

Candidate Brief

Head of School

Uppingham Vietnam Hung Yen is seeking a high calibre candidate with the experience, energy and enthusiasm to thrive in this exciting and challenging founding leadership role.

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About Us

Uppingham School, founded in 1584, is a leading co-educational independent boarding school in the UK. In 2026, Uppingham will open a campus in Hung Yen, Vietnam in conjunction with our partners Viet Capital Education Fund (VCE) and 20in20 Partners. The Hung Yen school, situated on a 4.7ha site within Ecopark urban development and with all the facilities one would expect from a world-class school, will be the first Uppingham school in Asia.

Only 30 minutes' drive from the center of Hanoi, Ecopark development with a total size of 500ha, is purpose built as an ecological island with only 21% construction rate. In 2022, Ecopark was awarded The Best Sustainable Residential Development in Asia Pacific by International Properties Awards – a mark of excellence in the real estate industry. The development places a strong emphasis on maintaining a generous proportion of greenery spaces with four large parks and a comprehensive system of recreational and educational facilities. Since the construction commencement in 2019, Ecopark has since become a vibrant urban area with nearly 20,000 residents, promising to reach 110,000 residents in 2030.

About The Project

Developed in collaboration with Viet Capital Education (VCE), Uppingham Hung Yen will offer its pupils a truly British education adhered to British National Curriculum standards, specialising in A-levels curriculum. Based on the values and ethos of Uppingham UK, Uppingham Hung Yen

will also embrace Vietnam's rich history and culture to bring a school of exceptional quality to meet the increasing demands of aspiring Vietnamese families. The K-12 (ages 3 to 18) school will boast state-of-the-art teaching and sports facilities and will rank amongst the largest K-12 educational projects in Vietnam. Staff at Uppingham Hung Yen will be offered outstanding accommodation and access to the many facilities offered to residents of Ecopark.

About Viet Capital Education (VCE)

Viet Capital Education (VCE) is part of Viet Capital Asset Management (VCAM). Established in 2006, VCAM has provided professional fund management and investment advisory services in Vietnam for nearly 20 years. Viet Capital Education (VCE) provides advisory and invests in private educational institutions with an experienced and dedicated management team, a clear teaching philosophy with a goal of creating a long-term competitive advantage and sustainable long-term growth.

VCE focuses on K-12 schools' investments, which are thriving because they match the age structure of Vietnam's demographics. We previously invested in Khoi Nguyen Education (KNE) Group, the Group behind Canadian International School (CIS) – a pioneering inter-level school in Vietnam to offer a K-12 curriculum built on the foundation of the Ontario education program.

The Role

Roles and responsibilities

The Head of Uppingham Hung Yen will be expected to inspire, lead, manage, and develop all aspects of school life efficiently, effectively, and successfully. At all times, the Head's actions and pronouncements must be compliant with regulatory requirements as well as the policies and guidelines set out by the Board of Advisors of Uppingham Vietnam. The School reserves the right to adapt the needs of the role as circumstances demand or opportunities arise.

The Head will strive to create, nurture, and maintain a school environment that facilitates the achievement of educational goals whilst engendering pride in the school amongst pupils, staff, parents, and community partners. As the educational leader of the school, the Head is expected to promote the highest levels of educational provision and be relentless in the pursuit of continuous improvement in school performance through rigorous monitoring and evaluation of the School's academic, pastoral, and holistic provision.

The Head will establish a school environment that reflects Uppingham's ethos, values, and commitment to internationalism. The Head should promote partnerships that extend and broaden learning experiences for all pupils, particularly relating to Sports and the Arts. The Head will cultivate a school that enhances individual growth and responsibility, promote a positive self-image among all pupils and adults and develop tolerance, understanding, and an appreciation of diversity. The Head will be expected to maintain the highest standards of dignity and professional integrity.

The School reserves the right to adapt the needs of the role as circumstances demand or opportunities arise.

Key Areas of Responsibility

1. Safeguarding and Wellbeing

1. Ensure that the safeguarding, pastoral care, and wellbeing of all pupils remain at the heart of everyday school activities at Uppingham Hung Yen.
2. Ensure that all safeguarding arrangements comply with regulatory requirements and meet the welfare standards required by Uppingham School.

2. Strategy and leadership

1. Deliver a strategic vision and inspiring leadership for the life and work of Uppingham Hung Yen and its community; to work with the Board to develop a clear vision and strategic plan for the development, growth, and ongoing qualitative improvement of the school.
2. Ensure that the strategy is flexible and capable of adapting to developments in the local, national, and international education sector.

3. Take overall responsibility for the leadership, organisation and management of the school and be accountable to the Board both at meetings of the full Board and Board sub-committees; attendances at all Board meetings (including committees) are a requirement.
4. Constantly seek ways to improve through innovations and developments and make recommendations to the Board as appropriate. Provide information and advice to the Board on all aspects of school performance, typically through the presentation of the annual self-evaluation form (SEF) and/or the school improvement plan (SIP).
5. Be held accountable to the Board for the achievement of the agreed annual school key performance indicators covering student numbers, the quality of teaching and learning, extra-curricular outcomes as determined by the Board, health, safety, and wellbeing.
6. Ensure all staff are aware of Uppingham Hung Yen's vision for excellence across all school activities and ensure an understanding that this vision will guide staff, students, and the wider community.
7. Work with senior staff to prepare an annual staffing structure for teaching and support staff, which will be presented to the Board.
8. Be responsible for the day to day running of the school by working with a strong, cohesive and proactive leadership.
9. Ensure the senior leaders deliver the highest standards of performance when monitoring and implementing the school's strategic and operational plans.
10. Provide overall leadership to all staff, developing with them a culture of engagement, ambition, partnership, openness, creativity, and a sense of belonging to the unique ethos and founding values of Uppingham Hung Yen, Uppingham Vietnam and Uppingham Group of Schools (UGS).

11. Manage the School's finances in close liaison with the Finance Director and the Board.

3. Education

1. Provide inspirational, dynamic and visible leadership to the community overseeing the continual development of a broad and stimulating curriculum informed by rigorous academic standards, thus creating an environment of continuous development.
2. Develop school self-evaluation processes and staff performance measurement systems in order to ensure the continual development of the quality of teaching and learning.
3. Create an environment across the school that puts student achievement at the heart of Uppingham Hung Yen, by promoting a culture of personal accountability, lifelong learning, and passion for education.
4. Meet challenging but realistic educational targets, as set by the Board that demonstrate excellence in academic progress across all grades and levels of student.
5. Ensure that students' personal development and wellbeing is effectively promoted through the curriculum, activities programme, culture, sport and the arts. Encourage and personally engage and promote the comprehensive programme of co-curricular activity.
6. Ensure that appropriate policies and procedures are in place to recruit, develop, reward and retain staff of the highest calibre, and manage their performance through the provision of appropriate induction, training and performance management systems, which encourage teaching excellence.
7. Promote excellence in teaching; establish procedures, in consultation with staff and the Board, for monitoring, evaluating and reviewing the quality of learning, teaching, student

development and achievement. Oversee procedures relating to assessment and regulation, reporting on pupil performance and progression, using data.

8. Promote educational innovation, inquisitiveness and independent thought in learning and teaching. Take a lead role in encouraging the use of technology, particularly IT, to enhance the learning environment, utilising learning collaborations with Uppingham UK.

9. Ensure that the school is prepared for IBO inspections and the Uppingham QAV process.

10. Ensure policies for the curriculum, school premises, health, safety and wellbeing of staff and students are met.

11. Promote the well-being of the staff to support the professional growth of all staff in accordance with the school's staff development policy in order to maximise their professional contribution and satisfaction.

12. Communicate regularly with parents on school and student performance, working with them and staff to maximise potential.

4. Student engagement

1. To lead students with vision and enthusiasm, encouraging whole-school commitment, developing the school's supportive ethos, motivating students by personal interest, encouragement and concern for individual needs.

3. Maintain high standards of behaviour among all students through a behaviour policy based on the school's values, handling disciplinary matters fairly and equitably.

2. Ensure equity of access and educational quality for students and implement the Uppingham Group of Schools principles on Equality, Diversity, and Inclusion (EDI).

5. Communication and marketing

1. Lead the admissions strategy and ensure students are recruited effectively at all entry points.
2. Act as a visible figurehead and ambassador to further develop effective student recruitment.
3. Foster partnerships with the local schools and wider community in order to promote and represent Uppingham Hung Yen at the local, regional, national and international level.
4. Ensure the school and the Uppingham brand is well positioned within a changing and competitive market.
5. Create a positive and proactive public relations programme and develop beneficial relationships with local and national press.
6. Develop meaningful relationships with other Uppingham schools around the world. To take the opportunity where appropriate to act as ambassador for the Uppingham International brand. Build on and develop further outreach.

6. Personal development

Keep abreast of knowledge and understanding of current and future trends and best practice in international education.

About You

The Head of Uppingham Hung Yen will be a leader of exceptional calibre. They will demonstrate the following experience, skills, knowledge, and personal attributes:

Experience:

- An evidenced track record of highly successful senior leadership, with preferably a minimum of three years' experience of headship.
- A deep understanding, gained through direct experience, of the challenges and demands of leadership in a coeducational 3–18 day school environment.
- Proven experience of developing and leading experienced, high performing teams.
- The academic and intellectual credentials to command the respect of the whole school community.
- Leadership in an international school (desirable), ideally with experience of working in the Asia region.

Skills and knowledge:

- Outstanding people leadership skills, with a willingness to delegate meaningfully and an instinctive understanding of how to create the conditions in which others can grow, develop and succeed.
- A clear grasp of the role of Head as a Chief Executive, with the proven ability to devise and implement strategy, prioritise effectively and hold the many different elements of the job in balance.
- First-class communication skills, with the manner, gravitas, and personal authority to act as a compelling ambassador for Uppingham Hung Yen.
- Strong interpersonal skills with the ability to inspire the whole school community in the pursuit of excellence.
- An intellectual enthusiasm for wider educational developments.
- A strong appreciation of the business aspects of school leadership.
- Cultural sensitivity in school management and the ability to relate to parents, pupils, and stakeholders of the school from a wide variety of countries and cultural backgrounds.
- Ability to work effectively with our partners including but not limited to Viet Capital Education (VCE), 20in20 Partners.
- Good awareness of the cultural and operational challenges of managing a school in Vietnam.
- A wide understanding of the international educational environment.

- It is anticipated the successful candidate will hold a good degree from a recognised university and may well be able to demonstrate post-graduate study of some nature.

Personal attributes

- A visible, collaborative leadership style with the ability to enthuse and engage colleagues across the broad school community.
- High levels of emotional intelligence, personal integrity, and moral courage.
- A deep commitment to the Uppingham aims and ethos.
- An awareness of the wider role the school will play in the development of education across Vietnam.
- A positive outlook on life combined with energy, thoughtfulness, resilience, patience and a lively sense of humour.

Benefits

- Competitive Salary
- Relocation Allowance
- Accommodation Allowance
- Return Flights Ticket
- School Fees for dependent children (100% discount for first child, following by 50% discount for second child)
- Premium Medical Insurance