



MARLBOROUGH COLLEGE MALAYSIA

GRADUATE ASSISTANT

For August 2024

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. Marlborough College Malaysia is now independently rated as one of the world's leading 100 schools.



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' enhanced by our own organic farm and boating lake. 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 760 pupils, around 394 of whom are in the Prep and 120 of whom are in the Sixth Form. Pupils from the age of nine may

choose to board and approximately a third of those who are eligible do so, with almost half of the Senior School and most of the Sixth Form boarding. The Singapore Tatler has referred to the College as “the only school in Asia offering an authentic British boarding programme”.

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 45 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. It is one of the few schools in Asia to achieve membership of HMC, an association of the world's leading independent schools, to have the Council of British International Schools' coveted “Beacon” status and to have won international plaudits for innovation and excellence from the UK's Boarding Schools' Association. It was listed by the Spears Index among the world's 100 leading independent schools in 2021 and 2022.

Further details about the College may be found on its website at www.marlboroughcollege.my





MARLBOROUGH COLLEGE MALAYSIA



THE MAP

North



0 50 100

YARDS

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 over 400 children aged 3-13.

Most Prep children are day pupils, but from nine years of age two popular Junior Boarding Houses provide full, weekly or day-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 3-8.

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

Marlborough College Malaysia is looking for highly motivated recent graduates who are interested in gaining teaching experience within a school setting. The ideal candidate must be passionate, dedicated and resilient. He or she must be able to work in partnership with teaching and other educational support staff.

You will gain the most from your experience at MCM should you throw yourself into the wide range of activities and opportunities that arise across the boarding and day operation of our wonderful College. Particular areas of interest may include:

Sport including coaching in Games / Gymnastics / Swimming

Performing Arts including Musician in Residence / Actor in Residence / Tech Support (lighting/sound)

Creative Arts including Fine Art / Installation / Artist in Residence

Outdoor Ed including Sustainability / Forest School / Water Sports / International Award / Duke of Edinburgh)

Marketing including Media / Social Media / Photography / Editing

Academic including Research or Teaching. NB for suitable candidates there may be an opportunity to progress to a Prep or Senior PGCE

This role would be ideal for someone who is considering teaching as a career and many of our graduate assistants have progressed into teaching positions, both at MCM and UK schools. Graduate Assistants will be employed for the whole of the academic year and this is a fixed term position until July 2025. New staff will need to be available for induction and orientation from mid-August 2024.



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, along with Singapore, it boasts one of the world's highest COVID-19 vaccination levels so national and international travel has reopened with confidence. Teachers here enjoy the benefits of regular travel during holidays and even on our 3-day Exeat long weekends to such places as Bali, Thailand and Western Australia.

For long-haul travel, Changi in Singapore has repeatedly been named the best airport in the world. For regional travel, Senai Airport is 20 minutes from 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 GRADUATE ASSISTANT

Reporting to: Head of Boarding and relevant HoDs

Overall expectation:

To maintain high professional standards with the aim that all pupils will flourish in their academic, social, cultural and physical endeavours. The same standards pertain to relationships throughout the College and between colleagues, contributing to a culture of inclusivity, collegiality, generosity and trust. A commitment to the wellbeing of pupils and staff is expected and this supports the College's conviction that Companionship, Compassion and Conversation enrich our community and consolidate our integrity. Loyalty to the College is an expectation of all staff, so upholding and displaying the College's values and virtues both within our immediate community and beyond is essential.



Key Responsibilities

Academic Departments

You should expect to be attached to one (or possibly more than one) academic department. Graduate Assistants will be expected to be part of the College duties rota.

During the day you will be expected to work under the specific direction of the relevant Head of Department(s). Your work may take a number of different forms and might involve acting as a support teacher in certain circumstances.

You may be given the opportunity to plan and deliver lessons under the direction of a teacher. Primarily, though, it is likely to involve providing administrative support for the Department, developing teaching materials and acting as a learning assistant if appropriate. Your particular contribution in this respect will be discussed on arrival.

Contribution to the Games programme

You should expect to be involved in the sports provision in the College, coaching and supporting games, including Saturday. According to your level of expertise, you may run a team in the major game of the term. The major games are as follows:

For boys: Rugby, Football, Tennis, Athletics, Cricket and Swimming

For girls: Netball, Football, Touch Rugby, Tennis, Athletics and Swimming

Graduate Assistants will also be asked to accompany teams to matches, locally, in KL or overseas in Thailand or Singapore.

On certain occasions you might be asked to help out in another area e.g. to provide additional staffing for an Outdoor Activities event or school trip.

Tutoring in a Boarding House

You will be attached to one of the boarding houses on the campus and will do at least one duty night per week and some weekend duties. You may be given individual tutorial pupils to mentor. Precise details of what you are expected to do will be decided by the Housemaster or Housemistress of the particular House to which you are assigned and discussed with you on arrival.

Additionally, you will be expected to assist with House outings. These usually consist of some form of Outdoor Activity and take place on Saturdays or Sundays during the year. You are also expected to attend and contribute to special House events during the year.



ESSENTIAL CRITERIA

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

- Candidates must possess at least minimum Diploma/Degree Certificate in any specialism
- Applicants must be willing to work in Iskandar Puteri, Johor, Malaysia
- Candidates will need to be prepared to make the commitment to full involvement in the boarding life of the College.
- Outstanding interpersonal skills, as well as excellent verbal and written communications skills
- The candidate must possess positive and optimistic character strengths and a proactive attitude
- The ability to uphold the traditions and promote the ethos of Marlborough College Malaysia



DESIRABLE CRITERIA

The successful candidate for this important position will be able to demonstrate the following qualities and qualifications:

- TEFL qualification
- Experience of pastoral work
- Experience of a boarding school

Terms

The College will provide the Graduate Assistant with a stipend and an apartment in the staff condominium; this consists of a bedroom with a double bed, wardrobe storage, a private shower and toilet and an open-plan living room with a small kitchenette. Apartments are all air-conditioned. In addition, the condominium has a common room with a large kitchen and dining area, a television and social area, washing machines and a large outdoor deck with seating and barbecue. The College will provide all meals during term-time. The successful applicant will have full use of the accommodation, the College's excellent sports facilities, swimming pool, library and online resources during the holidays as well as during term. All utility bills are covered, private medical insurance will be provided, as will relocation and repatriation flights at the beginning and end of the academic year.



APPLICATION

If you feel that you can meet these requirements, then please submit a letter of application along with the application form to the **Master, Simon Burbury** by 9.00 am (GMT) on **Monday, 11th December 2023**. A CV is not required, but may be submitted at the discretion of the applicant.

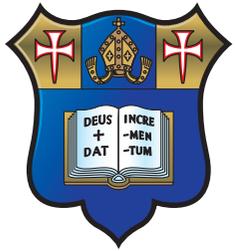
Applications should be sent to the address overleaf and the College may interview suitable applicants before the deadline.

- **Initial interviews/discussions will be conducted online in the week beginning 4th December 2023.**
- Final interviews for non-UK applicants will be held at Marlborough College Malaysia or online, as appropriate, in the week beginning 11th December 2023.
- Final interviews for candidates based in the UK will take place between 17th - 19th December 2023 at Marlborough College in the UK.

Please note that other positions of responsibilities may be available for suitably qualified and interested candidates, information for which can be found on the school website [here](#).

Marlborough College Malaysia is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and an enhanced DBS or equivalent is required.





Applications should be addressed to the Master and sent to:

e-mail: recruitment2024@marlboroughcollege.my

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Johor
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