



MALVERN
COLLEGE HONG KONG
香港墨爾文國際學校

Application Pack for the post of

Middle Years Programme Coordinator

Appointment for September 2017 (School opening in 2018)

380 students (rising to 960) – 5 to 18 years – Co-educational day school



Dear Applicant

MALVERN COLLEGE HONG KONG

Thank you for your interest in the post of Middle Years Programme Coordinator at Malvern College Hong Kong. The Management Board of Malvern College Hong Kong is seeking to appoint an outstanding educationalist to this post for September 2017.

Malvern College was founded in 1865 in the United Kingdom. Together with its associated primary school, The Downs Malvern, Malvern College UK educates boys and girls aged 3 to 18 years. Malvern College has been a forerunner in education, being among the first UK schools to adopt the International Baccalaureate and the Duke of Edinburgh's Award Scheme. Its strong heritage is underpinned by its pioneering introduction of innovative education practices such as the Nuffield Science teaching approach and the International Baccalaureate. Thanks to its academic rigour and pursuit of holistic education, Malvern has produced renowned alumni, including Prime Ministers, Nobel Laureates, writers, and leaders in the fields of broadcasting, business, the arts, and sport. This academic rigour continues to be a determining factor in producing consistently excellent academic results, with many students admitted to top universities around the world.

Malvern College Hong Kong will seek International Baccalaureate authorization to deliver a full IB curriculum, including the PYP, the MYP and the DP, targeting students from a range of cultural and educational backgrounds. The Malvern College Hong Kong curriculum will benefit from drawing on the educational heritage of Malvern College with its 25-year track record of IB curriculum delivery. In Hong Kong we will add particular rigour in Mathematics and the Sciences, and we will offer a robust Chinese programme in collaboration with Beijing Normal University. Sharing the ethos of our mother school, we will create a nurturing learning environment and will place equal emphasis on stretching students' potential and building character, so that our students emerge as independent, responsible and collaborative individuals who are passionate about engaging with the world around them. Malvern College Hong Kong will seek to embed key features of a British boarding school ethos into the day school setting.

Located in Tai Po, New Territories, adjacent to the Hong Kong Science Park and beautiful Tolo

Harbour, the school will open its doors in September 2018 with around 380 students in Years 1-9 and will ultimately provide 960 places for both primary and secondary students up to Year 13. The Founding Head of Malvern College Hong Kong, Dr Robin Lister, has been appointed and will take up post in September 2017.

To the right candidate, this post offers an extremely rewarding experience and the opportunity to make a real contribution to international education through helping a new school bring the best of British education to Hong Kong in partnership with one of the UK's leading independent schools.

We very much hope that you will apply for this exciting and challenging role. Further information regarding how to apply can be found later in this pack.

Jacqueline So
Co-Founder and Chief Executive
Malvern College Hong Kong



MALVERN COLLEGE

Malvern College is one of the UK's leading independent schools for pupils aged 13-18, famous for combining the best values of traditional English public schools with education innovation. Malvern College's associated preparatory school, The Downs Malvern, caters for children aged 3-13 years. For further information, please visit: www.malverncollege.org.uk and www.thedownsmalvern.org.uk.

MALVERN COLLEGE HONG KONG

In addition to the information in the above letter, you can find further information about Malvern College Hong Kong at www.malverncollege.org.hk. Malvern College Pre-School Hong Kong will be opening in September 2017 (<http://www.malvernpreschool.hk>).

MALVERN COLLEGE INTERNATIONAL SCHOOLS

The Malvern College Family of Schools also includes schools located in China (Chengdu and Qingdao), and Egypt. Malvern College Qingdao opened in 2012, Malvern College Chengdu in 2015 and Malvern College Egypt opened in September 2016. For further information, please visit <http://www.malverncollege.org.uk/International-Schools>.

Key Features of a Malvern Education

Whilst each Malvern College overseas provides an educational provision reflective of the cultural context in which each school operates, at the heart of each school are a common set of values and ethos:

- A commitment to developing well-rounded individuals through a broad academic and co-curricular programme
- An emphasis on strong pastoral systems to support the wellbeing of students
- A high-quality learning and teaching environment which encourages independent learning
- A comprehensive co-curricular programme including sports, arts, music and leadership activities
- A commitment to developing internationally minded students
- A well embedded house system with which students identify strongly, providing opportunities for healthy competition and engagement across year groups
- Strong relationships between all members of the school community based on mutual respect and a shared commitment to providing the best opportunities for the students
- A focus on developing key attributes in students, namely resilience, self-awareness, open-mindedness, kindness, collaboration, risk-taking, curiosity, ambition, independence, integrity and humility
- Delivery of internationally recognised academic programmes in English by predominantly native English speaking expatriate teachers

Malvern College UK works in close partnership with each overseas school. Whilst all Malvern College overseas campuses are independent institutions with their own management teams and governing bodies, Malvern College UK is closely involved in setting standards and providing governance and oversight. An International Schools team, based at Malvern College UK, travels on a regular basis to each sister school and carries out an annual Quality Assurance visit.

IS THIS JOB FOR YOU?

Any school depends for its success upon the personal qualities of its staff and their enthusiasm and commitment.

Position Objective

Reporting to the Headmaster or his designate, the Middle Years Programme (MYP) Coordinator is responsible for leading the overall implementation and development of the Middle Years Programme in Years 7 to 11 at Malvern College Hong Kong, and supporting curriculum articulation for the whole school. The Coordinator will have a primary role in supporting the school's IB authorization and evaluation processes.

The MYP Coordinator is a member of the pedagogical leadership team and works closely and collaboratively with all members of the secondary team, school leaders, and other programme coordinators to establish a school MYP structure. The Coordinator will also facilitate vertical articulation; provide support to teachers and students; create and maintain school-based training opportunities, programme monitoring and regulation compliance; ensure resource management; and identify and address MYP professional development needs of the teachers.

Together with the School Leadership Team and other coordinators, the MYP Coordinator will also have an important role in student management and welfare.

The main responsibility and accountability areas for this position include:

Leadership

- Assist the Headmaster and Leadership Team in the preparation of documentation required for school authorization, evaluation and self-study processes
- Participate in the formation of the school's strategic development and action plans
- Lead teaching teams in the development of the MYP curriculum
- Support in staff selection as directed by the Headmaster

Programme Administration

- Be the central point of focus for all communication with IB offices regarding the MYP
- Ensure that all requirements of the IB concerning implementation of the programme are adhered to by the School
- Support in the development and implementation of the relevant school policies such as language, inclusion, and assessment policies
- Coordinate orientation programmes and parent information sessions as required

Documentation and Resource Management

- Lead the process of developing and reviewing the school's curriculum documents, including the programme of inquiry and scope and sequence documents.
- Lead the development of the MYP applications and action plan; manage and monitor the plan and participate in the formulation of the school's strategic development plan and other requirements of accrediting bodies.
- Monitor and evaluate the effective use of educational resources and equipment to ensure that they support student learning and inquiry

Curricular Responsibilities

- Ensure that teachers differentiate the teaching and learning opportunities for children
- Ensure the balance between transdisciplinary and disciplinary learning
- Ensure that the curriculum provides opportunities for student-initiated actions
- Ensure that teachers communicate and help learners and parents understand the assessment criteria
- Liaise with Heads of Department to ensure a scope and sequence (including global contexts and Approaches to Learning) are in place and adhered to for each academic department
- Ensure the consistency and development of MYP unit planners in each academic department
- Lead and participate in curriculum review and development for each academic department
- Develop interdisciplinary links through year groups and subject departments
- Lead the integration of embedded service learning programmes in Years 7-11
- Work with the PYP and DP Coordinators to ensure overall curriculum continuity and progression across the school and between the programmes

Communication

- Provide a liaison between the school and the IB
- Set up systems for communication and collaboration among all staff members involved in implementing the programme and for the whole school community
- Prepare and submit any documentation required for authorization and evaluation
- Develop and present orientation programmes and other information sessions for MYP parents
- Ensure effective communication and collaborative planning and reflection among all staff members
- Provide outreach to the wider MYP community

Professional Development

- Develop a professional development plan for the school that promotes the attainment of goals listed in the action plan.
- Work closely with the Leadership Team, including the PYP and DP Coordinators, to organize and assist with the professional development of teaching staff
- Support new teachers in the school through a MYP induction programme

Position Requirements

- A relevant degree and teaching qualification
- Experience of teaching the MYP (minimum of 5 years)
- Experience as an MYP Coordinator
- Experience and knowledge of curriculum design and development
- Experience in an international school environment
- Sound understanding of shared pedagogical leadership and collaborative planning
- Evidence of continued relevant professional development, including significant IB training
- Commitment to ensuring high standards of teaching and learning
- Experience in teaching learners with diverse needs including second language learners of English
- A competent, confident and effective communicator
- Innovative, flexible and technologically adept
- Highly developed interpersonal and teamwork skills
- Ability to work under pressure and to deadlines
- Demonstration of the highest levels of linguistic excellence, pedagogy, professionalism and commitment
- Ability to represent and promote the ethos of the School in the wider community at a professional level

REMUNERATION PACKAGE

A highly attractive package will be offered to the successful candidates, including: competitive salary; accommodation allowance; gratuity; education allowance for children; flights; and medical insurance.

APPLICATION

Closing date: Wednesday 7 December

All applications should be submitted online via the following link (<https://uptic.net/job/225>). You are required to complete your online profile and supporting statement and upload your CV. The online profile is straightforward to complete and can be completed and saved in stages before submitting your final application. Your supporting statement should explain your reasons for applying for this position, why you feel you are a strong candidate for the role and any other information which you feel is relevant.

If you have any queries about applying for the post, please email Nicola Dudley, Director of Education for Malvern College International Schools, at InternationalHR@malcol.org.

You must give details of **three** referees, of which one must be your most recent employer. If shortlisted, we will contact your referees prior to interview. Malvern College Hong Kong reserves the right to contact any of your previous employers but, if not listed as referees, we will only do so after discussion with you.

All applications will be acknowledged within three working days of submission, and thereafter you should only expect to be contacted if we wish to take your application further.

Please visit the Malvern College Hong Kong website: www.malverncollege.org.hk

Contract type: Full Time, Two years (Renewable)

Closing date: Wednesday 7 December 2016

Initial interviews by Skype: 4-13 January 2017

Final interviews: To be confirmed

Malvern College Hong Kong is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo child protection screening and appropriate pre-employment checks. Please note that we will need to take up the references provided in your application form prior to interview.