

APPLICATION PACK FOR THE POST OF

HEAD

MALVERN COLLEGE QINGDAO

Shandong Province, China

12-18 | 500 students | Co-educational | Boarding



MALVERN
COLLEGE QINGDAO
青岛墨尔文中学

For either August 2018 or January 2019



APPLICATION PACK FOR THE POST OF

HEAD

MALVERN COLLEGE QINGDAO, Shandong Province, China

Malvern College's first international campus, Malvern College Qingdao, opened in September 2012 with the aim of becoming a leading British style boarding school for the education of the young people of China and of the wider region, preparing them to move on to the foremost universities of the world. Located in Qingdao, in China's Shandong Province, Malvern College Qingdao is thought to be the first purpose-built international secondary school for Chinese nationals that is backed by a leading independent UK school and licensed by the Chinese authorities. Now in its sixth year, the school currently has just under 500 pupils and a teaching staff of 80. The school is expected to grow steadily to an ultimate capacity of around 850.

The school operates from a new purpose-built campus of around 50 acres, with fantastic facilities including an indoor swimming pool, a fitness suite, a very well equipped visual and performing arts centre and Astroturf. The famous Laoshan mountains, birthplace of Taoism and the source of Laoshan spring water, form a backdrop to the campus. Qingdao is a major seaport in Shandong Province, looking out over the Yellow Sea and one hour's flight from Beijing and Seoul. It has a rich heritage and a temperate climate. It is one of the most affluent and fastest growing cities in China, with one of the best air qualities in the country.

Malvern College Qingdao is a full boarding school offering IGCSEs and A-levels. In general, Chinese junior high school (Year 11) graduates with a good level of English can enter Upper 5th and complete these courses in 3 years. Younger students can enter Lower 4th, Upper 4th or Lower 5th (Years 8-10), which ensures valuable time for a greater focus on developing high level English skills alongside the curricular programme. Subjects currently offered for external examinations include Maths, Further Maths, Chemistry, Physics, Biology, Business Studies, Economics, Computer Science, Geography, History, Music, Art, Psychology and Chinese. English as a Second Language is taken at IGCSE and students receive thorough preparation for IELTS/TOEFL exams. All students have General Studies lessons and regular Physical Education sessions.

Malvern College Qingdao offers a rich programme of co-curricular activities and is a registered body for the International Duke of Edinburgh award scheme. There is an active Music department and regular opportunities to perform. All students are supported through a comprehensive pastoral system, with support from their Form Tutors and Heads of Year, and in the boarding houses by their Heads of House and Deputies.

The Board are currently seeking to appoint an experienced, inspirational and dynamic Head to commence in, either August 2018 or January 2019, to shape and develop the school into a leading international educational institution. This is a key role in providing the strategic leadership to take the College into the next phase of its development. This post offers an exciting opportunity to make a real contribution to international education through helping combine the best of both British and Chinese educational expertise in a partnership with one of the UK's leading independent schools, Malvern College.

For an informal discussion about this opportunity, please contact Edward Clark on +44(0)1256 862840 or +44 (0)7718 588616, or email at edward@lsceducation.com. To apply for the post, please visit www.lsceducation.com and submit your up-to-date CV and a letter of application. The letter should incorporate how you meet the person specification, why you are applying for the position and what particular attributes and qualities you would bring to the role.

Key Dates

Closing date: 2 February 2018

Longlist interviews: Early February 2018 (at Malvern College, UK or by Skype)

Shortlist/Final interviews: 1, 2 March 2018 (at Malvern College Qingdao, China)

Malvern College Qingdao is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo relevant background checks.



Malvern College International

Malvern College International (MCI) is a family of schools each of which has their origins in Malvern College, a leading independent school in the United Kingdom. Founded in 1865, Malvern College is set in a beautiful 250-acre campus which offers first-class facilities to its pupils. Malvern College is a co-educational boarding and day school for pupils aged 13-18 and has a strong academic focus complemented by an extensive co-curricular programme that fosters all-round individual development.

The development of MCI can be seen as a natural extension of Malvern College's long established commitment to developing international mindedness and educating students from diverse international and cultural backgrounds around the world.

Malvern College overseas schools offer internationally recognised academic programmes and embed the specific features of a Malvern College education, the ethos and values, whilst providing an education provision reflective of the cultural context in which each school operates. Each overseas school focuses on helping students achieve their full potential, wherever their talents may lie, and preparing them for a university education in any English speaking country in the world.

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 in September 2016, followed in 2017 by the opening of Malvern College Pre-School Hong Kong. Malvern College Hong Kong is set to open in 2018.

Malvern College UK works in close partnership with each overseas school. 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 at Malvern College UK, travels on a regular basis to each sister school and carries out an annual Quality Assurance visit.

Working with Malvern College International

The success of each school depends on a committed, inspiring and experienced team of staff with a clear understanding of the British independent education ethos embedded in the school and the flexibility to adapt to the demands of living and working in an international setting.

The academic and pastoral provision in our overseas schools 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. Our staff all demonstrate a full commitment to the holistic education which is at the heart of a Malvern education, contributing fully to the academic, co-curricular and pastoral provision, and life in boarding houses where applicable.

Expat staff work closely with local support staff to ensure strong communication between school and home and a smooth transition to an international British curriculum school environment for all students. All staff in Malvern College International schools must show a commitment to safeguarding and promoting the welfare of children and young people and must follow policy guidance set out in the MCI Safeguarding Framework. All staff are required to undergo pre-employment checks prior to appointment and to undertake regular Safeguarding training.

Benefits of working with Malvern College International

Each school works hard to create a strong sense of community for staff to minimise any risk of cultural isolation, providing support with provision of accommodation, transportation, regular social events and a strong team dynamic. A comprehensive Welcome and Induction programme is provided for all new members of staff. As part of a family of schools, teaching staff can benefit from inter-departmental liaison across the schools, exchange opportunities, and career progression both within a school and between schools.

www.malverncollegeinternational.org

HEAD

MALVERN COLLEGE QINGDAO, Shandong Province, China

A Malvern Education

The personal qualities of its staff, their enthusiasm and commitment are instrumental to a school's success. MCI schools wish to attract the highest calibre of staff who share in our vision.

Educational Philosophy

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.

The broad academic curriculum, complemented by an extensive sporting, musical, artistic and dramatic co-curriculum and under-pinned by a strong emphasis on pastoral care, encourages individuals to maximise their potential. Stimulated and challenged by the Malvern experience, our students more frequently exceed expectations than match them. The emphasis on individual achievement has its counterpoint in our encouragement of teamwork, co-operation and service to others.

We believe it is important for our pupils to have a firm commitment to deep-rooted values, and to be flexible, pragmatic and open to new ideas. We seek to be inclusive and fair, respecting members of all cultural backgrounds, and promoting responsible and active citizenship. We aim to build self-discipline, self-confidence, and to develop communication and leadership skills in our students who emerge as lively, articulate young adults ready to contribute widely to the global community.

We believe in creating a student-oriented, interactive learning environment where students learn to question, to communicate their ideas effectively, to work independently, to problem-solve and to develop resilience by persisting with tasks they may find challenging. We support and seek to stretch our students.

Key Features of a Malvern Education

Whilst each Malvern College overseas school will develop to fit in with the local culture, regulations and needs of the students, at the heart of each school is a common ethos and set of values to which all staff must show commitment:

- 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
- Delivery of internationally recognised academic programmes in English by predominantly native English speaking expatriate teachers



Job Description

Key responsibilities:

- To work closely with the President of the school and with the Malvern College International team, to continue to develop Malvern College Qingdao into an established school with an outstanding local and national reputation;
- To have oversight of all aspects of the school's educational provision encompassing academic, co-curricular and pastoral aspects;
- To work closely with the Advisory Board and Senior Management Team to ensure that the school's vision and strategic plan are effective and pertinent to the school's goals, and that these goals are clearly articulated, shared, understood and acted upon effectively by all stakeholders;
- To work with the school community to translate the vision into agreed objectives and operational plans which will promote and sustain continual school improvement and a sense of team ownership;
- To attract, retain and develop educational and leadership talent;
- To oversee the academic life of the College, in liaison with the Deputy Head Academic, ensuring the curriculum is appropriate, planned, delivered and regularly evaluated for quality and effectiveness and supported by necessary accreditations;
- To pursue and encourage outstanding academic performance by all students;
- To support an environment which encourages creative and innovative approaches to teaching and learning and the appropriate use of new technologies in order to help meet the needs of all students and achieve an outstanding educational environment;
- To oversee the pastoral life of the College, in liaison with the Deputy Head of Pastoral and Head of Boarding, ensuring that students and staff are cared for, supported and nurtured;
- To ensure the co-curricular life of the College supports the holistic development of all students;
- To implement appropriate prevention, preparedness, and health and safety practices to ensure that the College's environment and facilities are safe, secure, and fit-for-purpose;
- To build and maintain effective partnerships between the school, students and parents to support learning;
- To embed all necessary policies, systems and procedures to ensure the smooth running of the school and the fulfilment of its aims.

These details are a guide to the duties and professional responsibilities required and are not an exclusive, or extensive list.



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MALVERN COLLEGE QINGDAO, Shandong Province, China

Person Specification

Essential experience and skills

The successful candidate should:

- Have the strategic leadership skills, ambition, passion and vision required to take Malvern College Qingdao through the next stage of its development;
- Relish the challenge of leading a school still in its relative infancy and be ambitious about the future development of the school;
- Have the qualifications, stature, experience and interpersonal skills that will command the respect of students, parents, colleagues, and the wider population;
- Have a proven track record of success in school management at a senior level;
- Have boarding school experience with an international dimension;
- Be an experienced teacher and leader and have an entrepreneurial flair;
- Have a leadership style based on appreciating, supporting and nurturing the talents of those around you;
- Be sensitive to the cultural differences you will find in China, and be willing to develop and maintain a cross cultural approach to work;
- Be adaptable to any situation;
- Have demonstrable experience of seeing a project through from start to finish;
- Be an effective and influential communicator and be able to communicate well with native English speakers, as well as those from other cultural and linguistic backgrounds;
- Be flexible, resilient, and able to work well under pressure and manage your time effectively;
- Be committed to the protection and safeguarding of those in your care;
- Have an understanding and sympathy with the aims and ethos of British boarding schools and Malvern College in particular;
- Have as a minimum a Bachelor's Degree;
- Have a recognized teaching qualification.

Desirable experience and skills

The ideal candidate will have a mixture of the following skills and experience:

- Hold a higher degree and/or management qualification;
- Have experience in teaching children for whom English is an additional language;
- Have experience of teaching outside the UK.

Remuneration Package

A highly attractive package will be offered to the successful candidate including: competitive salary; furnished accommodation; annual leave; flights and basic medical insurance.

Due to visa restrictions partners may only be employed if they also hold a degree and relevant qualifications.

An initial contract of three years will be offered, with the option to extend by mutual agreement.



APPLYING FOR THIS POST

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If you would like to have an informal discussion about this post or the school, please contact Edward Clark on +44(0)1256 862840 or +44 (0)7718 588616 or email at edward@lsceducation.com.

If you are keen to apply for the post:

- Visit the LSC Education website at www.lsceducation.com.
- Click in the Vacancies section.
- Click into the posting relevant to this job.
- At the bottom of the page click on 'Apply Now'
- Complete the brief Job Application Form and attach your CV (with contact details of Referees) and Letter of Application, quoting quote MCQ
- Click on 'Submit'.
- We will be in contact with you shortly after your application has been reviewed.
- If you encounter any problems with this process, please contact edward@lsceducation.com.

References

Please include within your application (in your CV) the names, job titles, work email addresses and telephone numbers of a minimum of three professional referees. These need to include your current and all past employers/line managers that you have worked for, within at least the past 6 years.

We will need to collect full references before shortlist interviews but if you have a specific preference that we do not contact one or more of your referees, please notify us of this. Please rest assured that no referees will be contacted until LSC Education has received your specific consent to do so.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications as part of LSC Education's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the organisation's recruitment and safeguarding procedures.

Safer Recruitment Practice

LSC Education is committed to safeguarding and promoting the welfare of children and young people. We ask all our candidates and clients to share this commitment. Further details of our recommended safe recruitment practices can be found at www.lsceducation.com.



LSC Education

LSC Education supports schools and education organisations, globally, to attract and recruit outstanding leaders. Our search and selection service includes complete creation and management of the recruitment process and we aim to provide an excellent service to our clients and candidates.

For further information about LSC Education, please visit our website at www.lsceducation.com