



# MALVERN

COLLEGE QINGDAO

## 青岛墨尔文中学

### **Deputy Head Pastoral and Boarding**

Appointment to take effect from April 2017  
or as soon as possible thereafter

QINGDAO, SHANDONG PROVINCE, CHINA

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445 students (rising to 850 in 3-5 years) • 14 to 18 • Co-educational • Boarding





Dear Applicant

**DEPUTY HEAD PASTORAL AND BOARDING**

Thank you for your interest in the post of Deputy Head Pastoral and Boarding at Malvern College Qingdao. We are seeking to appoint an enthusiastic and dedicated educational leader to this post for April 2017 or as soon as possible thereafter.

Malvern College Qingdao (MCQ) opened in September 2012 with the aim to be a leading British style boarding school for the education of the young people of China and of the wider region, preparing them to move on to the foremost universities of the world. It occupies an extensive and beautiful campus adjacent to a leading private university.

This post offers an exciting opportunity to make a real contribution to international education through helping combine the best of both British and Chinese educational expertise in a partnership with one of the UK's leading independent schools, Malvern College.

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

Kind regards

**Mr John Kenny**  
**Headmaster**  
**Malvern College Qingdao**



## **MALVERN COLLEGE QINGDAO**

<http://www.malverncollege.cn/en/>

Malvern College's first international campus, Malvern College Qingdao, opened in September 2012. Located in Qingdao, in China's Shandong Province, Malvern College Qingdao is thought to be the first purpose-built international secondary school for Chinese nationals that is backed by a leading independent UK school and licensed by the Chinese authorities.

Now in its fifth year, the school currently has around 450 pupils and is growing rapidly towards an ultimate capacity of around 850. The school operates from a new purpose-built campus of around 50 acres, which includes fantastic facilities such as an indoor swimming pool, a fitness suite, a very well equipped visual and performing arts centre and third-generation Astroturf. The famous Laoshan mountains, birthplace of Taoism and the source of Laoshan spring water, form a backdrop to the campus.

Malvern College Qingdao is a full boarding school offering IGCSEs and A-levels. In general, Chinese junior high school graduates with a good level of English can enter Upper 5<sup>th</sup> and complete these courses in 3 years. Younger students can apply for Foundation Year or Lower 5<sup>th</sup>, which ensures valuable time for a greater focus on developing high level English skills alongside the curricular programme.

Subjects currently offered for external examinations include Maths, Further Maths, Chemistry, Physics, Biology, Business Studies, Economics, Computer Science, Geography, History, Music, Art and Chinese. English as a Second Language is taken at IGCSE and students receive thorough preparation for IELTS/TOEFL exams. All students have General Studies lessons and regular Physical Education sessions.

Malvern College Qingdao offers a rich programme of co-curricular activities and is a registered body for the International Duke of Edinburgh award scheme. There is an active Music department and regular opportunities to perform.

All students are supported through a comprehensive pastoral system, with support from their Form Tutors and Heads of Year, and in the boarding houses by their Heads of House and Deputies.

The school is managed by the Headmaster, John Kenny, and his Senior Management Team in partnership with the College's Chinese partners.

Qingdao is a major seaport in Shandong Province, looking out over the Yellow Sea and one hour's flight from Beijing and Seoul. It has a rich heritage and a temperate climate. It is one of the most affluent and fastest growing cities in China. It has one of the best air qualities in China.

## **Malvern College International Schools (MCIS)**

### **Background**

Malvern College International Schools (MCIS) is a family of schools each of which has their origins in Malvern College, a leading independent school in the United Kingdom. Founded in 1865, Malvern College is set in a beautiful 250-acre campus which offers first-class facilities to its pupils. Malvern College is a co-educational boarding and day school for pupils aged 13-18 and has a strong academic focus complemented by an extensive co-curricular programme that fosters all-round individual development.

The development of Malvern College International Schools can be seen as a natural extension of Malvern College's long established commitment to developing international mindedness and educating students from diverse international and cultural backgrounds around the world.

Malvern College overseas schools offer internationally recognised academic programmes and embed the specific features of a Malvern College education, the ethos and values, whilst providing an education provision reflective of the cultural context in which each school operates. Each overseas schools focuses on helping students achieve their full potential, wherever their talents may lie, and preparing them for a university education in any English speaking country in the world.

Malvern College opened its first overseas school, Malvern College Qingdao, in September 2012, with Malvern College Chengdu opening in September 2015. Malvern College Egypt opened in September 2016, and will be closely followed in 2017 by the opening of Malvern College Pre-School Hong Kong followed by Malvern College Hong Kong in 2018.

Malvern College UK works in close partnership with each overseas schools. Whilst all Malvern College overseas campuses are independent institutions in their own right, 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.

### **Working with Malvern College International Schools**

The success of each school depends on a committed, inspiring and experienced team of staff with a clear understanding of the British independent education ethos embedded in the school and the flexibility to adapt to the demands of living and working in an international setting.

The academic and pastoral provision in our overseas schools is staffed predominantly by fully qualified, experienced, native English speaking teachers. The large majority of teaching staff come from the UK, many having taught in other international schools previously. Our staff all demonstrate a full commitment to the holistic education which is at the heart of a Malvern education, contributing fully to the academic, co-curricular and pastoral provision, and life in boarding houses where applicable.

Expat staff work closely with local support staff to ensure strong communication between school and home and a smooth transition to an international British curriculum school environment for all students.

All staff in Malvern College International Schools must show a commitment to safeguarding and promoting the welfare of children and young people and must follow policy guidance set out in the MCIS Safeguarding Framework. All staff are required to undergo pre-employment checks prior to appointment and to undertake regular Safeguarding training.

### **Benefits of working with Malvern College International Schools**

- Each school works hard to create a strong sense of community for staff to minimise any risk of cultural isolation, providing support with provision of accommodation, transportation, regular social events and a strong team dynamic.
- A comprehensive Welcome and Induction programme is provided for all new members of staff.
- As part of a family of schools, teaching staff can benefit from inter-departmental liaison across the schools, exchange opportunities, and career progression both within a school and between schools.

## **A MALVERN EDUCATION**

The personal qualities of its staff, their enthusiasm and commitment are instrumental to a school's success. Malvern College overseas schools wish to attract the highest calibre of staff sharing the same vision as us.

### **Educational Philosophy**

We believe that a Malvern education develops individuals who are confident, equipped to engage with a range of people from all walks of life beyond school, and inspired to make a difference as individuals to society at large.

The broad academic curriculum, complemented by an extensive sporting, musical, artistic and dramatic co-curriculum and under-pinned by a strong emphasis on pastoral care, encourages individuals to maximise their potential. Stimulated and challenged by the Malvern experience, our students more frequently exceed expectations than match them. The emphasis on individual achievement has its counterpoint in our encouragement of teamwork, co-operation and service to others.

We believe it is important for our pupils to have a firm commitment to deep-rooted values, and to be flexible, pragmatic and open to new ideas. We seek to be inclusive and fair, respecting members of all cultural backgrounds, and promoting responsible and active citizenship. We aim to build self-discipline, self-confidence, and to develop communication and leadership skills in our students who emerge as lively, articulate young adults ready to contribute widely to the global community.

We believe in creating a student-oriented, interactive learning environment where students learn to question, to communicate their ideas effectively, to work independently, to problem-solve and to develop resilience by persisting with tasks they may find challenging. We support and seek to stretch our students.

### **Key Features of a Malvern Education**

Whilst each Malvern College overseas will develop to fit in with the local culture, regulations and needs of the students, at the heart of each school is a common ethos and set of values to which all staff must show commitment:

- 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

## **JOB DESCRIPTION**

The Deputy Head Pastoral and Boarding will have a key role in overseeing all aspects of the pastoral and boarding provision at MCQ. There are currently seven Houses in operation at MCQ, each of which is administered and guided by a Head of House supported by their Deputies and Assistants. The care and development of each pupil as an individual is the school's primary concern, enhanced by living as members of a community.

The Deputy Head Pastoral and Boarding reports to the Headmaster.

### **Key responsibilities of the Deputy Head Pastoral:**

- to oversee all aspects of the boarding and pastoral care of pupils, reporting to the Headmaster;
- to line manage the Heads of House, Deputy Heads of House and Heads of Year;
- to liaise with the Headmaster for the training of staff on pastoral matters;
- to be responsible to the Headmaster for the co-ordination of Life Skills (PSHE) provision in the school;
- to discuss matters of policy and procedures and to attend regular meetings;
- to liaise with the Medical Centre and the Safeguarding Designated Officer;
- to be responsible for matters of discipline concerning pupils and implementing any changes deemed necessary;
- to enforce the observance of School Rules by all pupils and to make any changes to the Rules as deemed necessary;
- to oversee the standards of dress, appearance and behaviour of pupils;
- to manage and liaise with the Student Council;
- to oversee the operation of rewards and sanctions;
- to ensure that record keeping in Houses is maintained appropriately;
- to ensure the effective implementation of the tutorial system;
- to liaise with parents as required;
- to support the Head in the promotion of the school to prospective parents and pupils.

These details are a guide to the duties and professional responsibilities required and are not an exclusive, or extensive list.

## **PERSON SPECIFICATION**

### **Essential experience and skills**

The successful candidate must have:

- A good degree and a teaching qualification;
- Senior or middle management experience in a British School, either in the UK or overseas;
- Experience of managing staff in a pastoral setting within a British school and promoting student welfare, ideally within a boarding environment;
- Teaching experience in different schools in the UK and overseas, ideally with experience of teaching GCSEs/IGCSEs and A Levels;
- A commitment to continuing professional development;
- Experience of developing and reviewing school-wide policies to improve pupil standards and deliver school objectives
- An effective communicator with strong supervisory and leadership skills;
- Experience of teaching children for whom English is a second language;
- The stature and experience that will enable her/him to deputise for the Headmaster when required;
- A record of success in the skill set they bring to the College;

### **Essential character attributes**

The ideal candidate will be able to demonstrate the following:

- A commitment to the protection and safeguarding of children and young people;
- Collaborative and supportive of colleagues within MCQ and within the wider community of the school;
- Respectful of and valuing different experiences, ideas and backgrounds that others can bring to a team;
- Resilient, with the ability to work under pressure and manage time effectively to deliver MCQ goals;
- A willingness to work as a member of a team and report to the Headmaster in leading and managing MCQ;
- An understanding that working in a boarding school demands a high time commitment during term time;

## REMUNERATION PACKAGE

A highly attractive package will be offered to the successful candidate including: competitive salary; furnished accommodation; annual leave; flights and basic medical insurance.

Please note that MCQ can only offer education to staff children for IGCSE and A levels.

Due to visa restrictions partners may only be employed if they also hold a degree and relevant qualifications.

Contracts are for two years initially with the possibility of extending.

## APPLICATION

### **Closing date: Wednesday 14 December 2016**

All applications should be submitted online via the following link [click here](#) You are required to complete your online profile and supporting statement and upload your CV. 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.

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 Qingdao 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.

**Contract type:** **Full Time, Two Years (Renewable)**

**Closing date:** **Wednesday 14 December 2016**

Initial interviews will be held by Skype. Final interviews may be conducted in person either in Qingdao or in the UK. We may be in contact with applicants to arrange Skype interviews at any point following the submission of an application. Malvern College Qingdao reserves the right to appoint an outstanding candidate at any time during the recruitment process.

Malvern College Qingdao exists to provide a quality all round education for pupils and 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.

For any enquiries regarding teaching vacancies in Malvern College International Schools please email [InternationalHR@malcol.org](mailto:InternationalHR@malcol.org).