship

- To ensure effective communication with junior school staff, students and parents
- To build a strong, productive working relationship with Millennia and the King's College School Wimbledon International team

Financial management and accountability

- To assume responsibility for the financial effectiveness of the junior school in association with the Bursar
- To ensure that financial and other resources are deployed effectively in support of the school's curricular and co-curricular objectives
- To seek to emulate the high standards achieved by King's College School, Wimbledon



Person specification

The successful candidate should be able to demonstrate the following:

- A passion for outstanding teaching and learning and an ability to innovate and inspire
- A track record of highly successful leadership experience, ideally within the prep sector of education
- A highly visible and accessible leadership style, with the gravitas to inspire the school community
- Outstanding communication and presentation skills
- An ability to form strong relationships with staff, students and parents, based on sound interpersonal skills
- The capacity to devise and implement, in liaison with the Founding Head of School and the Bursar, the strategy for the development of King's College International School in Ho Chi Minh City into one of the leading international schools in Asia
- An in-depth knowledge of the UK educational system
- Sound financial management skills in relation to managing an allocated budget
- The highest levels of personal integrity and sound judgement
- An ability to relate well to other cultures
- A commitment to the educational philosophy and ethos of King's College School, Wimbledon
- A good honours or masters degree
- Demonstrable commitment to ongoing professional development of both themselves and their team

The successful candidate is likely to have all or most of the following:

- Experience at senior management level
- Experience of working overseas, especially in Asia

The successful candidate is likely to have all or most of the following:

- Experience of successfully launching a founding school in an international setting
- Experience in an all-through school setting
- Leadership experience in both early years and upper primary settings



About King's College School, Wimbledon

King's is one of the most successful schools in the world, and our vibrant and caring community is a special place to learn and grow for boys aged 7-18 and girls aged 16-18. With over 1,500 students and 400 staff, we are located in one of the most attractive and peaceful parts of London, just a short walk from the picturesque Wimbledon Village.

King's was founded in 1829 by royal charter as the junior department of the university of King's College London, and as such, intellectual aspiration and a progressive spirit are our heritage. Today, we offer an education of the whole person, in Mind, Spirit and Heart, the enduring ethos of our foundation. Our guiding mission is to look outwards, to the world beyond school, and to life at 25: we look to the lives we are preparing our young people to lead, so that when the time comes, they are ready to forge the pathway they choose, and to make a purposeful impact.

We aim for each of our students to enjoy an exhilarating adventure of learning and to pursue academic excellence within a fun, caring and welcoming environment. Academic outcomes at A level, IB and GCSE consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A* or equivalent last summer, and we were delighted to be the highest placed independent co-educational day school, and

to be named Independent International Baccalaureate School of the Year, in the The Sunday Times Parent Power 2025.

Supporting our pupils to grow strong in spirit, in the shared values and qualities of character that will ground them, is equally important at King's. Kindness, respect and support for one another, a broad-minded outlook and a commitment to inclusivity, are central to our community, as is the co-curriculum, which enables pupils to develop broad skills and resilience as well as to discover lifelong passions through clubs and societies, CCF, Duke of Edinburgh, sport, the arts and community partnerships.

As we prepare to celebrate our 200th anniversary in 2029, our strategic development includes a particularly exciting new chapter. Over the next decade we will fulfil our ambition of offering a King's education to any child who will thrive here - becoming a fully co-educational community.



King's College School, Wimbledon family of schools

King's College School Wimbledon International's vision is to form a world-class family of schools with international partners, each combining the educational excellence of King's with the special character of their own setting.

The first international partner school opened in 2018 and since then the King's family of schools has grown with Ho Chi Minh City becoming the sixth overseas school in our network of schools - with Abu Dhabi also due to open in 2028. We work with schools in China, Monaco and Thailand, which educate over 7,000 students with almost 1,000 staff employed globally.

The mission of King's International is to create exceptional educational experiences and opportunities for students and staff, and the communities they serve, in its world-class global network of schools.

Our aspirations are shared across the group of schools and each school benefits from the support of a well-resourced, dedicated and experienced team based in Wimbledon. The King's International team work closely with all our partner schools to facilitate sharing of best practice, sector-leading professional development, impactful collaboration programmes and many other innovations across the family.

Together with our international partners we share a belief in the value of intercultural dialogue, a commitment to excellence, and a drive to provide outstanding education that changes lives.





Millennia Education

At the heart of Vietnam's educational landscape, Millennia Education, an international education company, is deeply committed to the belief that quality education is the cornerstone of societal progress. Their mission extends beyond mere academics; they operate with a powerful social purpose, creating pathways for good. By forging international partnerships, Millennia Education brings fresh perspectives and innovative practices to Vietnam's educational ecosystem.

Their investment decisions are guided by a genuine desire to transform the lives of learners. They prioritise both educational excellence and fiscal responsibility. Millennia Education recognises that sustainable impact requires a balance between financial astuteness and student-centered outcomes.

By collaborating with King's, Millennia Education finds alignment in its educational philosophy. Both institutions share a commitment to excellence, fostering holistic growth, and preparing students for a rapidly changing world. This synergy fuels their excitement for collaboration, as they collectively strive to elevate education in Vietnam.

Led by a seasoned team with over 20 years of experience in International Private Education in Asia, Millennia Education is well-positioned to make a significant and lasting impact on the educational landscape.

millennia 
EDUCATION



Living and working in Ho Chi Minh City

Ho Chi Minh City, formerly known as Saigon, is a vibrant and dynamic metropolis that offers an enriching experience for foreigners seeking professional opportunities and cultural immersion. As the economic hub of Vietnam, Ho Chi Minh City boasts a thriving expatriate community, diverse culinary scene, rich history, and an exciting blend of traditional charm and modern development.

Living in Ho Chi Minh City offers a unique blend of Eastern and Western cultures, providing an enriching experience for individuals and families alike. From exploring bustling markets and historical landmarks to enjoying the city's vibrant nightlife and diverse cuisine, there is always something new to discover in this dynamic city.

Ho Chi Minh City is home to a diverse range of educational institutions, from international schools and language centres to universities and vocational training institutes. As the Founding Head of Junior School, you will have the opportunity to lead and shape the future of education in this dynamic city, contributing to the academic success and personal development of students from diverse cultural backgrounds.

Ho Chi Minh City offers a high quality of life at a relatively low cost compared to other major cities in the region. With its modern infrastructure, excellent healthcare facilities, and efficient public transportation system, expatriates can enjoy a comfortable and fulfilling lifestyle in this cosmopolitan city. Modern high-standard accommodation is spread around the city, often within residential areas where villas and spacious houses can also be found. Family activities and social and sports clubs are available which offer opportunities to meet the international and local community living in Ho Chi Minh City.



Application process

This recruitment process is being managed by RSAcademics Ltd on behalf of Millennia Education and King's College School Wimbledon International. Unless stated otherwise, all communication about the appointments will be via RSAcademics.

Two members of the RSAcademics team are primarily engaged on this process:

Chris Edwards
Senior Advisor
ChrisEdwards@RSAcademics.com

Jean Sullivan
Head of International Search
JeanSullivan@RSAcademics.com

Interested candidates are invited to contact **Jean Sullivan** by email, including a copy of their CV, for an initial confidential conversation.

The deadline for applications is **Monday 15 September 2025** at **10:00 (UK) / 16:00 (Vietnam)**.

However, applications will be processed and reviewed as they are received and candidates are encouraged to submit their applications as early as they are able. Millennia Education and King's College School Wimbledon International reserve the right to make an appointment ahead of any published deadline.

You should submit:

- A completed application form
- A completed data sharing agreement
- A copy of your curriculum vitae/résumé
- A covering letter, preferably of no more than two pages, addressed to the Selection Committee. The letter should explain the attractions of this role, the relevance of your experience and your education philosophy, and other information that can demonstrate your alignment. Please make your letter as specific as you can. A letter that is largely generic may result in your application not being considered.

Applications should be made electronically to RSAcademics. Please apply [here](https://www.rsacademics.com/current-vacancies/kcswi_hcmc) at www.rsacademics.com/current-vacancies/kcswi_hcmc. You will be taken to an online portal where you will be able to download an application form. Please follow the instructions provided to complete and submit your application.

When you submit your application, you will receive an automated email from RSAcademics confirming receipt. If you have not received this email within two working days, or if you have any queries relating to uploading your application documents, please contact Alison Hooper, Project Coordinator, at applications@rsacademics.com. Alison can also be reached by calling **+44(0)204 6269 791**.

Interviews will take place on a rolling basis. It is anticipated that final stage interviews will take place in Ho Chi Minh City in **late October or early November 2025**.

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