



Concord College International School Malaysia

Deputy Head Pastoral

Full-time, from August 2024

Job description and person specification

Welcome from the Founding Executive Principal

"It is my honour to welcome you to Concord College International School, Malaysia.

Our children have just one chance to be young and one chance to prepare for adulthood. This time is precious. It is my aim to ensure that our wonderful new school maximises opportunities and prepares children for tomorrow. Of course, this is what all schools aim to do. However, this is not always achieved. Here at CCIS we will educate children using the highly successful Concord ethos of Rigour, Kindness and Creativity. This ethos fuses the best of western and eastern global education traditions while recognising that we all thrive when we are treated with respect and with kindness.

It is my aim that CCIS will not just be a good school, but will become one of the top schools in Malaysia and in the region. This will be achieved by children, educators and parents working together to deliver the central Concord ethos, while recognising that each child is unique and is constantly changing and developing. My experience as an educator has taught me that the quest for high standards and good discipline is the bedrock of educational success. When this is linked with the fostering of curiosity and creative problem solving, measurable success is achieved. If we then act with decency and in a spirit of harmony, our families, communities and societies benefit.

As a potential member of staff, thank you very much for your interest in Concord College International School: it is a real pleasure to be able to tell you more about this very special place. Concordians are encouraged to love to learn and to be ambitious for their futures. At Concord Malaysia our pupils will pursue their dreams in a safe, calm and supportive environment where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work will be rewarded with outstanding outcomes.

Our pupils will live and learn in a diverse, vibrant school community supported by outstanding academic and pastoral staff. They will have extensive opportunities through our co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians can become confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy.

It is hoped that highly talented body of staff will work hard to help students flourish. Our aim is that staff will thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Neil Hawkins
Founding Executive Principal

About Concord College International School Malaysia

Concord College International School Malaysia will open in September 2024. It is a new British International and boarding school for students aged 5 to 18 following in the successful footsteps of our sister school, Concord College, UK.

We will be offering a broad and balanced education based on the UK National Curriculum for Primary, Secondary and Sixth Form (A-level). Concord College International school will have a purpose-built campus which offers excellent teaching and age-appropriate facilities to ensure every student has a pathway to success.

The school will provide a safe, vibrant and friendly environment in which students can flourish and fulfil their potential. Students will be expected to display mutual respect and to promote harmony, decency and trust.

We aim to uphold and preserve the structure, ethos and academic rigour of Concord College UK - offering an international education and work to achieving academic excellence through the core values of Rigour, Kindness and Creativity.

Concord Ethos

Concord College International School will be dedicated to the delivery of a clear core Ethos:

	Rigour	Kindness	Creativity
Rigour	Rigour is an attitude of mind that will be shared by all members of the school community. We will expect high standards in all aspects of school life. This will not only be in attitudes to learning, but also in discipline and in the manner in which we interact with each other. Linked with a growth mindset, a rigorous attitude is the best way to ensure that a young person flourishes and fulfils their potential.		
Kindness	Concord College International School will be a warm, calm and friendly community in which values of trust and decency are shared between staff and students in an atmosphere of mutual respect and kindness. Children will also be given the skills to understand their world and the confidence to face future challenges.		
Creativity	Education is more than just grades. Grades are certainly the 'passport' that students need to move on to the next stage of their lives. However, the real art of education is to develop the confidence and self-worth of the young person'. Instilling creative problem solving, moral values and the soft skills of empathy, communication, team-working and time management are the real gift that we can give to the young.		

The school will provide a safe, vibrant and friendly environment in which children can flourish and fulfil their potential. Students will be expected to display mutual respect and to promote harmony, decency and trust.

The role

Title:	Deputy Head Pastoral
Department:	Senior Leadership Team
Reports to:	Head of Secondary and Head of Primary

Job specification:

The role of the Deputy Head Pastoral (DHP) is to take responsibility for the leadership and management of pastoral and welfare issues within Concord College International School. The DHP is expected to set the highest standards of professionalism and to set, establish and maintain a tone of kindness throughout the school community.

The post-holder will also be expected to teach a reduced timetable effectively while

Main duties and responsibilities include:

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| Key Responsibilities | <ul style="list-style-type: none">• To ensure that the School's Ethos and Boarding Principles and Aims are modelled by the post holder and delivered with energy, enthusiasm and conviction to staff, students and to their parents.• To be a positive and public figure around the School.• To maintain good discipline amongst students• To ensure that pastoral and boarding life is fulfilling and appropriate for students of different ages.• Working in conjunction with the Head of Secondary and the Head of Primary, to create, run and develop pastoral and boarding practices within the School.• To co-ordinate pastoral and resident staff duties to ensure that the provision of welfare and pastoral care of all students is of the highest standard.• To run a system of Professional Review (Appraisal) for boarding and pastoral staff.• To ensure that regulations are followed in a contextually appropriate manner. These will include the UK's National Minimum Standards for Boarding (NMS) and Safeguarding policies. It is the Deputy Head Pastoral's role to ensure that such policies are understood, followed and evidenced.• To act as the School's Designated Safeguarding Lead.• To make students, staff and parents aware of School policies relating to Welfare and Safeguarding.• To communicate with key stakeholders in all matters relating to welfare and pastoral care.• To ensure that physical and mental health awareness is a key part of the life of the School.• To be a member of the Senior Leadership Team and to take an interest in whole college matters.• To deputise for the Head of Secondary and the Head of Primary as required.• To report to the Head of Secondary, the Head of Primary, the Executive Principal and the Board as required.• To teach a reduced timetable of classes effectively. |
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Management Responsibilities	• To monitor individual students' well-being and to coordinate appropriate action if a teacher, tutor or parent expresses concern about their welfare. • To oversee the proper supervision of the boarding and social locations for all students. • To stay in regular contact with parents regarding pastoral welfare issues. • To lead and run visits outside school, particularly longer trips that enrich students' global perspectives. • To review and regularly update policies and procedures relating to pastoral/boarding issues. • To liaise with outside bodies as appropriate. • To devise, administer and respond to student and parental surveys. • To co-ordinate preparation for pastoral/boarding inspections. • To manage and direct all boarding and pastoral staff and ensure that appropriate training is provided and updated as necessary. • To co-ordinate exeats and holiday arrangements for all boarding students. • To ensure that boarding life is busy and full, especially during the weekends and during any holiday periods when students are present. • To chair the student Consultative Committee (Student Council). • To chair meetings of the Residents' Committee. • To act as line manager for the pastoral team and liaise between the various stakeholders as appropriate. • To log, monitor and respond to complaints, incidents of bullying and any safeguarding concerns • To ensure that appropriate human and digital systems are in place to record attendance, safeguarding, medical and mental health concerns. • To monitor and follow-up on poor attendance issues as appropriate.
School Routines	• To contribute generously to the pastoral and boarding life of the School. • To lead assemblies and other student gatherings as appropriate • To be a 'residential' member of staff and take responsibility for all boarding issues, including student welfare and discipline. • To take a role in the senior staff weekend duty rota. • To play a key role and organise the logistics of the start and end of each term to ensure that students settle into the school well and that boarders leave their rooms in good order. • To communicate effectively with the Heads of Secondary and Primary as well as with the Executive Principal.

The Deputy Head Pastoral should also be willing to take on any other reasonable responsibility to develop boarding within the College as requested by the Head of Secondary, the Head of Primary or the Executive Principal.

Person Specification

The post holder is expected to be:

- An effective communicator and leader
- Someone who will model the positive values of the school at all times.
- Capable of building trust within teams and within the community as a whole
- Capable of giving the very considerable time and commitment that the post will require.
- Willing to laugh and to smile while setting the highest possible professional standards.

Qualifications and Experience:

It is expected that the post holder will:

- Have a strong academic background in their own right (for instance a degree from a globally prestigious university) and a teaching qualification (such as a PGCE)
- Have a strong track record as a teacher and educator
- Have proven experience in effective educational, boarding and/or pastoral management
- Have experience in the development of systems that have led to institutional improvement.
- Have worked in a school or schools in which the highest standards have been achieved.

Hours of work:

Teachers are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Academic staff are also expected to actively support college events as far as possible and contribute to the broader life of the college.

Induction of new staff:

There is a thorough induction programme for new staff. The main induction takes place just prior to the start of the new academic year in August.

Remuneration and benefits:

Details of remuneration and benefits are given in formal offer letters and contracts of employment.

Salary will be in accordance with the Concord Teachers' Pay Scale, which is above Main Scale. Successful candidates are offered a point on the salary scale which is appropriate to their qualifications and experience.

Prior to contract, this post is subject to:

- Verification of qualifications;
- Background checks;
- 2 confidential references (including current Head);
- Formal proof of identity (passport or driver's license).

- Formal proof of current correspondence address (e.g. banking related letter/ tenancy agreement, utilities bills, etc).

Safeguarding:

All members of staff at Concord International School are required to comply with the school's Safeguarding Policy.

Application Information

The closing date for applications is Monday 30th October.

Applications will, however, be considered on receipt and we reserve the right to close this advertisement earlier than the date stated above should we appoint a suitable candidate.

Application forms are available on our website: <https://concordcollegemy.com/> or from our HR Department: recruitment@concordcollegemy.com.

Please note CVs will only be accepted if submitted with a fully completed and detailed Concord College International School application form.