



MARLBOROUGH COLLEGE MALAYSIA

# *Whole School* Head of Learning Enrichment

*Candidate Information*

For August 2025

*Employment Opportunities at MCM*







# Marlborough College Malaysia

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There is something genuinely special about Marlborough College Malaysia. Those fortunate enough to work here all agree that our greatest joy, attribute, advert and reward are the pupils who form the College. They provide daily inspiration, a model of what wider society could be like and genuine optimism for the future.

We live and work in a safe and spacious 90-acre campus in southern Malaysia, reminiscent of the generous grounds and playing fields of Marlborough College in the UK enhanced by our own organic farm and boating lake. Guided by our principles of compassion, companionship and conversation, Marlborough College Malaysia gives its pupils the space, inspiration and courage to explore their own potential, the wonders of our world and their responsibilities to it and to each other.

The College is arranged as a Prep School (3-13) and a Senior School (14-18) and currently has 992 pupils, with 590 in the Prep and 402 in the Senior School. Pupils from the age of nine may choose to board and approximately a third of those who are eligible, do so, with almost half of the Senior School and most of the Sixth Form boarding. The Singapore Tatler has referred to the College as “the only school in Asia offering an authentic British boarding experience”.

The College is very well-resourced and enjoys an enviable reputation for its pupils’ achievements on a broad variety of fronts. It is one of the few schools in Asia to achieve membership of HMC, an association of the world’s leading independent schools, to have the Council of British International Schools’ coveted “Beacon” status and to have won international plaudits for innovation and excellence from the UK’s Boarding Schools’ Association. It was listed in The School’s Index (by Carfax Education) as one of the world’s 150 leading independent schools in 2024, for the fourth consecutive year, and one of the top 10 schools in South East Asia. It appears in the Spear’s Index of top 100 private schools in the world, and was awarded ‘International School of the Year’ by the Tes. Following a recent ISI inspection MCM has also achieved the prestigious BSO (British Schools Overseas) status.

Marlborough College Malaysia enjoys very close links with Marlborough College in the UK and remains one of the few (possibly the only) international school which is a wholly owned subsidiary of its founding educational institution and entirely not-for-profit. Unlike most international schools where profits are required to repay investors, instead all Marlborough College Malaysia surplus is committed to Marlborough’s charitable aim of providing the finest quality education and the school thrives as an example of the best that a British independent school education has to offer.



# The Role

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## Reporting to: Academic Deputy Heads and Second Master

The Master is seeking a well-qualified and enthusiastic Head of Learning Enrichment, leading our highly motivated team which provides intervention, skills and confidence to a relatively small number of pupils who present with moderate learning difficulties.

The Head of Learning Enrichment will lead an exceptional group of teachers whose commitment and care for our pupils from 3 to 18 years old is tailored and empowering. Liaison with additional therapists and outside agencies is central to this position as providing training for our beaks to help support pupils within lessons and groups. Strong communication with and support for our families ensures that this is a highly appreciated department with confident children making strong progress.

The successful applicant would coordinate work across the College and teach a reduced timetable. The postholder will be expected to play a full part in the boarding life of the College and this will include a weekly boarding duty and some weekend duties. A contribution to the rich co-curricular life of MCM is essential to our vibrant school. Our ethos is underpinned by maintaining good communication and building strong relationships within and across the College and our families.



# Key Responsibilities

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- To plan and promote the appropriate provision and support to meet the needs of the pupils
- To promote excellent teaching and learning throughout the department
- To line-manage beaks and teaching partners working within the department
- To take part in school events and activities which may take place at weekends or in the evening
- To run and participate in meetings, school events and the activities of a boarding school, which may take place at weekends or in the evening
- To undertake supervisory duties e.g. break, lunchtime
- To undertake the pastoral care of pupils and liaise with parents
- To work closely with the Academic Deputy Heads and Head of Pre-Prep to ease communication and provision
- To lead and develop the team of Learning Enrichment staff and associated therapists
- To identify pupils with learning needs by
  1. Assessment on entry to the College, using appropriate material, interviews, previous EP report etc
  2. Referrals from teachers
  3. Parental concerns
  4. Assessments
- To plan appropriate intervention and support to meet the needs of pupils: withdrawal and in-class support
- To advise on timetable adaptation, if necessary
- To engage with parents and external agencies, including educational psychologists and examination boards
- To ensure that pupils, parents and staff are informed about pupils' needs and effective strategies
- To regularly report to parents on the development, progress and attainment of pupils
- To maintain suitable records to inform assessment of progress and of access requirements
- To establish robust systems of communication to ensure pupils of all abilities make strong progress
- To ensure that access arrangements are secured in good time and provided for external examinations
- To take part in and contribute to meetings that relate to teaching/curriculum; cooperate with and, where appropriate, advise the Deputy Heads Academic and other colleagues in the review, preparation and development of subjects within the College
- To complete relevant professional development and to oversee the professional development of staff as appropriate to their position
- To provide training for all beaks about Learning Enrichment, through the regular Professional Development sessions.



# Essential Skills and Abilities

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In order to meet the high standards expected of a leading professional in our College, the successful candidate will understand and believe in the aims and ethos of a non-franchised British independent education in general and in Marlborough College Malaysia in particular.

In addition, we are seeking to employ a person with the following qualities, experience, skills and abilities:

- A good honours degree
- An accredited teaching qualification
- Native speaker level of flawless English in all forms of communication
- Evidence of being an excellent leader
- Leadership qualities, including energy, resilience and the ability to enthuse and motivate others
- A record of and commitment to continuing relevant professional development
- Clear and effective communication skills
- A good understanding of effective teaching, learning and assessment in relation to raising pupils' attainment
- An ability and willingness to make a significant contribution to the co-curricular and pastoral life of this boarding and day school
- An ability to relate well to colleagues, children and parents
- Approachability, accessibility and flexibility
- The ability to develop and maintain effective relationships with all members of the College community and local, regional and national bodies
- High levels of organisation
- A commitment to the ethos of this busy and vibrant School

## Desirable Criteria

- A higher degree or experience of educational or subject-specific research
- Experience of pastoral work such as a House or Year tutor
- Experience of external examination or school inspection
- Experience of working in a boarding school
- The ability to develop and maintain effective relationships with all members of the school community





## Terms and Conditions

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Marlborough College Malaysia offers a competitive salary and benefits package. Benefits include a housing allowance; a contribution towards household bills; comprehensive medical insurance; annual flight allowances for you and your dependents; an annual bonus in lieu of pension and school fees are not charged for two children and there is a 50% reduction in school fees for any other children.



# Application Process

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If you feel that you can meet these requirements, then please submit a letter of application along with the [application form](#) to the Master by 5.00pm on **Monday, 14<sup>th</sup> April**. We look forward to reading your application. In recognising the need for the appropriate candidate to give a term's notice; the interview process may be started before the deadline. A CV is not required, but may be submitted at the discretion of the applicant.

Applications should be addressed to the Master and sent to: [recruitment@marlboroughcollege.my](mailto:recruitment@marlboroughcollege.my)

*Marlborough College Malaysia is committed to equality, diversity, safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments with the School will be subject to references, medical report and an Enhanced Disclosure from the Disclosure and Barring Service or similar, all of which must be satisfactory to the College.*

