



MARLBOROUGH COLLEGE
MALAYSIA

Senior School
**Boarding Housemistress
(Senior Girls)**

Candidate Information

For August 2026

Employment Opportunities at MCM



An aerial photograph of the Marlborough College Malaysia campus. The image shows a large, green, well-maintained sports field in the foreground, surrounded by various school buildings, including a large white building and a smaller one with a blue roof. In the background, there are more residential or commercial buildings and a cityscape under a blue sky with scattered white clouds. The overall scene is bright and sunny.

Marlborough College Malaysia

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 1000 pupils, with 610 in the Prep and 388 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 programme”.

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 in 2024, and ‘International School of the Year’ by the BSA in 2025. 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

Reporting to: Head of Pastoral Care and DSL (Whole College)

The Master is looking for a highly motivated Boarding Housemistress for Senior Girls House - Age 13 - 18 years old to join a skilled and enthusiastic pastoral team within a prestigious school setting.

The role will involve leading a strong and extensive House pastoral team which will include a resident Deputy Housemistress, a Resident House Tutor and a Dame along with visiting tutors who contribute to a positive House culture, guide and care for all of the pastoral needs of a popular and growing House of senior girls. This team is supported by 24 hour onsite medical cover in our Health Centre and a College Counsellor. The strategic leadership of boarding and pastoral care sits with the Housemistress's line-manager, the Head of Pastoral Care.

The College's pastoral provision is award-winning with accolades from COBIS, BSA, ISC Research and the Safeguarding Alliance.

The ideal candidate, like all Marlborough staff, will have passion for the value of a truly British style of education, wide interests, sound judgment and a touch of inspiration. The College's pastoral care is linked to our Wellbeing programme and underpinned by principles of positive psychology. We particularly welcome applicants whose experience has been gained in other HMC boarding schools.





Key Responsibilities

- To uphold the College's commitment to safeguarding and promoting the welfare of children and young people and the expectation that all staff and volunteers share this commitment
- To ensure that the Boarding Principles are followed at all times within the House and there is a clear and consistent focus on flourishing
- To nurture positive relationships across the House and the boarding community so boarders show respect for others, for themselves, for property and live out the 3 Cs (Compassion, Companionship, Conversation)
- To ensure the individual circumstances, needs, strengths and weaknesses of each boarder are identified, monitored and known to staff so that the boarders can be fully supported
- To establish a positive study environment in the boarding house so that individual boarders are supported in their academic progress and development
- To encourage all pupils to commit to a healthy range of activities - creative, physical and service - so that positive engagement and positive purpose are common features within House life
- To provide all adult members of the House team with a clear briefing of, and guidance in, their roles and responsibilities, so that the House has consistently high standards
- To play a major role in the recruitment of boarders and work closely with the Admissions Department
- To develop and manage the Pupil Leaders so they understand what is expected of them and play an effective role in maintaining a safe, happy, healthy and successful House
- To relate to all boarders and staff in the House with a sense of trust, discipline and openness
- To establish and maintain high standards of behaviour and dress at all times

- To ensure that boarders are listened to and their views are represented in the management of the House
- To establish positive relationships with the parents of boarders and maintain regular communication with them. To act as a role model to everyone in the House and to develop House identity and House spirit
- To liaise with the Health Centre to ensure pupils' medical requirements are properly catered for and all medical protocols are understood, followed and relevant documentation produced
- To liaise with the College Counsellor to make best use of their expertise in supporting the emotional needs of all within the House
- To ensure care given to boarders is consistently high and relevant to the age different ages
- To be responsible for the expenditure of House funds and to maintain accounts for this expenditure for use by the Bursar
- To update the Head of Pastoral Care on general House issues and on any disciplinary incidents so they can be dealt with in accordance with College policy
- To support the College in ensuring there is an appropriate range of activities for the boarders during evenings and weekends
- To support the College in ensuring the House is well maintained and routine maintenance issues are swiftly managed
- To ensure all House staff are familiar with the current College policies and procedures, particularly for Safeguarding, Boarding Principles, Countering Bullying, Behaviour Expectations, ICT Appropriate Use Policy, Guidelines for Rewards and Sanctions, Searching a pupil or the belongings of a pupil, Medical Care, and Health & Safety and are aware of the appropriate response in particular cases

- To maintain full documentation within the House including fire drills, accident reports, complaints and risk assessments
- To support the development of boarding within the School
- To produce an annual House report using survey feedback from boarders and from the parents of boarders which includes relevant targets for the House
- To work closely with Tutors and Dame to ensure boarding pupils are happy, safe and successful
- To liaise with the Head of Wellbeing to help develop the Wellbeing curriculum

Key Indicators

- Positive feedback from boarders in the house
- Boarders given the support and guidance to achieve their full potential in their academic studies
- Boarders engaging in a broad range of activities
- Proven effectiveness in managing routine and complex pastoral matters
- Positive feedback from parents of boarders
- Positive feedback from the House team and key staff

The duties set out in this document are not intended to be exhaustive, and teachers may be required to carry out such other duties as the Master may reasonably require from time to time.



Essential Skills and Abilities

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
- Evidence of being an excellent teacher
- Native speaker level of flawless English in all forms of communication
- Experience of pastoral work such as a House or Year tutor
- Experience of working in residential position in a British boarding school
- The ability to inspire and motivate children
- Clear and effective communication skills
- Willingness to make a significant contribution to the co-curricular life of the School
- An ability to relate well to colleagues and children
- Approachability, accessibility and flexibility

Desirable Criteria

- A record of and commitment to continuing professional development
- Experience of pastoral leadership
- An ability and willingness to contribute to the coaching of the college's sport
- An ability to teach a subject which aligns to the curricular demands of the College
- The ability to develop and maintain effective relationships with all members of the school community

Terms and Conditions

Marlborough College Malaysia offers a competitive salary and benefits package. Benefits include on-site accommodation (including utilities); 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.



