



**MALVERN**  
COLLEGE TOKYO

**Transform Their World**

Applicant Information Pack



# Introduction

Dear Applicant,

Thank you for your interest in joining the Malvern College Tokyo team as an important academic leader. As the Founding Headmaster I am incredibly proud to be associated with the seventh overseas school in the Malvern family, and expanding Malvern's global network to a total of ten schools in locations including the UK, mainland China, Hong Kong, Egypt and Switzerland.

Our aim is to provide Japan 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 these important goals, which ensure that each young person's academic potential is fulfilled, and through an active and wide ranging co-curricular and tutorial programme, each young person will also have ample opportunity to develop themselves personally. A Malvern education prepares young people for life beyond school – so that they not only feel happy and fulfilled but are also able to cope with the pressures and demands of living in a rapidly changing world.

With this in mind, our aim is to transfer the support and care of a boarding ethos, with an active House and tutor system, into a day school environment. We anticipate the establishment of a residential programme in the coming years.

If you are excited by the thought of helping to establish a world class school in an outstanding world city and would relish the challenge of being part of a legacy building team of quality educators, 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@malverncollegetokyo.jp](mailto:hr@malverncollegetokyo.jp)) or indeed myself. We will do our best to answer any questions you might have.

Best wishes,

A handwritten signature in black ink, appearing to read 'M Spencer', written over a light green rectangular background.

**Mike Spencer**

Founding Headmaster  
Malvern College Tokyo



# Tokyo

Tokyo is Japan's capital and the world's most populous metropolis. It is also one of Japan's 47 prefectures, consisting of 23 central city wards and multiple cities, towns and villages west of the city center. The Izu and Ogasawara Islands are also part of Tokyo.

Tokyo has an incredible variety of museums, galleries, shrines and temples to keep you preoccupied for many days. In the city of Tokyo there is a wide spectrum of places to visit, from the very distinguished Imperial Palace, home of the Emperor and past shogunates, to the legendary Tokyo Tower, and Tokyo Sky Tree, the new landmark of Tokyo. And within Tokyo, like many other capital cities of Asian countries with a long history, there is an historic neighbourhood, revealing glimpses of vanishing traditional Japanese culture.

Tokyo is the chief transportation hub for Japan, as well as an important international traffic centre. It is served by a dense network of electric railways, subways, bus lines, and highways. Tokyo station is the central railroad terminal for all of Japan, including the high-speed Shinkansen bullet trains from western Japan. Ueno Station is the terminus for rail lines running to northern Japan, and Shinjuku station is the terminus for trains from central Honshu and Tokyo's western suburbs. Several privately owned electric rail lines provide interurban transit service. Tokyo's international airport is at Narita, in Chiba prefecture, while the city's Haneda airport on the bay provides domestic service.

Accommodation is at a premium in Tokyo and apartments are generally fairly compact. Expatriates will have little difficulty 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 train stations are inevitably at the higher end of the market.

Japan has 4 distinct seasons starting with a cold and dry winter. The welcome spring is mild and brings out Japan's famous cherry blossoms. The summer starts with the rainy season in late June or early July, followed by heat and humidity through August. The arrival of autumn is marked by typhoons and heavy rain in September. The colourful fall leaves are spectacular and draw crowds of tourists. The far north and south naturally experience the extremes of hot and cold, making Hokkaido good for skiing in winter and Okinawa a popular seaside destination during the warmer months.

Consumption tax (also known as VAT) in Japan is 10% except the consumption of food and beverages which is at 8%. Non-resident taxpayers in Japan will be charged on their Japan-source compensation derived from employment at the prevailing rate at 20.42%.

Food, grocery and entertainment in Japan are reasonably priced with a great variety of international brands. Utilities including water, electricity, gas and internet can amount to roughly ¥12,000 to ¥20,000 per month depending on the size of the household.



# Malvern College Tokyo

Malvern College Tokyo will open in September 2023 as the newest member of the Malvern College Family of Schools.

Malvern College Tokyo will initially accommodate pupils from Years 1 to 9, extending upwards to Year 13 by 2026, ultimately providing 950 places for both primary and secondary pupils.

Located in the city of Kodaira, only a 40-minute commute from central Tokyo, Malvern College Tokyo aims to be the first all-through IB British-branded school in Tokyo. The school is located in a highly academic area of the city with many renowned establishments including Hitotsubashi University and Tsuda University nearby.

The school intends to offer the International Baccalaureate at primary, middle and secondary level (subject to successful accreditation).

Dr. Robin Lister, Regional Executive Adviser for Malvern College International (Asia Pacific) explains, “Malvern College Tokyo will be much more than a school offering a highly respected international curriculum. The all-through system, together with our holistic curriculum, will ensure a transformational learning experience for all our pupils.

“Whether pupils are moving to a new year group, or from primary to secondary school, the familiar environment and consistent ethos will enable our management team to prepare every pupil for their next step. We operate a very successful House system in Malvern College Hong Kong, where we also offer an all-through International Baccalaureate programme, and I am excited at the opportunity to replicate this at Malvern College Tokyo.”

# Working at Malvern College Tokyo

We understand that our school leaders and teachers are the most important resource we have since it is they who will drive forward our aim to provide pupils with a first rate academic and holistic international education.

We are looking to appoint an enthusiastic and dedicated professional with a positive outlook, who will thrive and immerse themselves in the challenges and enjoy the rewards which come with working in an international school in its infancy.

The academic and pastoral provision in Malvern College Tokyo 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 and the Founding Head will collaboratively oversee the recruitment of the founding team.

As the Founding Head at Malvern College Tokyo, you will be instrumental in not only the development of the curriculum, policies and procedures but also, and most importantly, in setting the ethos and expectations of the College.

This will include facilitating the creation of a supportive and collegiate network with a strong vision for the school, which has a commitment to holistic education. This is central to a Malvern education, contributing to the academic, co-curricular and pastoral provision which extends beyond the confines of the classroom.



“There are many things that excite me about teaching here. Probably one of the top things is the support network. There’s an incredible amount of teachers from all over the world and together it brings a chance to combine experiences and ideas together.”

**Jonathan Mussell, Teacher, Malvern College Hong Kong**

# Job Specification

We are looking for dedicated, energetic and creative teachers with the commitment to playing a full role in the start-up development and implementation of the PYP/MYP/ DP programme and to achieving excellence in learning and teaching.

You will be required to contribute fully to the development of resources and to the development and embedding of policies and procedures. Above all we seek to build a team of staff committed to creating the nurturing, supportive environment conducive to the learning and development of children and young people.

## Main duties and responsibilities

- » Deliver an appropriately broad, balanced, relevant and differentiated curriculum
- » Collaborate in the planning and development of units of inquiry and assessment of pupil learning
- » Encourage and support the use of technology and a variety of resources in lessons
- » Monitor pupils' learning and keep appropriate records of effort and assessment data
- » Give regular feedback to pupils and use assessment to inform future learning
- » Write personalised reports to inform parents of pupils' progress
- » Collaborate with other members of teaching and support staff
- » Play an active part in the broader life and running of the school
- » Actively contribute to the co-curricular activities programme, offering a minimum of one CCA per week
- » Be actively involved in pastoral support, realising that it is as important to learning and personal development as academic support
- » Play a role in the Tutor and House systems which are at the heart of the pastoral support structure in the school
- » Attend Parents' Meetings and other school events

# Position Requirements

The successful candidate will possess the following:

## Academic Requirements

- » Minimum Bachelor's Degree in a relevant subject area of teaching
- » A recognised teaching qualification for the required age range (e.g. B.Ed., PGCE)

## Working Experience

- » Minimum two years' teaching experience in the relevant age range

## Competencies

- » Native-level English speaker
- » Previous experience of teaching the IB PYP/MYP/ DP is preferred, although outstanding candidates without prior IB experience will be considered
- » Prior IB training is required before taking up post at minimum Category 1 level
- » Recent experience of the day-to-day management and care of pupils
- » Experience in teaching learners with diverse needs including second language learners of English
- » Recent experience of curricular innovation and development

# Remuneration Package

International teachers working at Malvern College Tokyo will receive the following benefits and support from the School:

## Gratuity

- » A lump sum of gratuity 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 Japan
- » Onboarding accommodation provided by the School for up to one month if necessary

## Flight Allowance

- » Annual return air ticket for each academic year for teacher

## Social Insurance Benefits

- » Enrolment in the compulsory contributory Japanese Social Insurance Systems
- » Access to the coverage of local healthcare and pension

## Tuition Subsidy

- » Tuition waiver up to two children per family



# Application

- » All applications should be submitted online via the TES. You are required to complete your online profile and 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 Tokyo 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 Teams or in person. 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 Tokyo 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. For those having worked overseas previously, police checks will be required.
- » If you have any initial queries about submitting your application, please email [hr@malverncollegetokyo.jp](mailto:hr@malverncollegetokyo.jp) for assistance.



# Malvern College Family of Schools

The success of Malvern College International schools depends on committed and inspiring teams of staff, who have a clear understanding of the holistic ethos of British independent education, and the flexibility to adapt to the demands of living and working in an international setting. All staff contribute fully to the academic, co-curricular and pastoral provision.

More than  
**4,000** pupils



Taught by over  
**1,500** staff



Across  
**10** schools



The academic and pastoral provision in each Malvern College international school is staffed predominantly 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 previously. Expatriate staff work closely with local support staff to ensure strong communication between school and home and a smooth transition to an international British-style school environment for all students.



# A Malvern Education

We believe that a Malvern education develops individuals who are confident, equipped to engage with a range of people from all walks of life beyond school, and inspired to make a difference as individuals to society at large.

Each Malvern College school develops to fit in with the local culture, regulations and needs of its students, whilst retaining the key features of a Malvern education. This includes a common ethos and set of values that all staff show commitment to:

- » 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
- » 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, something we call the Malvern Qualities. These include: resilience, self-awareness, open-mindedness, kindness, collaboration, risk-taking, curiosity, ambition, independence, integrity and humility.





Malvern College, UK



The Downs Malvern, UK



Abberley Hall School, UK



Malvern College Qingdao, China



Malvern College Chengdu, China



Malvern College Egypt, Cairo



Malvern College Hong Kong Pre School, Coronation Circle



Malvern College Hong Kong Pre School, Island West



Malvern College Hong Kong



Malvern College Switzerland



Malvern College Tokyo, Japan

# A Family of Schools

“This is the fourth country I’ve taught in and it has been both a stimulating and at times, a challenging environment. This has been made ever so much easier to deal with as a result of the tremendous support the Malvern College International staff provide to foreign teachers.”



# Working for Malvern College International Schools

Staff joining an international school within the Malvern Family will benefit from professional development, collaboration between schools and links to best practice in the UK. Our Family of Schools share a common ethos and approach to education.

As a Family of Schools, we provide opportunities to nurture and enhance professional development across the group. Regular visits and exchanges are encouraged between schools and with Malvern UK. Annual quality assurance appraisals are carried out and through these staff development is promoted.

Whilst the remuneration packages offered will vary from school to school, all teaching staff working for Malvern College International can expect to benefit from:

- » highly competitive salary
- » a graduated pay scale with opportunity for regular progression
- » on-site accommodation or a substantial allowance towards off-site accommodation
- » private medical insurance
- » regular flights home
- » school fee concessions for dependent children

One of the exciting challenges of living and working overseas is the opportunity to become immersed in a different culture where the cost of living can be much more beneficial than that of the UK.



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