



Applicant Information Pack Head of Design & Technology

Part of



Welcome Message

Thank you for your interest in our vacancy for Head of Design & Technology. I hope this pack, will help you to decide that Tenby International School is a community you want to join, in order to make an invaluable contribution to the students within our school. I would encourage you to visit our school website at: www.tenby.edu.my/penang to find out more about what we do and why we do it.

This is a rare opportunity to join our team and to lead the small but ambitious faculty into its next phase of development. We are due to relocate to a state-of-the-art STEAM building in January 2024, complete with brand new Design Technology hub including a full spec. auditorium, Food Technology suite, art studio, graphics studio, robotics room and VR suite. The successful applicant can look forward to some fantastic opportunities to develop Design Technology into an active, dynamic learning experience where the only limit, is your imagination. As a school, we want to explore the opportunities Design & Technology brings. Engineering, Product Design and Robotics are just part of what we want to explore as our school expands and we take active planning steps to reintroduce our Post 16 pathways from September 2026.



Choosing the school for the next stage of your career is a really important one and, to that end, we welcome prospective applicants who wish to have an informal Teams chat before making a decision to apply. If this would be of interest, do contact our HR team via HR.penang@tenby.edu.my and they will set up a meeting.

As a school, we are fortunate to attract staff who are fully committed to delivering our inclusive ethos. We work hard and go the extra mile to ensure our students achieve the very highest outcomes. In return, our staff are empowered to work within their area of specialism in a way that best supports learning within that subject. We aim to ensure that energy is directed in the best possible way, to promote 'Amazing Learning'. Our approach is personalised to each student, and we recognise that this personalisation must be extended to individual subject areas to allow staff the flexibility to instil their passion for their subjects to our students. Our approach to 'Amazing Learning' is rooted in the science that underpins a Growth Mindset approach.

As a staff, we are consistent in our approaches and expectations through reference to our behaviour and discipline codes, with the aim of freeing up staff to focus on their craft. As a result, our student behaviour is recognised as extremely positive with children who are bright, engaged and exceptionally keen to learn.

In this pack, you will find a job description and a copy of the person specification for the post. If you feel Tenby International School is the right school for you for that next career step, please complete the following by the deadline of 12 noon on **Wednesday November 29th 2023**.

- Submission of your CV, with a passport sized photograph.
- A statement of support outlining your suitability for the post and how your experience to date has prepared you for the requirements of the person specification. (See page 6 / 7 for information.)

Our International School is rooted in our local community, on the beautiful island of Penang. We enjoy the best of both worlds, linked to the Malaysia mainland by two road bridges — island life with direct access to the delights of mainland Malaysia. We are served by an International Airport on the island with direct flights to Singapore, Kuala Lumpur, Thailand and Vietnam. We are part of the worldwide International Schools Partnership (ISP) group with access to a wealth of support and career development opportunity that a community of nearly 80 schools brings.

I very much hope that from what you read and see, you feel Tenby International School will be a good fit for your next career move. I very much look forward to reading your application.

Julia Maunder

Head of Tenby International Secondary School



Description of School

Tenby Penang is part of the International Schools Partnership (ISP), a leading International Education company based in London with 76 schools across the world. We are part of a worldwide family with sister schools in Spain, UK, Mexico, Costa Rica, USA, Canada, Dubai and the UAE.

We have a proven track record of staff development and good quality teaching and learning. We are unique because we have a Private Malaysian school and an International School on the same campus and we are truly integrated.

Tenby Penang is one of the leading schools on the island of Penang. Find out more on our website www.tenby.edu.my/penang and our social media sites.

Key benefits

- A culture of engagement and trust, where staff contributions are recognised and valued.
- A passionate and motivated team of professionals who put children at the heart of decision-making.
- An embedded whole campus commitment to professional development and a commitment to serving others.
- A peer network of like-minded teaching colleagues and support from non-academic staff.
- Access to expertise, best practise sharing and learning opportunities across countries and cultures.
- Career development opportunities within one of the largest International School groups: 'International Schools; Partnership.'
- A commitment to employee well-being.
- A location that has a great balance between relatively low cost of living and high quality lifestyle opportunities on a wonderful holiday island.

We also offer

This is a two-year contract with an option to renew at the end. Benefits include:

- Competitive salary
- Fee discount for children of employees
- Medical outpatient and insurance benefits
- Personal Accident insurance coverage
- Flight and shipping allowance at the beginning and end of the contract
- Support with accommodation for the first two weeks after arrival.
- **Generous contributions to an Employee Provident Fund (EPF) – up to 23% of salary per annum (11% employee contribution + 12% employer contribution) payable as a lump sum on leaving Malaysia.**





As part of the International School Partnership (ISP) – we strive to be the leading international schools’ group of quality and scale, with schools of choice recognised across local communities and the global education sector for Amazing Learning. [Click here](#) to find out more about why our students and parents love being here.

Our principles emphasise and underpin how we do what we do. We:

Begin with our children and students; Our children and students are at the heart of our business. Simply, their success is our success.

Treat everyone with care and respect; We look after one another, embrace similarities and differences and promote the well-being of each other.

Operate effectively; We focus relentlessly on the things that are most important and will make the most difference.

Are financially responsible; We make financial choices carefully based on the needs of the students, staff and our schools.

Learn continuously Getting better is what drives us.

- Our students benefit from high quality feedback and assessment that will support them to make progress above the level one might expect, and our assessment processes will enable us to intervene in a timely way, to support where needed.
- Our teaching & learning strategies are developed by high quality, research and evidence based CPD and we think this enhances the quality first teaching that underpins our approach.
- We have a school where our values of respect, excellence, ambitions, compassion, and honesty permeate everything we do.



Tenby International School: Curriculum Statement

This statement deliberately does not seek to identify the skills required by a '21st century learner' or to second guess the qualities that employers of the future will be seeking in our young people. Our aims are no less ambitious but, we hope, more realistic: to ensure all students gain the skills and confidence to become effective and resilient learners within a mutually respectful community that is caring and supportive of its members and considerate of the diversities of society more widely. Through such an approach, we aspire to encourage our learners to be adaptable to the evolving challenges they will face in their lives.

We are moving towards a STEAM specialism for our school. Much work has been done to move our curriculum to a responsive, skills-based approach that is aligned both within, and between, subjects to support connected learning.

At Tenby, we recognise that embedding effective curricular development takes time. We are therefore determined not to be distracted by external influences. Instead, we are committed to retaining a broad and balanced curriculum with equality of access for all; and to reviewing research into effective learning and its pedagogical implications. From this, we adjust our approaches to maximise their effectiveness. Our approach is to tweak what we know works, rather than embark on a series of fragmented initiatives.

We recognise that each subject is unique. For this reason, Heads of Department, as the experts in their areas, are empowered to develop and structure their curriculums with their department colleagues. Our subject-based Teaching and Learning Community (TLC) time is intended to enable departments to discuss and decide:

INTENT: What elements of curriculum content they are teaching so that students can access each academic discipline and tradition.

IMPLEMENTATION: When they are teaching each element so students can appreciate the relationships between them; how they are teaching each element effectively so all students can access and be engaged by the curriculum.

IMPACT: How and when to assess what students know, understand, and can do.

Sequences of learning across all years should be underpinned by:

- Consistent challenge for all.
- The embedding of subject-specific skills alongside the coherent layering and spiralling of subject-specific knowledge.
- The development of key life competencies in the classroom, through a focus on the 5Cs of: Critical Thinking, Creativity, Collaboration, Character and Community.
- Explicit teaching of each aspect of the Tenby Learning Process: Understanding new learning – Consolidating that learning through practise – Reviewing the learning through application.

We are fortunate in having the opportunity to work closely with our sister school, Tenby International Primary. Being located on the same campus offers us the opportunity to work together, refining our approaches and learning from each other, to provide a cohesive curriculum from Early Years, all the way to Key Stage 4.



Job Description – Head of Design & Technology Faculty

Line Manager - Head of International Secondary School

Salary - competitive

Teaching Allocation: 21 /29 teaching hours per week (plus tutor time.)

Main purpose of the role

This position is open to dynamic and inspiring subject leads who have a passion for delivering excellent attainment and achievement in Design & Technology and have the vision to support a dynamic extra-curricular programme.

The successful candidate will

- Demonstrate a passion for education and a desire to improve the life chances of all students.
- Lead with an ethical and vision led approach that supports and develops mathematics learning, delivered by a strong team of informed practitioners.
- Have the ability to empower and motivate students to engage with a broad offer of extra-curricular opportunity.
- Maintain and develop the school's ethos of diversity, inclusivity and equality of opportunity.

Core Purpose

The postholder will:

- Ensure the highest possible standards of education through the promotion of effective teaching and learning; calling on the best research-based evidence to inform pedagogical practice in the teaching of the Design & Technology curriculum.
- Support the development of a comprehensive programme of extra-curricular opportunities, to foster a love of all things Design & Technology.

Operational Responsibilities

The postholder will:

- Play a key role in promoting the aims, values and ethos of Tenby School Penang.



Person Specification—Head of Design & Technology Faculty

Please use the specification below to inform your supporting statement. Your supporting statement should be no longer than 2 sides of A4 paper.

Criteria	Essential	Desirable	Evidence
Training & Qualifications	Degree Teaching Qualification	Further training / study	Application form Certification
Educational Experience	Leadership of a subject or key stage team. Teaching across KS3 & KS4 age range (11-16 years.) Developing & implementing strategies for achieving strong value-added outcomes for students Using evidence-based information to inform planning and teaching	Experience of teaching Cambridge iGCSE. Experience of delivering to a diverse community of students including those for whom English is not their first language. Experience of teaching relevant Post 16 pathways.	Letter of application Selection process References
Professional Qualities & Attributes	Ability to: Work in partnership with a team to achieve successful outcomes for students. Motivate, influence and empower staff and students. Set priorities to achieve ambitious goals Seek, and act on, feedback from others. Build and maintain effective relationships.	Experience of: Raising student achievement and adding value with specialist subject. Working effectively to lead a team of specialists within a faculty. Effective liaison with parent groups. CPD that demonstrates a secure knowledge of current thinking in pedagogy and practice.	Letter of application Selection process References
Professional Knowledge & Understanding	Effective strategies for maintaining high standards of attainment, behaviour and attendance. Principles and practice of educational inclusion, diversity and access. Developing choice and flexibility to meet the learning needs of every student.	Experience of: Working with other agencies to promote Design Technology and develop extra-curricular opportunities. Determination and drive to improve yourself and others. A strong team ethos and work ethic. A knowledge of STEAM based approaches to curriculum delivery.	Letter of application Selection process References
Personal Qualities	Flexibility. Team centre approach. Ability to work well under pressure. A passion for all things design.	Experience of: Working with other staff to secure continuous improvement. Strong relevant subject knowledge and experience.	Selection process References



Head of Design & Technology Faculty

Overview

The faculty currently offers study programmes to IGCSE level in Graphics, Resistant Materials and Art. This complements our offer in Computing. We are also hoping in the future to offer A-level pathways under the Cambridge International syllabus. Our Key Stage 3 curriculum follows the British National Curriculum and includes the study of food technology, graphics, art and robotics. We want to expand our offer to consider engineering, product design and other aspects, depending on the Head of Faculty vision. Do you have the vision and expertise to help steer our path?

The curriculum intent within Design & Technology is to give children the confidence to develop a deeper understanding of a range of key concepts through a sequenced programme of learning. We do this in several ways, including problem-solving, theory and practical activity, so students develop a more conceptual understanding and the ability to apply their knowledge accurately. The desire is that pupils leave our school with a mastery of the competencies that underpin effective study.

Staffing within the Faculty

The Design & Technology department is currently a team of three experienced members of staff, including the faculty lead. We currently have specialists in graphics and art, robotics and physics and food technology. Our current Head of Faculty is a specialist in food technology but this is not a requirement for their successor. The ability to teach food technology at KS3 would be an advantage but the key requirement is a vision for the faculty and the experience to guide it through its expansion.

We aim to work as a close team and support each other wherever possible. By working together and sharing ideas and successes, we can help one another to develop professionally and become better and stronger teachers. We look forward to welcoming our new Head of Faculty and can pledge our support for their vision to take Design & Technology to the next level in our friendly International School where globalism is a core part of our ethos.

Resourcing & Facilities

From January 2024, the faculty will benefit from a new cutting-edge facility that will offer a purpose-built suite of new Design Technology suite of rooms. This facility includes access to 'make and do' spaces and a host of other resources to bring Design & Technology alive and to promote the development of students connecting with real-life skills. It is an exciting time to be joining Tenby.

Faculty priorities for 2023/4

The focus this year is on reviewing our approach to assessment and feedback design for effective progress. This builds on our curriculum review last year, intended to ensure the students are learning new knowledge by giving them opportunities to develop and apply the numeracy and applied problem solving skills needed to be successful.



Interview

Initial interviews will be completed through Teams or Zoom.

How to Apply

The closing date is 29/11/2023 but it is strongly recommended to submit applications as soon as possible. We reserve the right to appoint to this post, should a suitably strong candidate apply before the deadline.

Candidates are invited to submit:

- A comprehensive CV with recent passport-size photograph and contact details of three referees (one of which must be from your current school).
- A statement of support which demonstrates how your experience meets the requirements of the person specification and job description.

Applications should be emailed to: hr.penang@tenby.edu.my

Applications must be received no later than midday on Wednesday November 29th. Applications received after this date and time will not be considered.

Shortlisting

Shortlisting will be finalised on Tuesday December 5th

Interviews

The selection process will be discussed with the shortlisted candidates. Candidates may be asked to undertake a practical task related to the knowledge and abilities in the Person Specification.

We are intending to interview for the post during week beginning January 1st 2024. This is due to our school observing a 3 week Christmas break. We may arrange short online discussions with our Head of School WB December 4th 2023, to support a short listing process.

Notification of outcome

Shortlisted candidates will be notified of the outcome as soon as possible following the process.

Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

Taking up post

The successful candidate will take up post from August 2024.

Should you require any additional information, please contact HR.penang@tenby.edu.my

ISP Commitment to Safeguarding Principles

ISP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.

