



## ASSISTANT PRINCIPAL (PASTORAL) - SECONDARY SCHOOL

Start: August 2020

### *Vita ad Plenitudinem – Life in All Its Fullness*

The Board of Governors of HELP International School (HIS) is looking for a new Assistant Principal (Pastoral) to join the leadership team in our Secondary School.

#### A. THE SCHOOL ETHOS

The school mission captures the holistic intent upon which the school was founded:

*To Provide an educational experience that will enable and inspire our students  
to experience life in all its fullness.*

The school vision sets out an ambitious aim to which it has committed all of its energies and resources:

*To Become a world-renowned school that embodies a holistic educational philosophy*

Our school motto, *Vita ad Plenitudinem*, which in English means “Life in all its fullness”, captures the essence of what we hope to achieve at HELP International School (HIS). At HIS, it is our mission to ensure that all our students enjoy a FULL school life which will prepare them to live FULL lives as adults.

#### B. OVERVIEW OF THE SCHOOL

The HELP International School (HIS), is part of a group of three schools, the other two being in Johor Bahru and Kuching, Malaysia.

Founded in 2014, HIS is the fastest growing private school in Malaysia and has received the 5-Star SKIPS (Malaysia Private Education Institution Quality System) rating from the Ministry of Education in the 2015 rating exercise. The School is managed by HELP Education Services Sdn Bhd (HES), a subsidiary of the HELP Education Group, established since 1986. HIS started strongly with 500 students in its inaugural intake in January 2014. It now has a total population of 1,400 students of 25 nationalities.

The Board has high aspirations for the School to continue to develop into one of the top schools in the region and a model school for Malaysia.

The School was awarded the status of Apple Distinguished School in 2017 and again in 2019. It received IPC accreditation in 2018 with a Mastery in International Mindedness. It has been awarded the Eco-Schools Silver Award in July 2018. The School has recently been awarded associate member status with FOBISIA, and has begun the process for full accreditation with the Council of International Schools (CIS).

HIS has also been accredited by Common Sense Education with Certified School Digital Citizenship and is a member of the Association of International Malaysian Schools (AIMS).

The HIS Board of Governors is a group of senior academics with a long-standing background in education management. The School's academic quality and standards are overseen by the Board of Governors and the finances of the School are managed by the Board of Directors. The school Principal, Mr Martin Van Rijswijk, is supported by a robust leadership team overseeing the teaching and learning as well as the pastoral care of the School. He is assisted by two (2) Deputies in charge of the Primary (Head of Primary) and Secondary (Head of Secondary) respectively.

The middle leadership team consists of six Assistant Principals, two Key Stage Coordinators (secondary) and 14 Heads of Year (Pre-school to Year 13). The School practices meritocracy in its staff recruitment process and has an even number of expatriate and local academic staff. The administrative structure of the School is strongly supported by five managers overseeing Admissions, Facilities and Events, Human Resources, Finance and Marketing departments.

### C. THE SCHOOL CURRICULUM

HIS offers IEYC in its preschool, IPC for the primary curriculum, IMYC for its Year 7 and 8 curriculum and Cambridge IGCSE and A-Level in the upper secondary years. For admissions, applicants are subjected to CAT4 assessment with an English proficiency test as a written component. The academic progression assessment is supported by year group CAT4 testing in Years 3, 6 and 9 and GL Progress Tests from Years 4 to 6, as well as Year 9 Checkpoint Tests.

HIS is also an inclusive school with a Special Education Needs offering: 10% capped seats in each year group to support students with special learning needs.

### D. THE SECONDARY SCHOOL

The new Assistant Principal (Pastoral) will be joining the school at an exciting time in the school's development. With some 800 students in this section of the school, it is close to capacity. Wait-lists exist in most year groups. As such, space is at a premium. The school is in the process of investigating ways to adequately accommodate the increasing demand for places, while also ensuring a high-quality educational experience for students in line with its mission and vision.

The Secondary School leadership team consists of three assistant principals, two Key Stage Coordinators, and seven Heads of Year. The school has an intentional strategy of developing leaders as part of its commitment to career development and succession planning. As such a range of other leadership opportunities exist to help with the organisation and management of the Secondary School.

There are more than 90 teachers, counsellors and learning support staff in the Secondary School. A recent review of the school highlighted a high level of collegiality and cooperation as strengths in the school.

The school is currently reviewing its use of the International Middle Years Curriculum (IMYC) to investigate how it can be better utilised to prepare students for IGCSE and A-Level, while also assisting them to develop the skills, attitudes and aptitudes to live life in all its fullness. Over the past three years the school has enjoyed successive improvements in its IGCSE and A-Level results, and is exploring ways in which to target further improvement.

A key area of focus for the new Assistant Principal (Pastoral) will be investigating how we can strengthen the partnership between our Learning Support unit, EAL Teachers and Counsellors. We are also keen to explore how we can better support students in their individual learning journeys through Key Stage 3, and into their IGCSE studies and A-Level studies to ensure they each receive the very best in a high quality holistic educational experience.

#### D. MALAYSIA – OUR HOST COUNTRY

Malaysia is rapidly rising through the ranks as one of the best countries in the world for expats to work in. According to the [HSBC's new Expat Explorer survey](#) the expat experience in Malaysia was found to be a sociable one with 61% saying they found it easy to make friends – compared to 53% globally and 55% regionally. In terms of active social life, 44% say they have better social lives now than they did at home compared to 31% globally and 40% regionally.

Expat life in Malaysia has much to offer and provides a great intercultural experience – from discovering the countryside like the tropical islands and rainforests (two of which are World Heritage Sites); colourful festivals; huge shopping malls; and an amazing variety of Malay, Indian and Chinese food options at very affordable prices. Travel opportunities abound, as Kuala Lumpur is a major transport hub for most of Asia and the Pacific. English is widely spoken, and the Malaysian people very welcoming to visitors to their country.

The lifestyle is such, that many expatriate teachers tend to extend their employment contracts. Many of our staff are now in their fourth year of work with the school. This reflects the positive work environment at HIS, but also the comfortable lifestyle that comes with working in Malaysia.

#### E. TERMS AND CONDITIONS OF THE APPOINTMENT

The initial contract offered to the successful candidate will be for two years, renewable thereafter by mutual agreement between the Head of Secondary, and the Principal and Board of Governors.

The compensation package will be commensurate with the responsibilities of the position and will include the following:

- A competitive salary
- Employer pension contribution (initially 12%) to the Employee Provident Fund (EPF) that can be withdrawn when the employee ceases their employment in Malaysia
- Housing allowance
- Group PA Insurance
- Group Hospitalisation and Surgical Insurance
- Education for dependent children enrolled with HIS
- Annual return airfare for Assistant Principal (Pastoral) and his/her dependents
- Relocation allowance (reimbursement basis)
- Laptop provided by the school

## F. APPLICATION PROCESS

Visit our school website to find out more about this exciting leadership opportunity:

<https://his.edu.my/careershis/>

Early applications are welcome. Depending on the number of applications received, we reserve the right to bring the deadline forward.

To apply, please send a letter of application and CV (with contact details of at least 3 referees) as one document (no more than 5 A4 pages in total) as a PDF file attachment directly to [jacqueline.joseph@kl.his.edu.my](mailto:jacqueline.joseph@kl.his.edu.my).

Please also fill in and submit the Application Form found on our school website:  
<https://his.edu.my/careershis/>

The closing date for applications: **Friday, 25 October 2019.**



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## Job Description: Assistant Principal (Pastoral) Secondary

Reports to: Head of Secondary School

### **PURPOSE**

The Assistant Principal responsible for pastoral matters, will show a deep commitment to the welfare and development of students, and an interest in all aspects of school life. The Assistant Principal (Pastoral) will have overall responsibility for safeguarding and pastoral care. S/he will direct and work with the Key Stage Coordinators, Assistant Principal (Curriculum), and Assistant Principal (Sixth Form) and Heads of Year, who lead a team of form tutors in monitoring the academic and personal development of each pupil.

S/he will liaise closely with parents and with external agencies where applicable. In addition, s/he will work with the school nurse, Learning Support team, EAL teachers, and school-based counsellors, to support all members of the school community. The Assistant Principal (Pastoral) is also responsible for the duty rosters and oversight of the coordination of school day trips, camps and residential trips.

### **GENERAL**

The Assistant Principal (Pastoral), in consultation with the Leadership and Pastoral care teams, will ensure:

- A comprehensive student welfare and pastoral policy which is regularly reviewed and which includes the principles of natural justice and procedural fairness
- Policies, programmes and practices which are regularly reviewed and which promote the protection, safety, self-esteem and welfare of students
- Ensure that the learning environment is welcoming, stimulating and supports independent learning
- Practices that ensure all students are treated in accord with their particular needs and talents

### **PASTORAL CARE**

- Support colleagues in promoting the physical, emotional and psychological wellbeing of the students
- Take a pro-active approach to pastoral care, ensuring parents are contacted in a timely fashion where there are concerns
- Oversee the role and performance of Form Tutors and Heads of Year
- Oversee and review pastoral policies
- Oversee pupil attendance including all requests for absence
- Oversee staff duties
- Support the creation of strong relationships with parents
- Monitor student progress, in collaboration with the Assistant Principal (Curriculum)
- Support colleagues in promoting high standards of behaviour
- Ensure that standards of dress and appearance are high
- Advise on disciplinary action, up to and including exclusion, in consultation with the Principal

- Oversee the School Councils and Food Committee and report back to the Leadership Team
- Provide professional development in pastoral matters for all staff, contributing to INSET days as appropriate
- Organise regular Pastoral meetings for parents
- Maintain an active presence for pastoral matters on the school website
- Oversee the moral, social and cultural development of the students in line with the school values
- Oversee assemblies together with the Head of Secondary
- Promote initiatives such as healthy living, anti-bullying and e-safety in conjunction with the school counsellors and digital innovation team
- Regularly review the outcomes of pastoral interventions and initiatives, measuring the effectiveness and making improvements as necessary

### **CHILD PROTECTION/ STUDENT WELFARE**

- Oversee all issues related to Child Protection and Safeguarding in the Secondary School
- Utilise the student information management system, analyse the data and report back to the Leadership Team about pastoral matters
- Review and update policies relating to pastoral care, while recognising the context of our host country
- Take responsibility for ensuring that all staff have regular training
- Ensure new staff receive appropriate induction training on Child Protection and the school's pastoral systems
- Advise on procedures for visitors to school
- Be responsible for advising on, and dealing with, any concerns about a student's welfare,
- Proactively following up concerns, consulting others, signposting agencies if necessary
- Liaise with outside agencies, attending meetings and keeping appropriate confidential records

### **EXTERNAL RELATIONS**

- Continue to promote and develop systems to ensure the School enjoys positive working relationships with parents
- Oversee links and communication with other schools, especially within AIMs and the HES Group, on pastoral and welfare issues
- Liaise with other local institutions

### **THE LEADERSHIP TEAM**

- Attend and positively contribute to leadership team meetings
- Attend school functions and meetings, and contribute to the marketing of the School, including attendance at external events
- Deputise for other senior colleagues including the Head of Secondary when necessary
- Be involved in staff recruitment
- Contribute to the strategic planning process
- Support colleagues in maintaining the ethos of the School and setting the highest standards of behaviour
- Teach approximately 10 periods per week
- Support the Admissions Team in recruiting students from a variety of backgrounds
- Carry out lesson observations and work scrutiny, particularly with a view to pastoral care
- Review student reports

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The Assistant Principal (Pastoral) will be expected to comply with any reasonable request from the Head of Secondary and Principal to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Principal, the Head of Secondary and the Assistant Principal (Pastoral).

## PERSON SPECIFICATION

The ideal candidate would be expected to show evidence of many of the following skills and qualities. The following table demonstrates qualities that would be considered essential or desirable and how these will be tested during the recruitment process.

Qualities and Attitudes (tested in covering letter, application form and interview)	Essential	Desirable
A real interest in and care for individual pupils	✓	
A desire to form strong relationships with pupils, parents and staff across the whole of the School community and beyond	✓	
A capacity to engage with the broad community which the school serves	✓	
A passion and demonstrable energy for the power of education to transform the lives of pupils	✓	
Full commitment to every aspect of school life	✓	
An understanding of the demands of a successful and energetic school	✓	
An understanding of the ethos and values of the School	✓	
The ability to proactively lead by example and with drive and conviction	✓	

Personal characteristics (tested in covering letter, application form and interview)	Essential	Desirable
Strong personal values that align well with the school values and the schools host country	✓	
Excellent interpersonal skills: <u>listening</u> , negotiating, persuading	✓	
Resourceful and resilient, able to work under pressure	✓	
Approachable and empathetic	✓	
Able to work independently, or as part of a team	✓	
Pro-active, organised, flexible	✓	
Creative thinker and reflective practitioner	✓	
Good attention to detail	✓	

Skills and experience (tested in covering letter and at interview)	Essential	Desirable
Academically strong with a good degree and QTS	✓	
Committed to continuing professional development	✓	
An outstanding classroom practitioner with a strong track record of achieving excellent examination results at GCSE and A level and/or IB	✓	
Awareness of best practice in pastoral care and educational management	✓	
Full commitment to every aspect of school life	✓	
Knowledge of current educational trends	✓	
High standards of written and verbal communication, able to engage with all members of the School community (staff, students, parents, governors)	✓	
Meticulous record keeping	✓	
Excellent IT skills	✓	
Proven experience of successful middle management, leading a year group or an academic Department or equivalent	✓	
Ability to think strategically	✓	
Experience of leading change successfully	✓	