



MARLBOROUGH COLLEGE
MALAYSIA

Second Master

Candidate Information

For August 2027

(or as appropriate for the successful candidate)

Employment Opportunities at MCM





Welcome from the Master

Thank you very much for your interest in the post of Second Master at Marlborough College Malaysia.

As Second Master, you will play a pivotal role in shaping the day-to-day life and future direction of the College as a key strategic member of the Senior Management Team. MCM is a relatively young institution, very much a growing school and on a highly positive trajectory. It is a place bubbling with ideas, ambition and energy. Our task is to build on its many successes and continue to drive it forward into a future that is as exciting for our pupils, staff and their families as it is for us. That work is already well underway, and you will arrive at a particularly important moment to help influence and position the next phase of our development.

Your primary role will be to ensure the smooth and effective day-to-day running of the College, bringing colleagues together to flourish and continuously improve. You will work closely with the Master and senior colleagues to align all aspects of College life - pastoral, academic and co-curricular - so that they collectively deliver an outstanding educational experience. Central to this will be fostering a culture of collaboration, professional growth and wellbeing, while maintaining a clear and strategic oversight of standards, systems and expectations across the College.

As Second Master, you will be a visible, values-led presence at the heart of the College, someone who supports and challenges colleagues in equal measure, and who ensures that all aspects of school life are delivered with clarity, purpose and consistency. You will shape a portfolio of responsibilities aligned to your strengths and experience, including oversight of the College Almanac and leadership of major whole-College events, while playing a central role in inspection readiness,

policy development and whole-College improvement. You will deputise for the Master as required and contribute fully to the strategic leadership and direction of the College.

We are looking for someone with the judgement, presence and emotional intelligence to lead with warmth and authority in equal measure. Strong organisational skills, resilience and the ability to manage multiple priorities will be essential, alongside the capacity to inspire trust, build relationships and bring out the very best in others. Above all, you will share a deep commitment to the values of the College and to creating an environment in which both pupils and staff can thrive.

MCM is an exceptionally friendly, warm and welcoming community, and I sincerely hope you will have the opportunity to experience that for yourself. Iskandar Puteri, and Malaysia more broadly, offers a vibrant, safe and culturally rich environment in which to live and work, with outstanding opportunities for travel across the region.

I hope you find the information contained in this application pack helpful. We very much look forward to welcoming you to Marlborough College Malaysia.

Yours sincerely,

A handwritten signature in white ink on a dark blue background. The signature is stylized, starting with a large 'S' and 'B'.

Simon Burbury
Master of Marlborough College Malaysia

Marlborough College Malaysia

There is something genuinely special about Marlborough College Malaysia. Those fortunate enough to work here all agree that our greatest joy, attribute, advert and reward are the pupils 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 pupils the space, inspiration and courage to explore their own potential, the wonders of our world and their responsibilities to it and to each other.

The College is arranged as a Prep School (3-13) and a Senior School (14-18) and currently has 1,030 pupils, with 625 in the Prep and 405 in the Senior School. 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 experience”.

The College is exceptionally well-resourced and enjoys a strong and growing international reputation for excellence across all aspects of school life. Carfax Education includes Marlborough College Malaysia in its Schools Index, which identifies the 150 leading independent schools in the world, with MCM recognised as one of the top 10 schools in Southeast Asia. We are also consistently featured in the Spear's Schools Index of the top 100 private schools globally, including in the most recent 2026 edition. Marlborough College Malaysia is the only 3–18 school in Malaysia to hold the prestigious British Schools Overseas (BSO) status, awarded following a rigorous inspection process. We were also named International School of the Year by TES in 2024 and again by the Boarding Schools' Association (BSA) in 2025. Most recently, following our COBIS accreditation visit, the College was awarded ‘Triple Beacon Status’ - an extremely rare accolade, recognising the strength of our Safeguarding, Pastoral Care and Wellbeing practices.

Marlborough College Malaysia enjoys very close links with Marlborough College in the UK and remains one of the few (possibly the only) international school which is a wholly owned subsidiary of its founding educational institution and entirely not-for-profit. Unlike most international schools where profits are required to repay investors, instead all Marlborough College Malaysia surplus is committed to Marlborough's charitable aim of providing the finest quality education and the school thrives as an example of the best that a British independent school education has to offer.





The Prep 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.

Most Prep children are day pupils, but from nine years of age two popular Prep School Boarding Houses provide full, weekly or day boarding for a growing group of 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 IGCSE results are excellent, demonstrating impressive added value and IB results place the College in the top 2% for achievement globally, despite not being academically selective. 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.

Looking ahead, the College is investing significantly in the future of its Sixth Form provision, with a new, purpose-built Sixth Form Centre scheduled for completion in August 2028. This ambitious development is designed to place Marlborough College Malaysia at the forefront of world-class IB education globally, providing an outstanding environment that reflects both the independence and academic ambition of our senior pupils, and the very highest standards of teaching, learning and university preparation.





The Position

The Chairman and Council of Marlborough College Malaysia wish to appoint a Second Master who will report to the Master and join the College's Senior Management Team.

The Second Master will play a central role in the day-to-day leadership and organisation of the College, ensuring its smooth and effective running across all areas of school life. Working closely with the Heads of Senior and Prep Schools, the Head of Pastoral Care and Wellbeing, and other senior colleagues, the Second Master will bring coherence, clarity and energy to the operational life of the College, supporting both pupils and staff to thrive.

The successful candidate will have the leadership skills, presence and judgement required to work in close partnership with the Master and senior colleagues, and to represent the College with confidence and credibility to pupils, parents, staff and Council. The Second Master will contribute to Council discussions where appropriate and play a full role in shaping and delivering the strategic direction of the College, deputising for the Master as required.

While Marlborough College Malaysia has a distinctive identity and a dynamic future, the post-holder will also value and sustain its close relationship with Marlborough College in the UK, contributing to the shared ethos and ongoing collaboration between the two institutions.

The College Senior Management Team

The strategic leadership and day-to-day operation of the College are devolved by the Council to the Master and the Senior Management Team, of which the successful candidate will be a key member. Effective, open and consistent communication, together with a strong culture of collaboration, are central to the work of the SMT and to the successful delivery of the College's aims.

The Marlborough College Malaysia Senior Management Team comprises the Master, Bursar, Second Master, Head of Senior School, Head of Prep School, Head of Pastoral Care and Wellbeing (DSL), and the Director of Admissions, Marketing and Development, who work closely together to provide clear, joined-up leadership across all aspects of College life.





Key Responsibilities

1. To lead the day-to-day running of the College, ensuring clarity, consistency and the smooth delivery of all aspects of school life.
2. To foster a strong, aligned and values-driven culture among staff, supporting professional development, wellbeing and performance, while maintaining high expectations for pupil behaviour and standards.
3. To work in close partnership with the Master to shape and deliver the College's strategic direction, contributing to whole-College improvement, inspection readiness and deputising as required.

Expectations as a member of Marlborough College Malaysia Senior Management Team

All members of College staff are expected 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 of everyone 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.

- To support the Master and deputise for him as required
- To play a full and active part in the life of the College
- To provide an excellent role model for all members of staff and for pupils in all aspects of College life
- To set high standards of communication with pupils, staff and parents
- To contribute to the effective marketing of the College
- To ensure, through appropriate rewards and recognition, that we promote a positive culture throughout the College
- To contribute towards whole College improvement
- To contribute towards the maintenance of an effective framework for monitoring the quality of education we provide
- To ensure that pupils play a significant role in College improvement
- To lead and support all colleagues in maintaining high standards of conduct at all times
- To ensure that our College rules and ethos promote positive behaviour which supports learning and the ethos of Marlborough College Malaysia
- To contribute to the CPD programme so that it addresses the principal needs of the school and the staff
- To ensure that the College maintains good links with the community and both delivers and derives a tangible benefit from this



Specific Duties and Responsibilities of the Post

Strategic Leadership

- To support the Master in all aspects of the College's leadership, management and strategic development
- To act as a visible, day-to-day leader of the College community, ensuring clarity, consistency and high standards across all areas of school life
- To bring vision, creativity and coherence to the operational and cultural life of the College, with a particular focus on staff development and wellbeing
- To provide oversight and alignment across pastoral, academic and co-curricular developments, working closely with Heads of School and senior colleagues
- To contribute to the work of Council and its Committees as required
- To deputise for the Master in his absence

People and Organisational Leadership

- To oversee, in partnership with senior colleagues, the day-to-day running of the College, including staff induction, professional review and development, conduct and welfare
- To lead the development of Marlborough College Malaysia as a 'destination school' for high-quality teaching and support staff
- To have overall responsibility for in-service training and continuing professional development, contributing to the College's ambition to be a leading Professional Learning hub in the region
- To maintain oversight of pupil behaviour and discipline, including appropriate processes and communication with parents
- To lead and champion the boarding community, ensuring it remains central to the life and ethos of the College
- To foster a strong, collaborative and values-driven culture across all staff

Operational Management

- To lead the College's forward planning, including oversight of the Almanac, term dates and key operational rhythms of the academic year
- To take a leading role in the planning and delivery of major whole-College events
- To ensure the smooth day-to-day operation of the College through effective coordination of key functions, including administration and cross-college planning structures
- To chair or contribute to operational groups and committees as required, including those relating to health and safety and risk management
- To lead the College's preparation for inspection and accreditation processes (including BSO and COBIS), and to maintain oversight of key policies
- To oversee the co-curricular programme in its widest sense, ensuring breadth, quality and coherence across all activities
- To line-manage and/or work closely with key staff, including those leading co-curricular, boarding and operational functions

External Engagement and Community

- To contribute to the marketing and admissions activity of the College
- To engage with current and prospective parents, supporting strong relationships and clear communication
- To support the development of partnerships, outreach and wider community engagement
- To act, where appropriate, as a liaison with external agencies and organisations
- To support and work closely with the Friends of MCM (FoMCM), strengthening community connection and engagement

Person Specification

In order to meet the high standards expected of a senior leader at Marlborough College Malaysia, the successful candidate will understand and be fully committed to the aims and ethos of a non-franchised British independent education, and to the values and ambitions of Marlborough College Malaysia in particular.

In addition, the Council seeks to appoint a person with the following qualities, experience, skills and attributes:

Experience

- Educated to degree level; a teaching qualification is expected
- Significant and successful leadership experience in a senior role within a boarding school environment
- Proven experience of leading and managing teams, with the ability to inspire, motivate and develop colleagues
- Experience of pastoral and/or academic leadership, with a strong understanding of pupil development and wellbeing
- Experience of working in, and a clear commitment to, a boarding school environment
- Experience of leading or contributing to whole-school initiatives, including managing change and driving improvement
- Experience of working effectively with senior leadership teams and, ideally, with governance structures





Skills and Abilities

- Outstanding leadership and interpersonal skills, with the ability to build trust, credibility and strong professional relationships across a community
- The ability to bring clarity, structure and coherence to complex organisational environments
- Excellent organisational skills, with the ability to manage multiple priorities and ensure the smooth running of a busy school
- Strong communication skills, both written and verbal, with the confidence to engage effectively with pupils, staff, parents and external stakeholders
- Sound judgement, discretion and the ability to make balanced, well-informed decisions
- The ability to lead change sensitively and effectively, bringing colleagues with you
- A strategic mindset, alongside a strong attention to detail

Personal Qualities

- A visible, values-driven leader with warmth, integrity and authenticity
- High levels of emotional intelligence, with the ability to support and challenge colleagues appropriately
- Resilience, energy and stamina, with the capacity to operate effectively in a demanding and dynamic environment
- A collaborative and inclusive approach, with a genuine commitment to community
- Flexibility, adaptability and a proactive, solutions-focused mindset
- A sense of perspective, optimism and good humour
- A deep commitment to the holistic development of young people and to the life of a full boarding school

Terms and Conditions

The Second Master will be appointed on a renewable contract. A salary commensurate with the seniority and significance of the role, and the experience of the successful candidate, will be offered. This will form part of a highly competitive remuneration package, which includes relocation assistance, accommodation and utilities, annual flights, an annual gratuity in lieu of pension, and private medical insurance. Generous fee remission is also available for the children of the post-holder.

Marlborough College Malaysia is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo rigorous child protection screening, including checks with previous employers, the provision of an ICPC (International Child Protection Certificate) and appropriate police/background checks.





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. 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, Vietnam, Cambodia, Borneo and even 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. Malaysia was also listed as one of the top 10 safest countries in the world in 2024, according to the Global Peace Index.

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.

Application Process

Marlborough College Malaysia has retained the services of Perrett Laver to help identify the widest possible field of suitable candidates and assist in the assessment of candidates against the requirements of the role. An executive search exercise is being undertaken alongside advertisement of the post.

Applicants should submit a completed application form and an up-to-date CV (including comprehensive details of key achievements and responsibilities) along with a covering letter which fully addresses the competencies outlined in this Candidate Information document.

Completed applications should be uploaded [here](#), quoting reference 8454. The closing date for applications is 09:00am GMT on Monday, 21st September 2026. The longlist of candidates will be selected in the week beginning Monday, 28th September 2026 and longlisted candidates will be invited for interview with Perrett Laver during the weeks commencing 5th, 12th, and 19th October 2026.

The shortlist will be determined in the week commencing 26th October 2026. First round interviews for UK-based shortlisted candidates will take place in person in London on 7th – 8th November, with overseas candidates interviewed online on 11th – 12th November.

Final round interviews will take place at Marlborough College Malaysia in the week commencing 23rd November 2026.

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the data protection legislation. The data you provide us with is securely store on our computerised database and transferred to our clients for the purpose of presenting you as a candidate and/or considering your suitability for a role you have registered in.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website <http://www.perrettlaver.com/information/privacy/>

