



TAYLOR'S
INTERNATIONAL SCHOOL
Kuala Lumpur



Candidate Brief

Head of Secondary School,
Taylor's International School,
Kuala Lumpur



Head of Secondary, Taylor's International School Kuala Lumpur

Post to commence in August 2018

Dear Applicant

We are currently looking for an experienced and inspirational Head of Secondary with clear, strategic vision and the ability to motivate and inspire students, staff and parents. This is a great opportunity for an existing Head to join and lead a superb staff, who are committed to the continuous improvement of the school.

The vacancy arises as the current Head of Secondary moves to a new opportunity after three years in post. The successful candidate will further develop a highly effective Secondary team in an innovative and thriving school.

This post is a Senior Management role and is supported by a generous remuneration and benefits package, reflecting the importance placed upon securing an individual of the highest calibre.

Details of the package will be discussed with all shortlisted candidates.

This brief provides information about the School; and outlines the scope and responsibilities of the post. You are encouraged to visit the school website and social media channels in order to gain a comprehensive overview of the school as a whole and the Secondary School in particular.

I do hope having read this candidate brief, and satisfied yourself that you have the necessary skills and experience to fulfil the role, that you will wish to pursue the vacancy further. All applications will be handled in the strictest confidence and the information you provide will be used solely for the purposes of recruitment.

Yours sincerely

Peter Wells

Principal

Interested applicants should email their resume (including the contact details for two referees and a passport photograph) and application letter of no more than two sides of A4, to recruit2018@kl.tis.edu.my

Candidate Brief

Head of Secondary School, Taylor's International School Kuala Lumpur, Malaysia

Background

Taylor's International School, KL is a privately owned school near the centre of Kuala Lumpur in Malaysia.

The school was established in 1991 by the Taylor's Education Group, as a Malaysian curriculum school, called Sekolah Sri Garden, and operated alongside its sister international school; Garden International School. Sri Garden became a very successful and desirable school over the following years collecting a number of awards and accolades as a Malaysian school. As the Malaysian educational landscape changed in the late 2000's, the Board decided to transform Sri Garden to an English based international school. This transformation took five years, with the school operating a dual stream curriculum during that time. In 2014 the school officially changed its name to Taylor's International school, Kuala Lumpur, and by 2016, there were only students in the international curriculum. In keeping with its Malaysian heritage, the school follows a southern hemisphere school year, starting in January and finishing in November.

The school still occupies a purpose built campus near the centre of KL, built in 1991. TIS KL provides quality education to nearly 1800 students from Nursery to Year 11 through the English national curriculum using the International Primary Curriculum (IPC), and IGCSE courses. The majority of students are Malaysian nationals and the remaining students are dependents of expatriates working in Malaysia on short to long term assignments. The school is oversubscribed in many year groups.

Taylor's International School KL is owned by Taylors Education Group. Other schools in the group are Garden International School, the Australian International School of Malaysia, and Nexus International Schools, in both Malaysia and Singapore. The group also includes Taylor's University, and Taylor's College offering A level and Australian matriculation courses. The TIS brand is the newest member of Taylor's schools, and is aimed at Malaysian families, with the prospect of further TIS schools around the country. The second TIS school opened in 2015 in Puchong, a suburb south of KL. The fee structure at Taylor's international schools is managed to make sure that it is more affordable to Malaysian families and as such, the majority of the teaching staff at the schools, are also Malaysian.

TIS KL is administered by a Board of Governors (BOG): made up of the owners, Head of Taylor's Schools and an independently invited Chair of Governors. The School Leadership Team meet once a month with the President of Taylor's Schools and four times a year with the BOG. The Board delegates responsibility for the leadership, management and operation of the school to the Principal. TIS also has a central 'hub' office to manage the non-academic aspects of the schools. This office has managers for finance, HR, Marketing, ICT and facilities, who operate across both TIS campuses to make sure there are consistent administrative processes.

The Heads of Primary and Secondary and their teams work closely together with the Principal on the leadership and management of the whole school. They also work closely with their equivalents at the Puchong campus. Each Head of School has the responsibility for the day to day running of their section in conjunction with the Principal.

The Secondary Leadership Team consists of:

Assistant Head: Academic Operations

Assistant Head: Guidance

Assistant Head: Teaching and Learning

Assistant Head: Curriculum Design Innovations and Projects



Our Purpose Statement:

“To educate the youth of the World to take their productive place as leaders in a global community”

Our Core Values:

RESPECTING and caring for each other
being dedicated to a culture of **EXCELLENCE**
openness in **COMMUNICATION**
acting with **INTEGRITY**
Being **PASSIONATE** in what we do
Creating **ENJOYABLE** environments

Our Student Outcomes:



PASSIONATE LEARNERS

We encourage students to be enthusiastic, inquisitive and to use initiative in their learning.

We want to nurture a passion for learning that inspires them to be self-motivated, and always strive for the best, to know their purpose and seek out new knowledge.

GLOBAL CITIZENS

Our programme also exposes students to global themes that will give them a better understanding of the world, to be considerate of others perspectives, how their actions may impact others and the environment, and how to contribute positively to enrich the world.

RESPECTFUL AND CARING INDIVIDUALS

Students will learn to respect themselves, the community and the environment. We will nurture qualities in students that will help them care for their surroundings and for others, to practice good manners and to pursue healthy lifestyle choices.

RESPONSIBLE LEADERS

Students are helped to become exceptional leaders for the future. They will learn to be responsible and conduct themselves in an exemplary manner, to be productive and inspire the best in others for the greater good.

RESILIENT INDIVIDUALS

We aim to produce confident, articulate and analytical learners who can embrace change in an ever-evolving environment. Students will learn to become focused, independent spirits who are enterprising problem solvers.

Achievements at Taylor's International School Kuala Lumpur

The school has gained a very good reputation in the city, with students coming from a wide catchment area to attend the school. Currently many year groups are oversubscribed.

Performing Arts students have shown themselves in a very strong light, being invited to perform at shopping malls for the different Malaysian festive seasons, as well as at celebration events throughout the year.

In the sporting arena, the school is a leading player in inter-school competitions, winning many of these events, and proving to be a strong adversary on the sports field.

At the end of KS2, our students made excellent progress, especially when compared to their UK equivalents. At IGCSE, students continue this, with in 2017, 50% achieving A*/A grades and 85% achieving A*-C grades. In the last five years that the school has been sitting IGCSE papers, twenty-one students have achieved 'Top in the World' or 'Top in Malaysia' CIE learner awards.



Role description

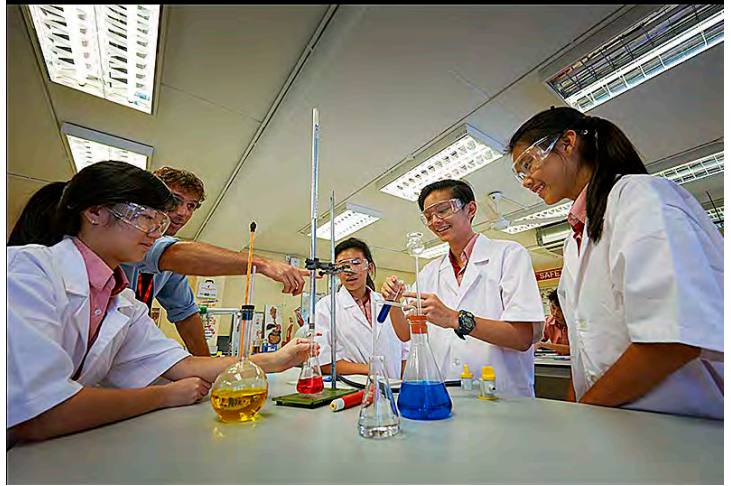
The Head of Secondary is responsible for the strategic leadership and operational management of the School and is accountable to the Principal for delivering the highest standard of education and guidance care.

Key Responsibilities

TIS schools follow a common structure and vision, and are administered by an Operational Hub. The leadership team of each TIS, which includes the Head of Secondary, will work closely with the Operational Hub.

Main Responsibilities of the Head of Secondary include:

- Lead and manage the Secondary section to achieve at the highest levels of expectation, and to help the school become the parent's school of choice.
- Plan effective strategies and programmes for the development of the Secondary section for the short, mid and long term, in alignment with the priorities of the School
- Lead the Secondary section based on best practices to achieve a culture of excellence at all times and in all aspects of the Secondary education.
- Monitor the standard of teaching by ensuring that all teachers are observed and evaluated at regular intervals.
- Lead the CPD for the section based upon requirements.
- Monitor student achievement and initiate differentiated programmes to ensure that all students are able to succeed to the best of their abilities.
- Monitor student behaviour and work with the student guidance teams to identify and support student welfare issues.
- Ensure that all dealings with members of the school community are conducted in a professional manner where there must be mutual respect and willingness to listen to both sides
- Stay abreast of developments in private education in general and international education in particular.





Person Specification

Experience

- At least a first degree and teaching qualification
- Demonstrable knowledge of the IPC, or IGCSE programmes
- Previous leadership experience in an international school or an established UK school, as a Deputy, Assistant Head, or Head.
- Experience of managing change and leading innovation
- Experience of managing a diverse multicultural team
- Experience of using technology for learning
- Evidence of leading Continuing Professional Development activities for teaching and non-teaching staff

Applicants should have;

- passion about students' learning and development
- a deep understanding of the current literature regarding teaching and learning
- a proven record of experience in a leadership position of a successful school
- strategic awareness and the ability to think creatively
- people management skills coupled with the ability to act as a coach to team members
- high level of integrity with an appreciation of working with diverse cultures
- excellent communication skills



Whole School Improvement Plans 2018-2022

1. Academic

- Quantum School accreditation
- Develop IPC in EY
- Review IGCSE subjects, including introduction of First Language Malay
- Accreditation for IPC

2. Academic support

- Continue to infuse character education into the curriculum
- Continue to develop the ICT strategy
- Continue to develop Curriculum Support, and English as an Additional Language
- Continue to expand the use of Engage in supporting school processes.

3. Staffing

- Health and wellbeing
- Expand the use of BlueSky to drive the CPD programme

4. Campus and buildings

- Development of the car park and swimming pool

5. Students

- Develop careers and higher education
- Enhance the student council and student leadership opportunities
- Records of achievement.
- Health and wellbeing

6. Parents

- Communication to parents
- Marketing in a very competitive market



Living in Malaysia

The country is multi-ethnic, and multi-cultural, with three main ethnic groups that make up “1 Malaysia” (Malay, Chinese and Indian). The constitution declares Islam the state religion while protecting freedom of religion. As a multi-ethnic country Malaysia is a fascinating place to live with many cultural festivals and a wide choice of superb food.

The climate in Malaysia is tropical. The north-east monsoon (October to February) deluges Borneo and the east coast in rain and often causes flooding, while the west coast (particularly Langkawi and Penang) escape unscathed. The milder south-west monsoon (April to October) reverses the pattern. The southern parts of peninsular Malaysia, are exposed to both but even during the rainy season, the showers tend to be intense but brief. It is simple to say that the weather in KL, is either hot and wet, or hot and dry!

Living in KL is a very pleasant experience. Housing is reasonable and there are many options in terms of where to live and types of accommodation. New staff are often amazed at how inexpensive supplies and services are especially when compared to Europe – though there are times when it is necessary to remember that Malaysia is a developing country.

For those who like travel, Kuala Lumpur acts as a gateway to destinations all over South East Asia and beyond. Being a base for Air Asia fares to many cities in the region are relatively inexpensive.



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recruit2018@kl.tis.edu.my

Tel: +603 8932 5000

www.tis.edu.my

www.facebook.com/TISKL



Member of Taylor's Education Group