



HELP INTERNATIONAL SCHOOL

SECONDARY SCHOOL TEACHER

Start: August 2020

Vita ad Plenitudinem – Life in All Its Fullness

The Board of Governors of HELP International School (HIS) is seeking to appoint committed and culturally responsive teachers, who are willing to go the extra mile for the your people in their care.

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). It is our mission to help our students grow with the life skills to lead happy, responsible and successful lives.

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 the Federation of British International Schools in Asia (FOBISIA), and has begun the process for full accreditation with the Council of International Schools (CIS).

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, including the preschool coordinator. 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 International Early Years Curriculum (IEYC) in its preschool, the International Primary Curriculum (IPC) for the primary curriculum, and utilises the Key Stage 3 National Curriculum of England and Wales for Year 7 – 9. The Cambridge IGCSE and A-Level are utilised in the upper secondary years.

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. MALAYSIA – OUR HOST COUNTRY

Malaysia is rapidly rising through the ranks as one of the best countries in the world for expatriates 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
- Relocation allowance (reimbursement basis)
- Apple MacBook Air 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.

Please also fill in and submit the Application Form found on our school website. The closing date for applications: **Tuesday 18th February 2020.**