



MALVERN

COLLEGE PRE-SCHOOL HONG KONG

香港墨爾文國際幼稚園

Kowloon and Island West

General Information Pack for Teachers

For August 2020





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Dear Applicant,

Thank you for expressing your interest in working with our dynamic team at Malvern College Pre-School Hong Kong.

As the Founding Principal, I am especially proud of what we have achieved in setting up a world leading Pre-School and Forest School in Hong Kong. We are currently in our second year of operations and we recognise the importance of the Early Years for laying a firm foundation for future learning and success. At Malvern College Pre-School Hong Kong, we provide a safe and happy learning environment for all children. Our hands-on, developmental Early Years Foundation Stage (EYFS) curriculum engages children through inquiry, critical thinking, communication and collaboration, extending learning in the EYFS Specific and Prime Areas of Learning.

We believe that play and hands-on learning is a powerful tool in the Early Years and our philosophy is based on this and infuses our innovative outdoor Forest School Programme. At Malvern College Pre-School Hong Kong, we are inspired by the Reggio Emilia philosophy viewing the 'environment as the third teacher' and we view children as capable and curious. Our innovative Pre-School learning environment encourages exploration and discovery. Our Malvern College Ethos and Core Values are focused on developing life-long learning and encouraging each child's curiosity, kindness, resilience, self-awareness, open-mindedness, collaboration, risk-taking, independence, integrity, and humility.

Our Early Years staff are experienced, caring and passionate and they provide a supportive and stimulating learning environment where children feel safe and happy; providing optimal opportunity to thrive and learn. We value and promote home-school partnerships with families and recognise that parents are a child's first teacher. At Malvern College Pre-School Hong Kong, we believe that every child is precious and unique, ready to shine and achieve his or her dreams! If you would like to involve yourself in an immensely fulfilling project and really enjoy throwing yourself into the life of Pre-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,

Mrs. Jacqueline McNalty
Founding Principal
Malvern College Pre-School Hong Kong



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Malvern College Pre-School Hong Kong

Malvern College Pre-School Hong Kong (MCPS) draws upon the rich heritage and ethos of Malvern College UK. Since its opening, MCPS quickly established an excellent reputation in Hong Kong of delivering learning outcomes in a truly 50-50 bilingual, play-based approach.

MCPS operates from two sites, at Coronation Circle in Kowloon which opened in September 2017 and in Island West on Hong Kong Island which opened in August 2019. The Pre-School is led by its Founding Principal, Ms Jacqueline McNalty, and is overseen by Ms Jacqueline So, Chief Executive of Babylon Education, in close partnership with Malvern College International.

At MCPS, pupils aged 2-5 develop and learn through structured and free-play programmes that focus on enquiry and developmental hands-on learning in an open-play layout tailored for multi-sensory experiences. Both schools have a vibrant mix of international and local educators who work together within a bilingual approach to deliver the UK's Early Years Foundation Stage (EYFS) curriculum based on the Reggio Emilia philosophy, which views the "environment as the third teacher". Emphasis is placed on active, play-based learning with a balance of child-initiated and adult-led activities.

The Reggio Emilia approach is reflected in the look and feel of the learning environments of both campuses, with natural materials and a sensory focus. The educationally-harnessed play programme of MCPS builds on the EYFS's seven interconnected areas and is coupled with small classes and impressive teaching-learning facilities which allow the child to form meaningful relationships, thus thriving socially and emotionally.

MCPS is one of the first schools in Hong Kong to include in its curriculum a Forest-Beach School programme led by a qualified Level 3 Forest School Leader. Both campuses benefit from having regular access to Forest-Beach sites in Hong Kong which are used extensively by all pupils throughout the year. By making connections with the natural world, developing an understanding of living systems, and by working with others, pupils gain a desire to always care for their world.

MCPS Hong Kong maintains close links with its sister school, Malvern College Hong Kong, which educates pupils from Prep 1-6 and through secondary education. Through secure, organised and innovative programmes, MCPS aims at preparing pupils for a smooth transition into full-time primary education.



Working in Malvern College Pre-School 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 is staffed by fully qualified, experienced, native-level English speaking teachers. The staff are drawn from both the UK and international schools around the world.

Alongside teaching responsibilities, all staff are 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 of House or additional curricular responsibilities within the IB framework as the school grows.



As a member of staff at Malvern College Pre-School 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 are 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 for Teachers

We are looking for dedicated and creative teachers with the commitment to playing a full role in building and maintaining a successful Early Years programme within the school by providing an educational atmosphere conducive to learning and developing through the process of play-based learning and in conjunction with the Early Years Foundation Stage (EYFS)- Reggio Emilia Approach.

The main areas of responsibility for teaching positions include:

- Be part of a core team to design and prepare a challenging, innovative and exciting EYFS curriculum for children entering Pre-Nursery, Kindergarten 1, or Kindergarten 2 which will enable them to flourish and achieve their potential
- Design, prepare and deliver lessons to suit the individual needs of all students using a range and balance of teaching strategies
- Promote the enjoyment of learning
- Ensure the classroom and school environment is well managed, inviting, organized and neatly presented
- Support the outdoor Forest School Educational Program
- Nurture meaningful relationships with children and their families and provide the individual attention they need
- Assess and monitor student progress and provide clear learning targets so that all learners can see success and improve and maintain Portfolios of Learning
- Collaborate with other teachers, especially the Mandarin co-teacher of the classroom, to share new ideas, approaches and professional knowledge through staff meetings and staff PD sessions
- Communicate accurately, regularly and meaning-

fully with families of students in their care

- Contribute to the extra-curricular activities programme and participate in school activities such as assemblies, parent evening events, conferences, workshops and any other roles as identified by the leadership team
- Supervise the students and take on duties as required during lunch, sleep and other times as required

Rrequirements

- A university degree and a recognised qualification (such as PGCE) in Early Childhood Education
- Native Level English Speaker
- Minimum of 2 years of teaching experience in Early Years education, ideally with experience in an international educational setting
- Experience in teaching second language learners
- Strong knowledge and/or experience in the Early Years Foundation Stage (EYFS) curriculum framework
- Curriculum development knowledge
- Knowledge/ Experience of Reggio Emilia Approach is advantageous
- Knowledge of and experience/qualification in Forest School is highly advantageous
- Demonstrate professionalism, commitment, integrity, strength of character and perseverance
- Be inter-culturally aware with well-developed interpersonal skills

Remuneration Package

International teachers working at Malvern College Pre-School Hong Kong will be granted the following benefits and support from the School:

Gratuity

- A lump sum of gratuity equivalent to 15% of basic salary upon completion of a service contract

Housing

- A fixed sum monthly allowance for each individual teacher

Relocation & Onboarding Support

- A lump sum one-time allowance for each individual teacher who needs to relocate to Hong Kong
- Onboarding accommodation provided by the School up to one month

Flight Allowance

- Annual air ticket for each academic year

Insurance

- Medical insurance with world-wide coverage
- Employee compensation for work injury and permanent disability

Pension

- Mandatory Provident Fund Scheme in Hong Kong

Tuition Subsidy

- 80% tuition waiver up to two children per family

Application

All applications should be submitted online via the TES website. You are required to complete your online application, supporting statement and upload your CV.

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 Pre-School 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 Pre-School 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 little 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 Pre-School Hong Kong (Kowloon), Malvern College Hong Kong in August 2018 and Malvern College Pre-School Hong Kong (Island West) in 2019.

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 International

