



# **KING HENRY VIII COLLEGE**

Job Description & Information

## **Deputy Head (Primary)**

Appointment for August 2020



Dear Applicant,

Thank you for your interest in joining the team at King Henry VIII College, Malaysia.

King Henry VIII College opened in September 2018, and is a close collaboration between Christ College Brecon, one of the UK's most ancient schools, and DBH Holdings Sdn Bhd of Malaysia. King Henry VIII College is a fully-fledged sister school to Christ College, and our aim is to replicate its structure, ethos, and achievements.

Christ College is an historic co-educational independent day and boarding school set in the Brecon Beacons National Park - one of the most beautiful areas of the United Kingdom. King Henry VIII College has a rather more modern, urban setting in the multi-media hub that is Cyberjaya - a rapidly-developing planned township, mid-way between Kuala Lumpur City Centre and KL International Airport.

The Primary and Early Years sections of King Henry VIII College have proved very popular right from the start. This opportunity reflects that growth, as well as the development strategy for this section of the school.

Our founding group of teachers is undoubtedly our greatest asset, and the successful applicant for this position will join a lively pioneering team. Each member of that team has a vital role in setting the tone at the school, and ensuring the school establishes itself successfully in Malaysia and South East Asia.

We look forward to receiving your application for this role, which is described here.

Best wishes,

**Simon Spencer**

***Founding Head***

## **DEPUTY HEAD (PRIMARY)**

### **Job summary**

The Deputy Head of KH8 Primary will work to support the effective day-to-day running of the Primary School. He or she will occasionally deputise for the Head of KH8 Primary and be directly responsible to the Head of Primary.

### **Job description:**

The Deputy Head (Primary) will be responsible in aiding with the internal organisation, management and leadership of the Primary School. While specific duties of the Deputy Head (Primary) will be established based on the strengths and interests of the Primary management team, this role will significantly focus on the academic management of the Primary School, but may include many of the following:

### **Teaching and Learning**

- Managing the Primary Curriculum Team (PCT) consisting of curriculum coordinators to guide curriculum development and implementation through monitoring of lesson planning and schemes of work within the Primary School
- Monitoring and tracking attainment and progress of students across Primary
- Demonstrating best practice within the area of teaching and learning
- Liaising with the EAL and ALN department to ensure the implementation of Individual Education Plans for relevant students
- Managing assessment and reporting processes throughout the Primary School

### **Staff**

- Assisting in the management of staff in the Primary School, including their workload and overall contribution
- Assisting with the monitoring and appraisal of Primary School staff
- Supporting and developing an excellent team of teachers and teaching assistants
- Overseeing continuing professional development of staff
- Contributing to the management of the middle management structure (Primary School Leadership Team - PLT)

### **Students**

- Ensuring due priority is given to the health, welfare and safety of the students
- Ensuring outstanding provision for the students' pastoral care and personal development
- Putting in place appropriate processes for the monitoring of student progress
- Maintaining effective sanctions and reward systems, in line with school policies
- Representing the interest of the students in the school community

### **Communication**

- Developing and maintaining excellent relationships with parents, including regular parent meetings, print and email communications
- Keeping an open-door approach to stake-holders in the Primary School
- Working with relevant colleagues to ensure successful transfer of students to Year 7, including a detailed handover of student information
- Ensuring effective communication and collaborative planning and reflection amongst staff

### **Administration**

- Collaborating with the Head of Primary to establish the Primary timetable
- Developing and maintaining daily routines and Primary School events
- Maintaining accurate and up-to-date student records
- Preparing and submitting documentation as required - internally and externally
- Engaging Primary students in House structures and events
- Liaising with school staff as necessary

### **Finances and Facilities**

- Assisting in overseeing the Primary School budget; liaising with the Head of Primary over Primary facilities and resources
- Monitoring and evaluating the effective use of educational resources and equipment in the Primary School

### **Strategic**

- Contributing to a Primary Development Plan and ensuring its implementation
- Keeping abreast of changes in curriculum policy and thinking in the Primary area
- Working closely with the Head of Primary on the general development of the school, its reputation and operational effectiveness
- Working with relevant staff to promote and market the Primary School
- Keeping the school at the forefront of educational thinking and innovation

The successful candidate will be expected to teach a limited timetable in the Primary School. He or she will also be expected to contribute as appropriate to the extra-curricular and pastoral life of the school.

*As the school grows and the staffing model changes, it is likely that the precise nature of this post may alter according to staffing needs and loading.*

## **Candidate Profile**

### **Qualifications:**

The successful candidate will have appropriate professional qualifications.

We are looking for an inspirational and dedicated Deputy Head (Primary) to work alongside the Head of Primary at King Henry VIII College. The successful candidate will have a proven record of excellence as a teacher, administrator and communicator.

We are looking for a colleague who:

- Is an assured leader, inspiring confidence amongst the school community
- Is dynamic and dedicated, resilient and calm under pressure
- Will have a strong sense of the school's values and its sense of community
- Appreciates the ethos of our sister school
- Is international in outlook, and appreciative of cultural diversity
- Can live and work happily overseas
- Has experience of management at an appropriate level, including performance review
- Understands the compilation and analysis of data
- Is a team-player, capable of working collaboratively, and also showing initiative
- Is excited to be part of the challenge of setting up a new school
- Is capable of creating a great environment for teaching and learning
- Has strong communication skills
- Is organised and efficient, with an attention to detail
- Has the ability to develop and implement policies that match the school's vision
- Can inspire and motivate students and staff
- Has reasonable IT skills
- Is in good health with plenty of energy
- Is interested in all aspects of a new school
- Has a proven ability to complete tasks
- Is tolerant with a good sense of humour

## **Safeguarding**

The School is committed to the well-being of all the students in our care, and to all acknowledged Safeguarding procedures.

All teachers at the school must have up-to-date Safeguarding training and understand their safeguarding responsibilities.

## **Checks and paperwork**

This post, prior to contract is subject to:

- An Enhanced Disclosure and Barring Service Check (DBS) - or equivalent
- Formal proof of identity with photo ID (Passport/Driving Licence)
- 2 confidential references (including current Head/employer)
- Verification of original qualifications

## **Salary & Benefits**

KH8 has its own salary scale. The following benefits package is also provided:

- Two-year renewable contract
- Generous accommodation allowance
- Family transfer at the beginning and end of contract
- Relocation allowance
- Annual travel allowance
- Careful and thorough orientation and induction programme
- Medical insurance
- Full EPF contribution
- Generous remission on school fees for all children attending the school
- Support for professional development

## **Accommodation**

Assistance will be given in selecting and securing accommodation; there are various options for housing - many near the school.

### ***How to apply:***

**Applications must be submitted on the official application form**

**Applicants should complete and submit the Application Form, with covering letter and CV to:**

**[recruitment@kinghenryviii.edu.my](mailto:recruitment@kinghenryviii.edu.my)**

**The successful applicant will take up post in August 2020**

**Closing Date for applications: November 1<sup>st</sup> 2019**

**Initial interviews will take place via Skype: short-listed candidates may be invited to a final interview  
at King Henry VIII College, Cyberjaya.**