



MARLBOROUGH COLLEGE MALAYSIA

RESIDENTIAL DAME

*For August 2018*

# THE HISTORY OF MARLBOROUGH COLLEGE MALAYSIA



**Marlborough College Malaysia is unique.**

It continues the pioneering spirit of its mother School, Marlborough College in Wiltshire, by being a close, values-led and enormously successful and happy community. It was established in 2012 as a genuine extension of Marlborough College in the UK and not a franchise. It therefore shares values, philosophy and personnel with the UK and draws upon the very best traditions of one of the finest British boarding schools, while adding an exciting and real international dimension in our spectacular setting just eight miles from Singapore on the tip of the Iskandar peninsula.



# THE COLLEGE



There is something genuinely special about Marlborough College in Malaysia. Those fortunate enough to work here all agree that our greatest joy, attribute, advert and reward are the girls and boys 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. Guided by our principles of compassion, companionship and conversation, Marlborough College Malaysia gives its boys and girls the space, inspiration and courage to explore their own potential, the wonders of our world and their responsibilities to it and to each other.

With our shared DNA and close links with Marlborough UK, we value and instil breadth of experience, intellectual rigour, creative joy and sporting excellence. Many of our children take the opportunity to develop independence and inter-reliance within the security and care of our outstanding boarding community.

Our motto is Deus Dat Incrementum – “God gives the increase” – a reminder that we achieve with pride, but humility. At Marlborough College Malaysia our young people learn that theirs is a duty to continue to make the world a better place; we give them the skills to lead that mission and the life-long support and friendship of our world-wide Old Marlburian network.

The College is arranged in a Prep School (3-13) and a Senior School (14-18) and it currently has 880 pupils, around 500 of whom are in the Prep. Pupils from the age of nine may choose to board and approximately a third of those who are eligible do so, with most of the Sixth Form boarding.

While very British in ethos and with a Common Room largely drawn from some of the UK’s leading schools, the College is also truly international, celebrating diversity and a global outlook with children representing over 40 nationalities. Around half of our pupils are from expatriate families.

While academic achievement lies at the heart of what we do, we believe that all of our children have something to offer and much to gain in addition to intellectual development, so we are driven by a desire to find areas where each of them can learn and grow beyond the classroom. Every week we offer an extensive range of co-curricular activities, which are all part of a rich, broad and balanced programme to develop not just the mind, but also confidence, empathy, leadership and a sense of altruism.

The College is very well-resourced and enjoys an enviable reputation for its pupils’ achievements on a broad variety of fronts.

Further details about the College may be found on its website at [www.marlboroughcollege.my](http://www.marlboroughcollege.my)





# THE PREPARATORY SCHOOL

Marlborough College's Prep School is distinctive, highly regarded and the only traditionally structured British prep school in south-east Asia. Above all, this is an ambitious and happy school where the child remains very much at the heart of the process. A spacious and well-resourced site, plenty of room for play and a creatively designed new building which has been nominated for architectural awards all promote a tangibly positive and engaged spirit.

With its own leadership team including the Head of Prep and Deputy Heads Academic and Pastoral, and a strong tier of talented middle management, the Prep School currently numbers almost 500 children aged 3-13.

Most Prep children are day pupils, but from 9 years of age two popular Prep School Boarding Houses provide full or flexi-boarding for a growing group boys and girls who benefit from an exceptional level of care and a varied range of weekend activities.

Teaching and learning is based on the British model of EYFS and National Curriculum. With a generous teacher—pupil ratio of 1:8, almost all teachers are from the UK and specialists are deployed throughout the Prep School to add expertise.

A key feature of the school is the extended and enriched curriculum which includes an enviable commitment to co-curricular activities and to providing as many experiences as possible for all pupils through excellent provision in sport, music, drama and art as well as stimulating residential trips for all pupils from Years 4-8.

After Year 8, the transition to the Senior School is seamless and well managed while, for a small number of pupils, preparation for Common

Entrance exams for UK schools is expertly undertaken.

Our aim is to provide our children with a truly inspiring education based around a strong intellectual core and enriched by constant exposure to meaningful relationships, deeply-held values, high standards and opportunities that are both enjoyable and challenging.



# THE SENIOR SCHOOL

The Senior School caters for Year 9 to Year 13 (age 13 to 18). Academically, the UK National Curriculum is broadly followed to ensure an optimal combination of breadth and specialisation through the IGCSE curriculum (to Year 11); and the International Baccalaureate (to Year 13). Pupils pursue tailored programmes designed to stimulate, challenge and support them in discovering and developing their talents in a variety of areas. A wide range of academic extension and enrichment activities – whether through societies, lectures, theatre trips, museum and gallery visits, debates, poetry readings, conferences and concerts – create a full co-curriculum, which recognises that qualifications alone do not produce well-rounded individuals. Time is allowed in the curriculum for co-curricular activities, and the timetable may be suspended or modified to allow activities to occur, such as sports fixtures and subject-specific day trips.

The vast majority of teachers here are British trained, and there is an impressive range of academic subjects. Our internationally recognised IB and IGCSE results are excellent, demonstrating impressive added value. The exceptional facilities promote the remarkable range and quality of the arts, to complement the variety of high-class sport offered on the vast campus. Finally, our pupils are receptive, inclusive and respectful, with an enormously friendly, helpful spirit displayed throughout the year groups.



# THE POSITION

The Residential Dame will live and work alongside a Housemaster or Housemistress to plan, develop and implement the procedures and practices to support the efficient running of the Boarding Houses.

A significant part of the Dames role is primarily concerned with the welfare, health, pastoral care with pupils, parents and staff. The Residential Dame is required to work and liaise closely with pupils, parents, and staff. The Residential Dame often acts as a point of contact, not just between the parents/pupils and the School but between parents and their children and vice versa, under the direction of the Housemaster or Housemistress. The Residential Dame will support the training, management and working together with the local domestic staff. This will enable them to meet the demands of a Boarding House in Malaysia, facilitating its operation and allowing it to run in the same manner that it would in a leading UK Public School.

# THE BOARDING HOUSE

Pupils in Year 5 and above can join Marlborough College Malaysia as boarding pupils. The Houses form communities of between fifty and sixty pupils, under the leadership of a Housemaster or Housemistress (HM). HMs are in loco parentis and as such are directly responsible for the welfare and progress of those in their care. Also serving the Houses are Resident House Tutors (RHTs) and teams of visiting tutors. These, alongside the Dames (managers of domestic arrangements), Sani (the medical centre) and Senior Management Team, form the heart of the pastoral care structure within the school. Living communally in Houses engenders a tremendous spirit and sense of comradeship. This can be borne out in a broad range of inter-House competitions: in quizzes, public speaking, debating, general knowledge, drama and singing. There can surely be no better way to develop meaningful and strong relationships than in an international boarding school environment.



# LIFESTYLE



## Staff at Marlborough College Malaysia enjoy an exceptional lifestyle.

The climate is warm, stable and constant without the extremes of heat that are common in some parts of the world. Rainfall is typically heavy and brief, providing a lush landscape.

Marlborough is at heart a community and the Common Room is very collegial and mutually supportive. Staff enjoy an impressive range of weekly Common Room sports, wellbeing and social activities.

The immediate area is developing quickly and has attracted great overseas investment in quality housing, infrastructure and education with a number of British university campuses now within minutes of the College.

Malaysia's cost of living is significantly lower than that of the UK and most teachers here enjoy regular travel during holidays and even on our 3-day Exeat long weekends to such places as Bali, Vietnam, Thailand and Western Australia.

For long-haul travel, Changi in Singapore was recently hailed as the best airport in the world. However, for regional travel, Senai Airport is close to the College and carriers offer exceptionally reasonable prices which mean, that what might be the holidays of a lifetime, can become regular trips.

Malaysia itself is full of variety from perfect tropical islands to cool, hilly tea plantations; from historic colonial architecture to towering 21st century skylines. Its national ethnic mixture of Malay, Chinese and Indian make for

a fascinating culture and superb cuisine.

The College is just eight miles from the magnificent island city-state of Singapore with its fashionable retail temptations and its many attractions which now include the world-famous Gardens by the Bay, the Marina Bay Sands complex and F1's only night time Grand Prix which becomes a weekend-long festival each September.

The official language of Malaysia is Bahasa Malaysia which is probably the simplest Asian language to understand and learn, but English is spoken almost universally and is the main language of Singapore.



# JOB DESCRIPTION FOR RESIDENTIAL DAME

Reporting to: Housemaster or Housemistress

## *Key Responsibilities*

### Administration – day-to-day management of the Boarding Houses

- To assist the HMs in the day-to-day management of the house to ensure its efficient, structured and effective running
- To interact and communicate with the HMs and other members of staff in respect of the pastoral wellbeing of the pupils
- To provide a high level of pastoral care for the boarders through direct interest and personal support
- To attend Boarding functions, events and meetings
- Participate in the School's performance management and review processes
- Keep generally up to date with developments and activities in the School.

### Domestic

- To manage, direct and develop the team of staff allocated to the Boarding House in an enthusiastic manner
- To advise the HM and Estates Office of domestic requirements and problems involving staff
- To ensure that there is an adequate supply of cleaning and laundry materials and equipment, medical items and other domestic materials and make adequate provision for their safe storage.
- Oversee the end of term cleaning and end of holiday preparation of the House, identifying repairs/replacement/maintenance issues to be addressed



## Health and Medical

- To be responsible for the monitoring of general health and wellbeing of the pupils in the Boarding Houses
- To refer medical matters to the Sanatorium in the case of any doubt or concern
- To respond to medical emergencies and routine appointments, escorting pupils as needed to the Hospital
- To attend to any sick pupils in bed in the Boarding Houses or when the Sanatorium is not staffed, ensuring they are appropriately cared for and that the HM is kept informed of their progress
- To ensure that appropriate pupil records are kept up to date and that they are stored securely; to liaise with the Sanatorium as appropriate, to share health or medical concerns

## Pupils and Parents

- To support the HMs for the care, supervision, cleanliness, presentation of pupils and disciplinary ethos within the Boarding House, co-ordinating and liaising with other staff as necessary
- To be aware of the School Dress rules, and to ensure that pupils have all the items they require; to be responsible for the good standard of clothing of pupils, arranging for clothing to be sent to and returned from the laundry
- In consultation with the HM, to communicate with parents as necessary concerning domestic, welfare and medical matters
- To liaise closely with other relevant staff in the Boarding House concerning the progress and welfare of pupils
- To be responsible for promoting and safeguarding the welfare of the pupils for whom she shares responsibility, or with whom she comes into contact; to adhere to and ensure compliance with the Colleges Child Protection Policy at all times. If in the course of carrying out her duties, the Residential Dame becomes aware of any actual or potential risks to the safety or welfare of the children in the Boarding House or College, she must report any concerns to the HM or Master.
- To contribute to the induction arrangements for new pupils joining the Boarding Houses
- To support the Housemaster/Housemistress in ensuring all fire regulations are met.
- To maintain the routine and to make sure that standards of cleanliness and personal hygiene are carried out.
- To be aware of and respond to the special needs of individual boarders, including those from a different cultural background, and to be aware of the changing needs of all children as they develop



### *Hours of Work*

The Residential Dame is fully resident during the term time and, when on duty, to help and provide 24-hour cover in conjunction with the House staff within the boarding environment. Expected to work flexible hours, forming part of the pastoral team in the Boarding Houses.

The hours of work during term time are varied and will be determined in conjunction with the HM. In addition, the Residential Dame will get exeat weekends off and half terms.

### *Remuneration and Benefits*

The salary will be commensurate with the level of experience of the successful applicant. Onsite accommodation, including the payment of utility bills, is provided within the College. School meals are provided during term time. Private medical insurance is provided.



In order to meet the high standards expected of a leading professional in our School, the Master is seeking to employ a person with the following qualities, experience, skills and abilities.

*Essential Criteria*

- Understanding of the philosophy of boarding
- Aptitude for, and enjoyment of, working with young people
- Empathy and understanding of young people and knowledge of appropriate pastoral care
- Flexible 'can do' attitude – willingness to adapt to changing requirements and routines; to work as part of the team
- Good communication skills – the Residential Dame will be required to liaise with pupils, parents, Common Room and administrative staff
- Excellent administrative and organisation skills
- Drivers licence



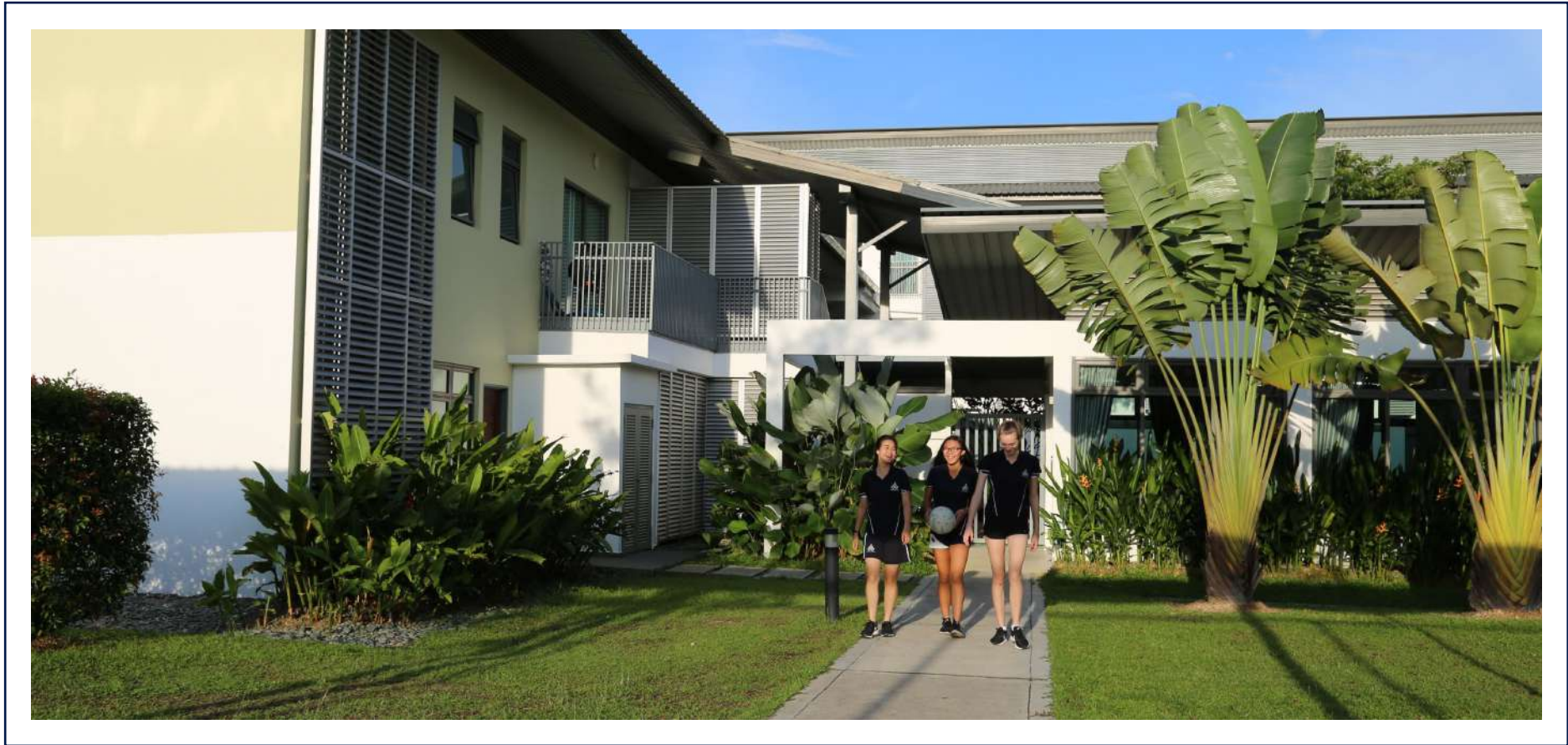
### *Desirable Criteria*

- Experience of working in a UK boarding school
- Experience of working in a medical capacity and experience in assessing appropriate response to medical issues

### *Terms*

As well as working in a beautiful and collegial environment, the Residential Dame at Marlborough College Malaysia will benefit from a generous remuneration package which includes relocation assistance, a rent-free home, private medical insurance and a bonus in lieu of pension.





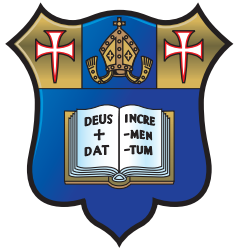
## APPLICATIONS

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 9.00 am on Friday 16<sup>th</sup> February 2018. A CV is not required, but may be submitted at the discretion of the applicant.

There may be additional positions available in the Prep and Senior School later this year: teaching couples are encouraged to apply even if an exact combination of subjects is not advertised at this time.

Applications should be sent to the address overleaf.





Applications should be addressed to the Master and sent to:

e-mail: [recruitment2018@marlboroughcollege.my](mailto:recruitment2018@marlboroughcollege.my)

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