



Search for a new HEAD OF SCHOOL

from August 2024

The Board of Governors of the Crescendo-HELP International School (CHIS) is looking for a new Principal (Head of School) to take over from the current Principal, Paul Starkie, in the summer of 2024, and has asked Search Associates to help them in their search.



A. THE SCHOOL

Crescendo-HELP International School (CHIS), established in February 2017, is built on a partnership between two leading organisations that share the belief that a quality education can help students achieve greater success and significance in their lives. The partnership between Crescendo Education Pte Ltd and the HELP Education Group delivers a world-class international education at an affordable cost. In a short period of just seven years, the school already has an enrolment of over 1000 students. Teaching staff are a combination of expat and local talent and are recruited from all over the world. They are selected based on their alignment to the values and vision of the school but also on their ability to develop 21st century competencies that will make our students both future and career ready.

The school is managed by HELP Education Services Pte Ltd., a subsidiary of the HELP Education Group, established since 1986. CHIS started with 200 students in its inaugural intake in February 2017. It now has a total population of 1,200 students from 23 nationalities and is targeted to reach 1,300 students by September 2024. The school, at full capacity, can accommodate an enrolment of 1,800 students. The Boards of Directors and Governors are unwavering in their support and commitment to the school and will do all they can to ensure that its extraordinary growth and success in its first seven years will continue for many more years to come, so that CHIS will firmly establish itself as a model and inspirational school, not only in Malaysia but also in the region.

CHIS is currently part of a group of 3 schools collectively managed by HELP Education Services (HES). The other two are in Kuala Lumpur (HELP International School) and in Kuching, Sarawak (Tunku Putra-HELP School).

The CHIS Board of Directors owns the school and oversees its financial management. The Board of Governors on the other hand comprises members with a distinguished background in educational management as well as from industry. The Governors oversee the academic quality and standards in line with the school's highest ideals and support the leadership in developing policies to ensure the smooth running of the school. The Senior Leadership Team is led by the Head of School (Principal), who is assisted by two Deputies in charge of the Primary and Secondary sections of the school respectively. There is an Assistant Principal who oversees the Pastoral Care and Learning Support for the whole school. Each section of the school is further supported by two Assistant Principals. These Assistant Principals form the middle leadership team in the school and are joined by five (5) Academic Coordinators, nine (9) Head of Departments and thirteen (13) Heads of Year. The academic team is well supported by an administrative team that has five (5) managers overseeing (a) finance (b) admissions and marketing (c) operations and facilities (d) human resources and (e) IT infrastructure and systems.

Curriculum

CHIS uses the International Primary Curriculum (IPC) in the primary section and the Cambridge curriculum in the secondary section. The school enters students for Cambridge IGCSE and A Level examinations. For admissions, the applicants do the CAT4 assessment with a written component used to determine English proficiency. Academic progress, gaps and barriers to learning and needs for academic support are tracked using the GL Assessments.



School Vision Statement

To help learners fulfil their full potential by providing an educational culture environment that enables all learners to experience the Joy of Learning.

B. THE PRINCIPAL (HEAD OF SCHOOL) – RESPONSIBILITIES

GENERAL EXPECTATIONS:

Create a challenging, effective, well-rounded international educational experience for the students attending the school.

Ensure that CHIS is a school of choice for teachers and staff to work in.

Make the school a priority destination for parents looking to give their children an international education.

REPORTING RELATIONSHIP:

The Head of School is responsible for the direction and supervision of all personnel who perform their respective functions within the school.

The Head of School reports directly to the CEO of HES and meets with the CEO regularly to provide updates on all aspects of school life.

The Head of School will also be expected to provide regular reports to the Board of Governors which oversees academic standards and the implementation of the school's Strategic Plan.



SPECIFIC RESPONSIBILITIES AND DUTIES:

Mission and Vision

- Maintaining and implementing the vision and mission statements of the school
- Directing students and staff towards the school's vision, mission and goals
- Implementing the current school Strategic Plan until 2025, and developing a new Strategic Plan to start in 2025, consulting and collaborating with Governors, teachers, parents and students.

Teaching and Learning

- Developing, monitoring, evaluating and promoting the school instructional programme
- Co-ordinating all school activities and programmes
- Working with the leadership team and Board of Governors to ensure current innovative educational practice, relevant curriculum content and regular assessment of educational quality
- Establishing and promoting high standards and expectations for all students and staff, with regard to both academic performance and behaviour
- Recognising and promoting the use of IT as an essential 21st century learning tool
- Actively promoting international education opportunities to help students develop global leadership skills and an understanding of global issues
- Coordinating student advisory groups and programmes.

Staff Recruitment, Management and Professional Development

- Leading the process of recruiting high quality teachers for the school
- Organising programmes for onboarding and orientation of new teachers and staff
- Planning and managing all staff assignments
- Ensuring all teachers receive systematic feedback on their performance at least twice a year.

Overall School Administration and Management

- Using meaningful data and statistics to make informed decisions on school improvement
- Effectively using technology for efficient administrative practices
- Leading the production of secondary curriculum and promotional documentation
- Establishing procedures for reviewing current policies and for making changes as needed
- Coordinating and supervising the management team, including the Deputy and Assistant Principals
- Leading the work of preparing teacher and student handbooks
- Overseeing the development and implementation of all aspects of the school calendar
- Strengthening community contacts and collaboration with community organisations
- Overseeing procedures for maintenance of permanent records
- Working with senior and middle leaders to maintain a fair and consistent behaviour management system for students
- Supervising and approving field trips, staff development activities, assemblies, report card distribution, parent/teacher conferences and other special events
- Attending school performances and fixtures
- Maintaining a positive, interactive and transparent relationship with the whole school community
- Contributing actively to, and creatively supporting, the whole-school administrative team
- Overseeing all school accreditation processes
- Performing such other duties as may be assigned by the CEO of HES.



C. THE PRINCIPAL (HEAD OF SCHOOL) – PERSON SPECIFICATION

ESSENTIAL QUALIFICATIONS AND QUALITIES:

- The completion of at least a post-graduate certificate in education – a recognised qualification in school leadership will be an advantage
- Experience of senior school leadership, preferably as Head of School, but strong candidates currently serving at Deputy Head level or an equivalent seniority level are welcome to apply
- The capacity to create and nurture a professional learning community focused on the continuous improvement of teaching and learning, supporting all staff to achieve high standards and with a commitment to their own learning and well-being
- Strong organisational skills
- Excellent communication and interpersonal skills
- A commitment to internationalism in education
- Experience of working in a multicultural context and sensitivity to cultural and religious practices unique to Malaysia
- Proven ability to impact student achievement in a school
- Sound knowledge and understanding of pedagogy and the ability to lead in teaching and learning
- A commitment to teacher training and the development of both local and expatriate staff
- Proven ability to work autonomously and collaboratively as a member of a leadership team with high levels of accountability
- Proven ability to produce and implement clear, evidence-based improvement plans and policies and lead innovation and change
- Proven ability to ensure the school's human, physical and financial resources are efficiently allocated and managed
- Proven ability to work well with a diverse school community and develop positive relationships with parents/families and the local community
- Experience of school accreditation processes, particularly that of the Council of International Schools (CIS) will be an advantage.



D. TERMS AND CONDITIONS OF THE APPOINTMENT

The initial contract offered to the successful candidate will be for 3 years, renewable thereafter by mutual agreement of the Head and the Governors. The new Head will be offered an attractive compensation package, commensurate with the responsibilities of the position, including the following:

- A competitive salary, with an optional Employees Provident Fund contribution
- Group Personal Accident Insurance
- Group Hospitalisation and Surgical Insurance
- Accommodation allowance
- Full tuition fees coverage for up to 2 children enrolled at CHIS
- Annual return airfares for the Principal (Head of School) and his/her dependents
- Relocation allowance (reimbursement basis)



E. THE APPLICATION PROCEDURE

Suitably qualified candidates should send to **David Cope of Search Associates – dcope@searchassociates.com - all the items below collated together in a single pdf** as an email attachment (to arrive as soon as possible, and **no later than Monday 4 September 2023**)

- a letter of application (no more than one page), briefly outlining why the candidate wishes to apply for this position and what specific skills, qualities and experience he/she can offer
- a CV (no more than two pages)
- a statement of educational and leadership philosophy (no more than one page)
- the names and full contact details of at least three professional referees (one of which should if possible be the leader of the applicant's current organization)
- a good recent head-and-shoulders photo

Interviews are scheduled to take place in September/October 2023, with the final round in Johor Bahru in October. However, the CHIS Board of Governors reserves the right to interview selected candidates, and if appropriate to finalise the appointment, in advance of this schedule.

Closing date: 4 September 2023

Applications to:

dcope@searchassociates.com

