

**HEAD OF SECONDARY
TENBY INTERNATIONAL SCHOOL, PENANG**

Job starts August 2025
Location Penang, Malaysia
Contract type Full Time
Contract term: Fixed Term

An amazing Head of School opportunity awaits you in Malaysia!

Purpose of Role

To lead our International Secondary School and its staff in delivering amazing learning and outstanding success for all students. To be a positive, reflective, and collaborative member of the campus leadership team, contributing to the campus-wide experiences of our students and our learning partnerships.

Tenby International School Penang

Located in Tanjung Bungah, Penang, Tenby Schools Penang stands out for its state-of-the-art STEAM Engine building, bringing Robotics, Virtual Reality, Music and Technologies into everyday learning, making it one of the leading schools in Malaysia for STEAM - Science, Technology, Engineering, Arts, Mathematics-focused education. Students work together in learning spaces such as the Robotics and Coding Lab, Makerspace, Black Box Theatre, Food Technology Kitchen and more. This ensures that they develop creativity, problem-solving, and practical skills, preparing them for an evolving world. Every learner is empowered to innovate and take on challenges with confidence.

Our unique campus hosts two parallel educational streams: Tenby International School, where students follow the International Primary Curriculum, the National Curriculum for England and IGCSE, and Sekolah Sri Tenby, which delivers the Malaysian National

Tenby Schools Penang

Fondcare Sdn Bhd (672861-U)
No. 2, Lintang Lembah Permai 1, Tanjung
Bungah, 11200, Pulau Pinang, Malaysia

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Curriculum.

Students in both streams benefit from a global perspective that balances academics with a rich variety of pastoral care and after-school activities. This approach ensures their personal growth, helping them thrive both inside and outside the classroom. Our excellent reputation is due to our strong emphasis on providing students with wider experiences, by encouraging participation in activities such as the International Learning Opportunities for Students programme (ILOS), The Duke of Edinburgh's International Award, Model United Nations, to name a few. Our diverse campus hosts students from over 30 countries, and there is strong emphasis on multiculturalism.

Tenby Schools Penang is proud to be part of the International Schools Partnership, iSP – a global community of over 90+ schools across 23 countries dedicated to growing the world's most curious, confident minds. Our holistic approach fosters both academic excellence and character development. This commitment is reflected in our Learning.First™ approach, which places students at the centre of their learning journey.

With nearly 60 years of pioneering experience in international education in Malaysia, Tenby Schools Penang has established a reputation for excellence in staff development and delivering high-quality teaching and learning.

Located on the beautiful island of Penang, we are one of the leading schools in the region.

If you're looking for a vibrant, progressive, and supportive school community, we encourage you to explore more about Tenby Schools Penang. Visit our website at <http://www.tenby.edu.my/penang> or follow us on social media to stay updated.

We look forward to welcoming talented individuals who share our commitment to excellence in education.

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ISP Malaysia

ISP Malaysia operates the Tenby Schools, Asia Pacific Schools and Straits International Schools where we are strategically located covering the Klang Valley, Perak, Penang and Johor within Malaysia. Our experience in education excellence helps us provide amazing learning experiences for students as young as 3 years up to 18 years old. Our schools in Malaysia follow the international school curriculum comprising IGCSE and A-levels, starting at the kindergarten level, while 5 of the schools also offer the Malaysian National Curriculum. While the national and international schools and classrooms are separated, facilities and non-curricular activities are shared between the schools. With over 8,500 students, we have a 60-year history in the country providing education to students and have gained a reputation for excellence and high standards in education.

Key benefits

- A culture of engagement and trust, where staff contributions are recognized and valued.
- A passionate and motivated team of professionals who put children at the heart of decision-making.
- An embedded whole campus commitment to professional development and a commitment to serving others.
- A peer network of like-minded teaching colleagues and support from non-academic staff.
- Access to expertise, best practice sharing and learning opportunities across countries and cultures.
- A commitment to employee well-being.

Role Head of Secondary

At Tenby Penang, every student is valued, and we want them all to experience amazing learning and outstanding success. By the time they leave us, we want them to be confident and ready to shape their futures. We are looking for someone who shares our

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vision for our young people and who is ready to work with us as part of our campus leadership team and in leading their school as we deliver that vision together.

As the Head of International Secondary, you will need to be passionate about achieving the best for every young person in your school. You will be knowledgeable about learning and how to guide staff in achieving amazing learning outcomes for students. You will be good at working with and inspiring your colleagues, our students, and their parents. You will be knowledgeable about keeping children safe, well, and happy, and appreciate the value of a strong, supportive school ethos and community.

Learning is at the heart of everything we do here at Tenby. We encourage our students to be curious, to take risks, to be resilient, and show creativity and adaptability in the learning process. We aim to be a place 'where confidence grows' so that our students take ownership of their learning and are ready to shape their futures through the Amazing Learning experiences we offer.

If you are an existing Head of School looking for a new challenge or an experienced Deputy Head of School ready to lead your school, then we have a community of passionate staff, students, and parents eagerly looking forward to working with you!

Skills, Qualifications and Experience

- Experience as a Head of Secondary School or in senior school leadership in a secondary school setting.
- Experience in an international setting is advantageous but not essential – more important is a willingness to listen and learn, to be open to diversity and to respect people's different experiences.
- A qualified secondary teacher with a relevant degree (essential) and has achieved or is working towards a recognized leadership qualification e.g., NPQH/NPQSL or Master's Degree in Education (desirable);
- Experience leading or in senior leadership at a school that follows the UK National

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Curriculum and prepares students for IGCSEs, with a track record of positive impact on student outcomes.

- Experience of working within a multilingual learning environment and knowledge of EAL provision (desirable).
- Has excellent interpersonal skills and the ability to engage and inspire staff, students, parents, and the wider school community.
- Can lead and manage a safe and caring school, ensuring clarity of culture and a positive ethos.
- Able to implement, monitor, and review practices that are clear and consistent and lead to successful outcomes for students.
- Able to combine professional intelligence and insight with the use of data to assure the effectiveness of school practice.
- Empower teachers in continually improving the quality of learning happening in their classroom.
- Can lead on whole-school curriculum implementation, review, and design so we continue to deliver amazing learning opportunities and experiences for all students.
- Ready and willing to work with the wider campus leadership team for the benefit of all students and the whole community.
- Able to develop effective relationships with all based on our values of integrity, honesty, and respect.
- Forward-thinking and ready to embrace the latest thinking and technologies where a positive impact on learning is evidenced, whilst being strategic and pragmatic in implementation.
- Prioritizes the safeguarding and safety of students and staff, with an awareness of appropriate behaviours, policies, and procedures including the principles of Keeping Children Safe in Education and Safer Recruitment.

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We offer:

This is a two-year contract with an option to renew at the end. Benefits include:

- Competitive salary
- Fee discount for children of employees
- Medical outpatient and insurance benefits
- Personal Accident insurance coverage
- **Generous contributions to an Employee Provident Fund (EPF) up to 23% of salary per annum (11% employee contribution + 12% employer contribution) payable as a lump sum on leaving Malaysia.**
- Fee reduction for children of employees
- Flight and shipping allowance at the beginning and end of the contract
- Support with accommodation for the first two weeks after your arrival

ISP Commitment to Safeguarding Principles

ISP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders are subject to appropriate vetting procedures, including an online due diligence search, references and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.

ISP Commitment to Diversity, Equity, Inclusion, and Belonging

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, ethnicity, sexual orientation and gender expression, age, disability status, neurodivergence, socio-economic background, or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.

How to apply:

Interested candidates are invited to send in a letter of application including the reasons

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for applying together with a comprehensive CV, a recent passport-size photograph, and contact details of three referees (one of which must be from your current school)

to hr.penang@tenby.edu.my

For more information about Tenby schools please visit our website at www.tenby.edu.my

Early application is encouraged as we reserve the right to appoint before the closing date **of 20 December 2024. Shortlisted candidates should be available for interview at the beginning of January 2025.**

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