



MALVERN

COLLEGE EGYPT

New Cairo, Egypt

Head of Primary

For August 2018



01.

WE ARE SEEKING to appoint an inspiring and successful leader to the role of Head of Primary to lead the Primary School through the next phase of the College's development. Opened in 2016, Malvern College Egypt is now an established school with a strong reputation locally. This is an exciting time to join the school and continue to build on the momentum and high quality established in early years.

The successful candidate will:

- enjoy the professional and personal rewards and challenges which come with working in a school still in its infancy in a multicultural environment
- join a supportive and collegiate staff network with a strong vision for the school
- join a highly professional College Leadership Team which includes the Headmaster, Heads of Primary and Secondary and CEO.
- lead by example and play a full part in the College's commitment to holistic education with a strong emphasis on pastoral care, academic and co-curricular programmes
- receive an attractive tax-free financial package including accommodation, annual flights, medical and other benefits
- be able to make the most of holidays and long weekends to explore the cultural highlights of Egypt and further afield.



Malvern College Egypt

MALVERN College Egypt opened its doors to its first students in September 2016. Located in the prosperous suburb of New Cairo, Malvern College Egypt is an international day school for students aged 3-18. The student body is drawn from local and international families. The school is conveniently situated near the ring road between Maadi and Katameya and close to the airport.

Malvern College Egypt currently has around 530 students in Nursery to Year 10 and is expected to grow rapidly to an ultimate capacity of 1500 in Years 1-13. A full range of co-curricular activities such as sport, music, drama, art, debating and The Duke of Edinburgh International Award Scheme is available in addition to the rigorous academic programme. During the opening year two very successful residential trips took place: a skiing trip in the Alps and an outdoor education week at Wellspring.

The curriculum in Early Years and Primary follows the English National Curriculum, enhanced and adapted to meet local requirements. In the Secondary School, students follow the English National curriculum in Years 7-8, IGCSEs in Years 9-10/11 and, after authorisation, the International Baccalaureate Diploma Programme or A Levels in Years 11-12/13. In Egypt schooling can end in Year 12 rather than Year 13, although MCE offers both 12 and 13 year pathways. Subjects currently offered include English, Maths, Biology, Chemistry, Physics, (Combined Science course at IGCSE), French, Arabic (Foreign Language or First Language), Geography, History, Art & Design, ICT or Computer Science and Music. Arabic Studies are undertaken by all Egyptian students. All students take part in a programme of Personal, Social and Health Education (Life Skills).

The purpose-built campus is very well equipped and includes a three-storey library and media centre, dedicated music studios with music practice rooms, a

dance studio, a 25m six-lane swimming pool, a beginners' pool for the Early Years, a basketball court, a 7-a-side All-weather surface pitch and a 550-seat theatre, all designed around a stunning central piazza.

The school is led by the Headmaster and CEO, supported by the Heads of Secondary and Primary, and is managed in partnership with the College's Egyptian partners: The Worldwide Group for Investment and Development owned by the Azazy Group.

To find out more about Malvern College Egypt please visit <http://malverncollege.edu.eg>



“There is a collegiate atmosphere amongst MCE staff. The leadership have established a professional ethos which is always supportive, with clear aspirations to develop a high quality international school.” All quotes are from current MCE teachers

Working with Malvern College Egypt

WE UNDERSTAND that our teachers are the most important resource we have in order to give our students a first rate academic and holistic international education. We believe that education is about enrichment, not only of the individual but of the communities within which those individuals live and therefore of society in general.

The academic and pastoral provision in Malvern College Egypt is staffed by fully qualified, experienced, native-level English speaking teachers. The large majority of teaching staff come from the UK, many having taught in other international schools. Our staff all demonstrate a full commitment to providing a holistic education which is at the heart of a Malvern education, contributing fully to the academic, co-curricular and pastoral provision.

“The Heads of School really support their staff which gives staff the freedom to try new ideas and concepts. The student population is very good and really appreciate their teachers.”

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

Following appointment the HR department will assist with all administrative and visa-related matters to ensure you have a smooth transition to MCE. A comprehensive induction programme is run each August to help with settling into the school and local area. A good number of teachers have moved to MCE with their children bringing a strong family feel to the school and staff community. The school introduces new staff to the local community associations and clubs which cater for the expat community.

“Cairo is a very easy place to live which surprised us. You really don’t want for anything here. The Egyptians are incredibly friendly people.”



Living in Cairo

CAIRO is an exciting and vibrant place to live. With just a 5-hour flight from the UK and a wide choice of cheap flights to places further afield in North Africa, the Middle East and South East Europe, it is an ideal location to be based for work and travel.

“The highlights of living in Cairo?....going to see the Pyramids and the Sphinx at Giza, which are only a 30 minute car journey from our apartments; seeing the Citadel and the Souk; visiting the church of St Simon cut into the rock. Zamalek is an interesting area for a variety of art galleries and evening events at the elegant Cairo Opera house.”

“Maadi is easy to negotiate on foot. There are local shops and superb, friendly restaurants where I often enjoy affordable evening suppers and leisurely weekend breakfasts. At the weekend there are early morning groups of runners, heading towards the local gyms or Yoga Centre, which provides a sense of wellbeing in the local expat community.”



“Egypt is a fantastic setting. It is so full of history and culture. Cairo is a city that doesn’t sleep!”



Person Specification

The College is seeking to appoint an experienced and successful leader to the role of Head of Primary. This post has arisen as a result of our current Head of Primary deciding to move back to the UK after two successful leadership posts overseas. We are looking for an inspirational individual who will lead the next exciting phase of the College's development.

Essential requirements – you must:

- Have a proven track record of success in a senior leadership role and have the experience that will command the respect of pupils, parents, colleagues and the wider community
- Have a leadership style based on appreciating, supporting and nurturing the talents of those around you
- Be sensitive to the cultural differences you will find in Egypt and be willing to develop and maintain a cross cultural approach to work
- Be an experienced teacher and understand the needs of children aged 3 to 11
- Be an effective and influential communicator not only with native English speakers, but also with those from other cultural backgrounds
- Be committed to the protection and safeguarding of those in your care
- Be flexible, resilient and able to work well under pressure and manage your time effectively
- Be enthusiastic, possess a good sense of humour and have an open-minded approach to ways of working
- Relish the challenge of working in a young and growing school
- Be passionate and ambitious about the success of Malvern College Egypt

- Have an understanding and sympathy with the aims and ethos of British independent schools in general and Malvern College in particular
- Hold a Bachelor's degree and recognised teaching qualification

Desirable requirements:

- Hold a higher degree and/or management qualification
- Have experience in teaching children for whom English is an additional language
- Have experience of teaching outside the UK
- Be able to speak some Arabic

Your job will be:

- To be part of the College Leadership Team of Malvern College Egypt and to assist the Headmaster of Malvern College Egypt in building an institution with an outstanding local and national reputation
- To attract, retain and develop educational and managerial talent in the Primary School
- To pursue and encourage outstanding academic performance for all your pupils
- To work with the staff and pupils to create a hard-working and happy ethos based on mutual respect
- To be responsible for the academic life of the Primary school from EYFS to the end of KS2, ensuring the curriculum is appropriate, planned and delivered along with the necessary accreditations
- To be responsible for the pastoral life of the Primary School ensuring that pupils and staff are cared for, supported and nurtured
- To maintain good discipline in the Primary School
- To work with all stakeholders to develop and implement the strategic direction of the Primary School

- To review and embed all necessary policies, systems and procedures for the smooth running of the Primary School
- To drive the marketing and admissions process for the Primary School with an adherence to quality and to develop and sustain good relations with parents
- To promote the values and ethos of Malvern College
- In conjunction with the Headmaster of Malvern College Egypt, to work with all stakeholders in developing and maintaining excellent external relations with the communities of Cairo and the wider communities in Egypt and beyond

Remuneration Package

A highly attractive package will be offered to the successful candidate including: tax free salary; individual accommodation; medical cover; one return flight per year.

Application

All applications should be submitted online via the Malvern College International website. 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 initial queries about submitting your application, please email InternationalHR@malcol.org. Please note that we will not accept an email in place of the online application.

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 Egypt reserves the right to contact any of your previous employers. Please note that we may take up the references provided in your application prior to interview.

All applications will be acknowledged within 3 working days of submission.

If shortlisted you will be contacted to arrange an initial interview via Skype. You may be contacted at any stage after submitting your application and the school reserves the right to appoint an outstanding candidate at any stage during the process.



Malvern College Egypt 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. All staff must follow policy guidance set out in the Malvern College International Safeguarding Framework and undertake regular Safeguarding training.

Malvern College International

MALVERN College International (MCI) is a family of schools: each has its origins in Malvern College, a leading independent school in the United Kingdom.

Malvern College in the UK is a co-educational boarding and day school for pupils aged 13-18. Founded in 1865, Malvern College has a strong academic focus with an extensive co-curricular programme that fosters all-round individual development. Malvern College works closely with our associated prep school, The Downs Malvern, which educates 3-13 year olds.

The family of Malvern College overseas schools endeavours to embed the specific features of a Malvern College education in their ethos and values, whilst providing an educational provision reflective of the cultural context in which each school operates.

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

Malvern College, UK works in close partnership with each of our 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 in the UK, travels on a regular basis to each school and carries out an annual Quality Assurance visit.

www.malverncollegeinternational.org

"Many MCE teachers take advantage of the relatively close resorts along the Red Sea which are easily accessible by car, bus or air. There is so much to explore, in Aswan and Luxor and of course River Nile cruises. Diving is growing in popularity amongst the staff with organised trips planned."



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A Malvern Education

THE PERSONAL qualities of its staff, their enthusiasm and commitment are instrumental to a school's success. Malvern College International schools wish to attract the highest calibre of staff all sharing the same Malvern College vision.

Key Features of a Malvern Education

Whilst each Malvern College overseas school will develop to fit in with the local culture, regulations and needs of the students, at the heart of each school are a common ethos and set of values:

- 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.

“Professionally I have learned to become more flexible. Every day is a new challenge and if approached with the right mindset, most goals can be met. On a personal level, experiencing living and working alongside many fantastic Egyptians has been rewarding.”

