



MALVERN

COLLEGE HONG KONG

Application for

PYP Co-ordinator
Hong Kong

For January 2018



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MALVERN

COLLEGE HONG KONG

Dear Applicant,

Thank you for showing interest in the position of Primary Years Programme Co-ordinator.

As the founding Headmaster of Malvern College Hong Kong I am incredibly proud to be associated with this exciting project. Our aim is to provide Hong Kong with a first-rate educational institution which combines very high academic standards with a genuine and passionate concern for educating the whole child. The values and ethos that underpin a Malvern education reflect this joint concern; to ensure not only that each young person's academic potential is fulfilled, but also that, through an active and wide ranging co-curricular programme, each young person will have had ample opportunity to develop themselves personally. With this in mind, our aim is to transfer much of a boarding ethos, with an active House and tutor system, into a day school environment. A Malvern education prepares a young adult for life beyond school – so that they not only feel happy and fulfilled but are also able to cope with all the pressures and demands of living in a rapidly changing world.

If you would like to involve yourself in this challenging but immensely fulfilling project and really enjoy throwing yourself into the life of a school that passionately cares for each of its pupils, we would love to hear from you.

I hope having seen the accompanying information you decide to take the application forward, but if you need any further information before committing yourself to an application please do not hesitate to contact our HR department (hr@malverncollege.org.hk) or indeed myself. We will do our best to answer any questions you might have.

Best wishes,

Dr Robin A. Lister
Founding Headmaster
Malvern College Hong Kong



Malvern College Hong Kong

Malvern College Hong Kong (MCHK) will open its doors to its first pupils in September 2018. This co-educational day school will cater largely for international pupils, reflecting the truly multi-cultural nature of this vibrant city. MCHK will open with around 400 pupils in Years 1-9 and will grow year on year to reach a capacity of 960 pupils in Years 1-13.

MCHK is located near the Science Park in the New Territories, with easy access by both road and rail from all areas around Hong Kong. With the added attraction of proximity to the Chinese University of Hong Kong as well as the Hong Kong Institute of Education, the area will provide an excellent cultural and academic environment for teaching and learning.

Malvern College Hong Kong will seek International Baccalaureate authorization to deliver a full IB curriculum, covering the Primary Years, Middle Years and Diploma Programmes. The curricular programmes in MCHK will draw on the educational heritage and practices of Malvern College, UK, whilst being adapted to fit the context of MCHK. The curricular programme will be complemented by a comprehensive academic enrichment programme which will be an integral part of the school's commitment to providing a holistic education. The academic programme will ensure the strong promotion of Mathematics and the Sciences and we will offer a robust Chinese programme in collaboration with Beijing Normal University.

MCHK works closely with Malvern College in the UK where the Malvern College International team is based. Sharing the ethos of our mother school, we will create a nurturing learning environment and will place equal emphasis on stretching pupils' potential and building character, with support from the strong pastoral system structured around the vertical House system. In short, the educational experience for pupils at MCHK will extend far beyond the structured curricular

timetable. A full range of co-curricular activities including sports, the Arts and debating will be provided on a daily basis alongside an extensive programme of trips and expeditions.

The purpose-built campus will offer a superb environment for learning and teaching. Spread over 7 floors, well-equipped classrooms and science laboratories will be complemented by an indoor sports hall and 6-lane 35m swimming pool, an auditorium, a dance and drama studio, music rooms, seminar rooms and exhibition spaces. A 3-storey high library in the central atrium will form a vibrant hub of learning and independent study at the heart of the school, and a Skypitch with AstroTurf will top off the building.

The school will be led by the Chief Executive, Ms Jacqueline So, and the Founding Headmaster, Dr Robin Lister who took up post in September 2017. Robin Lister has moved from Malvern College, UK, where he spent 28 years as Head of Philosophy and Religious Studies, Housemaster and Senior Deputy Head. The Headmaster will be supported by a senior team incorporating in the initial stages the PYP Co-ordinator and MYP Co-ordinator.



Working with Malvern College Hong Kong

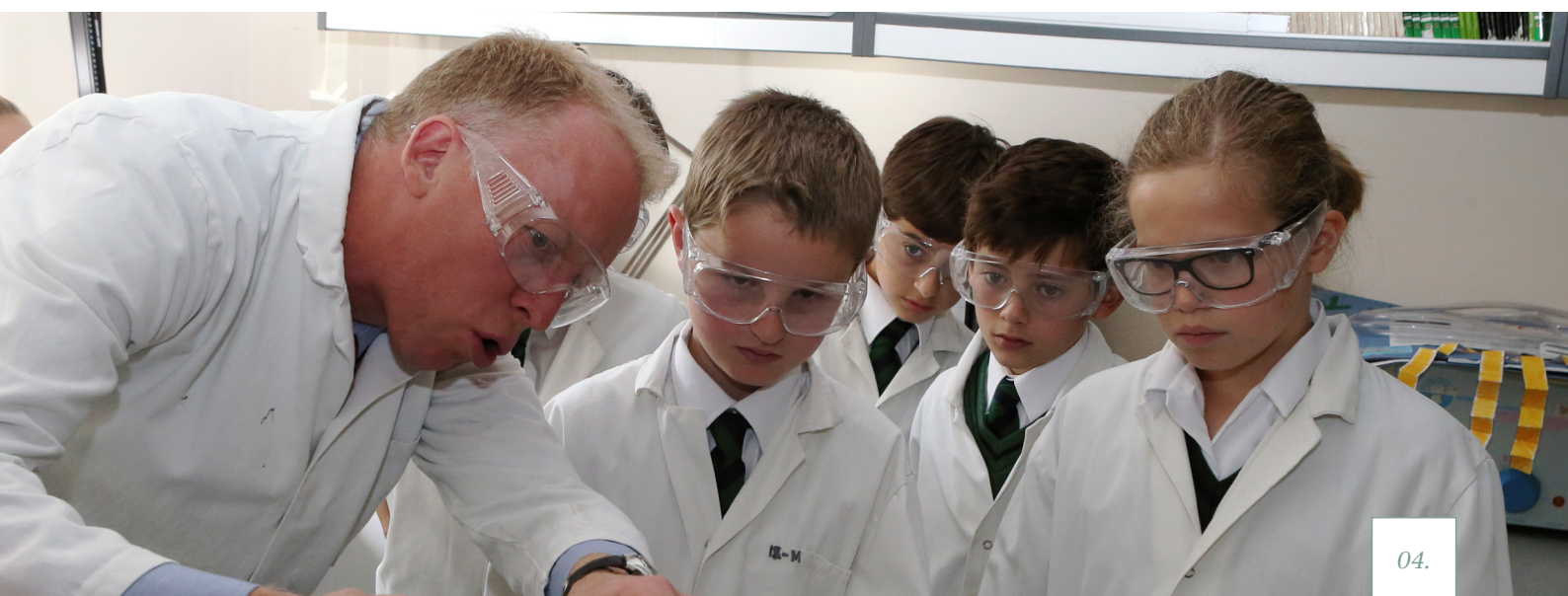
We understand that our teachers are the most important resource we have in order to provide our pupils with a first rate academic and holistic international education. We are looking to appoint enthusiastic and dedicated teachers with a positive outlook who will thrive on the professional and personal rewards and challenges which come with working in an international school in its infancy.

The academic and pastoral provision in Malvern College Hong Kong will be staffed by fully qualified, experienced, native-level English speaking teachers. The staff will be drawn from both the UK and international schools around the world.

Alongside teaching responsibilities, all staff will be expected to take on a tutor group and contribute to the academic enrichment and co-curricular programmes. There will also be opportunities to take on additional pastoral responsibilities as Heads or Deputy Heads of House or additional curricular responsibilities within the IB framework. Opportunities will be discussed at interview according to areas of strength and interest reflected in your application.

As a founding member of staff at Malvern College Hong Kong you will:

- Have a key role to play, not only in the development of the curriculum, policies and procedures, but also, and most importantly, in setting the ethos and expectations of the College. All staff are role models and will be expected to meet the school's high professional standards including professional dress code.
- Contribute to creating a supportive and collegiate network with a strong vision for the school
- Be able to make the most of professional learning and career development opportunities which arise in a developing school
- Be fully committed to the holistic education which is at the heart of a Malvern education, contributing to the academic, co-curricular and pastoral provision which extends well beyond the confines of the classroom.



Job Specification

PYP Co-ordinator

The Primary Years Programme Co-ordinator (PYPC) will be responsible for leading the overall implementation and developing the the PYP in Years 1 to 6, and for supporting curriculum articulation across the school. The PYPC will have the crucial role of leading the school's PYP authorization and evaluation processes. The PYPC will work closely and collaboratively with all members of the primary team, school leaders, and other programme co-ordinators, and will report directly to the Headmaster or his designate in the opening stages. The main areas of responsibility for this position include:

Leadership

- Assist the Headmaster in founding the school and establishing it as an institution with a reputation for excellence
- Draft all policies, procedures and documentation required for IB PYP school authorization and evaluation
- Liaise with other members of the senior team to ensure consistency and articulation across the school
- Lead the primary teaching staff in the development and implementation of the PYP curriculum ensuring detailed and timely planning for delivery and resourcing. In initial stages, this will generally be via remote communication until appointed teachers take up post in August 2018
- Support the Headmaster in the recruitment process as appropriate
- Assume a major role in the early stages in overseeing the academic life of the Primary School, ensuring the highest quality and creativity in learning and teaching across all teaching staff
- Provide leadership and consultation to teams and individuals in all elements of the PYP curriculum framework and guide teams in developing units of inquiry
- Provide professional development to staff relating to PYP methodology, planning and implementation both in the initial induction programme for all new staff and

on an ongoing basis

Administration

- Be the central point of focus for all communication with IB offices regarding the PYP
- Ensure that all requirements of the IB concerning implementation of the programme are adhered to by the College
- Provide support in the development and implementation of all relevant school policies and procedures
- Lead the process of developing and reviewing the school's PYP curriculum documents, including the programme of inquiry and scope and sequence documents

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Requirements

- Relevant teaching qualification
- Experience of teaching the PYP (minimum of 5 years)
- Experience as a PYP Co-ordinator
- Experience and knowledge of curriculum design and development
- Sound understanding of shared pedagogical leadership and collaborative planning
- Ideally, experience in an international school environment
- Evidence of continued relevant professional development, including significant IB training
- Commitment to ensuring high standards of teaching and learning
- Experience in teaching learners with diverse needs including second language learners of English
- A competent, confident and effective communicator

- Innovative, flexible and technologically adept
- Highly developed interpersonal and teamwork skills
- Demonstration of the highest levels of linguistic excellence, pedagogy, professionalism and commitment
- A leadership style based on appreciating, supporting and nurturing the talents of staff and pupils
- Sensitivity to the cultural differences found in Hong Kong and the willingness to develop and maintain a cross cultural approach to work
- Flexible, resilient and able to work well under pressure and manage your time effectively

Remuneration Package

A highly attractive package will be offered to the successful candidate, including: competitive salary, accommodation allowance, gratuity; education allowance for children; flights; and medical insurance.



Application

All applications should be submitted online via the Malvern College International website (www.malverncollegeinternational.org/Current-Vacancies). 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.

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 Hong Kong 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.

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 Hong Kong 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.

If you have any initial queries about submitting your application, please email hr@malverncollege.org.hk for assistance.

Hong Kong

Renowned as a vibrant, multi-cultural hub, Hong Kong has plenty to offer people of all interests and backgrounds. From the lively streets packed with shopping and restaurants and the popular tourist spots, to more peaceful trails in sub-tropical landscape, boat trips and beaches, there is no shortage of activities to keep you entertained.

Hong Kong is a convenient base from which to explore the culturally rich countries of South East Asia and further afield for long weekends or holidays, with relatively cheap flights. There is a strong expat community in Hong Kong including an extensive international teacher network, with many teachers ending up staying for extended periods, or even settling.

The highly efficient public transport system including the Mass Transit Railways (MTR), bus and ferry network makes travelling around Hong Kong incredibly easy. The transportation in Hong Kong is very clean, tidy and efficient. With such a powerful transportation network, your travelling time within the city will take you only 15 minutes or at most 60 minutes to reach the places in your plan at reasonable costs.



Accommodation is at a premium in Hong Kong and apartments are generally fairly compact. Expatriates will have no difficulty in living anywhere in this metropolitan city. Whilst the housing allowance from the school makes a good contribution towards costs, the neighbourhoods in the vicinity of MTR Stations are inevitably at the higher end of the market.

The four seasons of Hong Kong are certainly an attraction to expats. It is warm and humid in Spring, there is moderate to strong sunshine in Summer and breezy, dry and warm in Autumn. In Winter it is cooler and sometimes even cold! The distinct seasons help make the city very festive during Chinese New Year, the Mid-Autumn Festival, Winter Solstice and Christmas.

There is no sales tax or value-added tax in Hong Kong. Income tax is at progressive rates of chargeable income from 2% to a maximum of 17%; or at a standard rate of 15%.

Food, grocery and entertainment in Hong Kong are reasonably price with a great variety of international brands. Utilities including water, electricity, gas and internet can amount to roughly HK\$500 to HK\$1000 per month depending on the size of the household.

Malvern College International

MALVERN COLLEGE INTERNATIONAL (MCI) is a family of schools each of which 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 complemented by an extensive co-curricular programme that fosters all-round individual development.

Malvern College overseas schools offer internationally recognised academic programmes and embed the specific features of a Malvern College education, our ethos and values, whilst providing an education 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, followed in 2017 by Malvern College Hong Kong Pre-School 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 of our sister schools and carries out an annual Quality Assurance visit.

www.malverncollegeinternational.org



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.

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 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.

“Travelling is amazing in Asia and relatively cheap. We have been, so far, to Bali, Shanghai, Seoul and Penang. Opportunities are infinite.”

Teacher of Malvern College Qingdao

