



**MALVERN**  
COLLEGE TOKYO

## **Candidate Information**

Head



# Introduction

Dear Applicant,

Thank you for your interest in the position of Head at Malvern College Tokyo.

As the Regional Executive Advisor of Malvern College International (Asia Pacific) I am incredibly proud to be associated with this project. Malvern College Tokyo became the newest and seventh overseas school in the Malvern College Family of Schools in August 2023, expanding Malvern's global network to a total of ten schools in locations including the UK, mainland China, Hong Kong and Egypt.

Our aim is to provide Japan with a first-rate educational institution which combines very high academic standards with a genuine and passionate concern for educating the whole child. The values and ethos that underpin a Malvern education reflect this joint concern; to ensure not only that each young person's academic potential is fulfilled, but also that, through an active and wide ranging co-curricular and tutorial programme, each young person will have ample opportunity to develop themselves personally. With this in mind, our aim is to transfer much of a boarding ethos, with an active House and tutor system, into a day school environment. A Malvern education prepares a young adult for life beyond school – so that they not only feel happy and fulfilled, but are also able to cope with all the pressures and demands of living in a rapidly changing world.

If you would really enjoy throwing yourself into the life of a school that passionately cares for each of its pupils, we would love to hear from you.

I hope having seen the accompanying information you decide to take the application forward, but if you need any further information before committing yourself to an application please do not hesitate to contact our HR department ([headrecruit@malverncollege.co.jp](mailto:headrecruit@malverncollege.co.jp)) or indeed myself. We will do our best to answer any questions you might have.

Best wishes,

Dr Robin A. Lister

Regional Executive Advisor  
Malvern College International (Asia Pacific)



# Malvern College Tokyo

Malvern College Tokyo opened in September 2023 as the newest member of the Malvern College Family of Schools.

Malvern College Tokyo has already grown from an initial 150 pupils to almost 300 at the start of its second academic year. Currently accommodating pupils from Pre-Prep to Year 10, extending upwards to Year 13 by 2026, ultimately providing over 900 places for both Prep and Seniors.

Located in the city of Kodaira, only a 40-minute commute from central Tokyo, Malvern College Tokyo is located in a highly academic area of the city with many renowned establishments including Hitotsubashi University and Tsuda University nearby.

Malvern College Tokyo aims to be the first all-through IB British-branded school in Tokyo. The school currently offers the International Baccalaureate Primary (PYP) and Middle (MYP) Years Programmes with the Diploma (DP) to be offered in Sixth Form in the coming years\*.

Wayne Maher, Director of Education at Malvern College International explains, “Malvern College Tokyo is much more than a school offering a highly respected international curriculum. The all-through system, together with our holistic curriculum, ensures a transformational learning experience for all the pupils.”

“Whether pupils are moving to a new year group, or from primary to secondary school, the familiar environment and consistent ethos enables our leadership team to prepare every pupil for their next step. The school has already established a very successful House system, reflecting the strong pastoral focus that forms a strong part of any Malvern College. The passionate and dedicated staff at Malvern College Tokyo have laid some strong foundations for the next steps in its journey.”

*\*IB Candidate School - Malvern College Tokyo is a Candidate School for the Primary Years Programme (PYP) and Middle Years Programme (MYP). This school is pursuing authorization as an IB World School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that Malvern College Tokyo believes is important for our pupils. Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes, visit [www.ibo.org](http://www.ibo.org)*

# Working at Malvern College Tokyo

Our school leaders and teachers are the most important resource.

We are looking to appoint an enthusiastic and dedicated professional with a positive outlook, who will thrive and immerse themselves in the challenges and enjoy the rewards which come with working in an international school in its infancy.

The academic and pastoral provision in Malvern College Tokyo is staffed by fully qualified, experienced, native-level English speaking teachers. The staff are drawn from both the UK and international schools around the world and the Head will collaboratively oversee the leadership of the current staff and future recruitment needs of the school.

As the Head at Malvern College Tokyo, you will be instrumental in not only the continued development and implementation of the curriculum, policies and procedures but also, and most importantly, in setting the ethos and expectations of the College. This will include facilitating the creation of a supportive and collegiate network with a strong vision for the school, which has a commitment to holistic education. This is central to a Malvern education, contributing to the academic, co-curricular and pastoral provision which extends beyond the confines of the classroom.



# Job Specification

The role of the Head is to lead, manage and develop Malvern College Tokyo so that it provides pupils with a nurturing learning environment with equal emphasis on academic excellence and character building. We encourage pupils to be independent, responsible and collaborative individuals who are passionate about engaging with the world around them.

The Head is responsible to the Chief Executive, Malvern College International (Asia Pacific) and the Malvern College Tokyo Advisory Board. They are also expected to work in close partnership with Malvern College UK to embed the strong Malvern ethos and educational practices.

## Job Title

Head (Headmaster/Headmistress)

## Reporting line

Chief Executive, Malvern College International (Asia Pacific) and to the Malvern College Tokyo Advisory Board

## Effective date

August 2025



## Main duties and responsibilities

- » To work closely with the Chief Executive, Advisory Board, Malvern College International (Asia Pacific) Development Teams and the Malvern College International (MCI) Team, to further develop Malvern College Tokyo into an established school with an outstanding local, national and international reputation
- » To ensure that the school vision and strategic plan are effective and pertinent to the school's goals, and that these goals are clearly articulated, shared, understood and acted upon effectively by all stakeholders
- » To lead the whole school community towards the agreed development objectives and promote a culture of sustained school improvement
- » To attract, retain and develop educational and managerial talent
- » To oversee the academic life of the College, ensuring the curriculum is appropriate, planned, delivered and regularly evaluated for quality and effectiveness and supported by necessary accreditations
- » To pursue and encourage outstanding academic performance by all pupils
- » To ensure creativity, innovation and, where appropriate, the use of new technologies and initiatives to achieve excellence
- » To develop and implement innovative approaches to teaching and learning to meet the needs of all pupils
- » To oversee the pastoral life of the College, ensuring that pupils and staff are cared for, supported and nurtured
- » To ensure the co-curricular life of the College supports the holistic development of all pupils
- » To implement appropriate prevention, preparedness, and health and safety practices to ensure that the College's environment and facilities are safe, secure, and fit-for-purpose
- » To work closely with the Malvern College Tokyo team, Malvern College UK and with other Malvern College schools around the world to promote the values and ethos of Malvern College
- » To build and maintain effective partnerships between the school, pupils and parents to support learning
- » To embed all necessary policies, systems and procedures to ensure the smooth running of the school and the fulfilment of its aims
- » To ensure compliance with the requirements of the IBO to enable MCT to become an accredited IB PYP, MYP and DP school
- » To work with all stakeholders in developing and maintaining excellent external relations with the communities of Tokyo, and the wider community in Japan
- » To participate actively in PR & marketing events and recruitment activities to support the development of the College

# Position Requirements

The successful candidate will possess the following:

## Academic Requirements

- » Hold a degree and/or management qualification
- » Hold an appropriate teaching qualification

## Working Experience

- » Have a proven track record of success in school leadership at a senior level
- » Have experience of teaching and leading outside the UK and in-depth working knowledge of international curriculum, particularly the IBO Continuum

## Competencies

- » Have the strategic leadership skills, ambition, passion and vision required to take on the challenge of starting a new school and ensuring the success of Malvern College Tokyo
- » Have the qualifications, stature, experience and interpersonal skills that will command the respect of pupils, parents, colleagues, and the wider population
- » Be an experienced teacher and leader and have an entrepreneurial flair

- » Have a leadership style based on appreciating, supporting and nurturing the talents of those around you
- » Be sensitive to the cultural differences you will find in the culturally diverse community of pupils and parents, and be willing to develop and maintain a cross-cultural approach to work
- » Be adaptable to any situation
- » Be flexible, resilient, and able to work well under pressure and manage your time effectively
- » Be enthusiastic, possess a good sense of humour, and have an open-minded approach to ways of working

## Additional Requirements

- » Have an understanding and sympathy with the aims and ethos of British independent schools and Malvern College in particular, and a commitment to bringing key features of a boarding school ethos to a day school setting
- » Experience of leading an IB through school and knowledge and experience of the IB accreditation processes and procedures



# Key Relationships

## Internal

- » Chief Executive, Malvern College International (Asia Pacific)
- » Malvern College Tokyo Advisory Board
- » Malvern College International (Asia Pacific) Development Team
- » Malvern College UK and other Malvern College Schools
- » Malvern College International (MCI) Team
- » School pupils and staff

## External

- » Parents
- » Media
- » International community in Tokyo
- » Service providers/Consultants

# Malvern College Family of Schools

The success of Malvern College International schools depends on committed and inspiring teams of staff, who have a clear understanding of the holistic ethos of British independent education, and the flexibility to adapt to the demands of living and working in an international setting. All staff contribute fully to the academic, co-curricular and pastoral provision.

**1**  
Family

**4**  
Countries

**8**  
Schools

**4,600**  
Pupils

**1,700**  
Staff

**1**  
Society



The academic and pastoral provision in each Malvern College international school is staffed predominantly by fully qualified, experienced, native-level English speaking teachers. The large majority of teaching staff come from the UK, many having taught in other international schools previously. Expatriate staff work closely with local support staff to ensure strong communication between school and home and a smooth transition to an international British-style school environment for all pupils.



# A Malvern Education

We believe that a Malvern education develops individuals who are confident, equipped to engage with a range of people from all walks of life beyond school, and inspired to make a difference as individuals to society at large.

Each Malvern College school develops to fit in with the local culture, regulations and needs of its pupils, whilst retaining the key features of a Malvern education. This includes a common ethos and set of values that all staff show commitment to:

- » a commitment to developing well-rounded individuals through a broad academic and co-curricular programme
- » an emphasis on strong pastoral systems to support the wellbeing of pupils
- » a high quality learning and teaching environment which encourages independent learning
- » a comprehensive co-curricular programme including sports, arts, music and leadership activities
- » a commitment to developing internationally minded pupils
- » a well embedded house system
- » strong relationships between all members of the school community based on mutual respect and a shared commitment to providing the best opportunities for the pupils
- » a focus on developing key attributes in pupils, something we call the Malvern Qualities. These include: resilience, self-awareness, open-mindedness, kindness, collaboration, risk-taking, curiosity, ambition, independence, integrity and humility.



# A Family of Schools



Malvern College, UK



The Downs Malvern, UK



Malvern College Chengdu, China



Malvern College Egypt



Malvern College Hong Kong



Malvern College Qingdao, China



Malvern College Hong Kong Pre School, Coronation Circle



Malvern College Hong Kong Pre School, Island West



Malvern College Tokyo, Japan

# Malvern College International Schools

Allan Walker, Director of International Schools

Since opening our first international school in Qingdao over 10 years ago, the Malvern College Family of Schools has continued to develop its international portfolio, offering exciting opportunities to teachers and supporting staff who are passionate about making a difference to our pupils' lives.

Each of our international schools is managed individually by in-country operational teams; however all share the same ethos and values which are common across the Malvern College Family of Schools. This common purpose, with an increasing number of opportunities to collaborate educationally across the group, enables us to prepare our pupils for success in today's increasingly globalised society.

Malvern College's international reach will continue to grow over the next decade as we strive to continue to bring our educational model to other areas of the world and as we continue to enhance the quality and value we provide pupils and staff within the group.



## Working for Malvern College International Schools

Staff joining an international school within the Malvern Family will benefit from professional development, collaboration between schools and links to best practice in the UK. Our Family of Schools share a common ethos and approach to education.

As a Family of Schools, we provide opportunities to nurture and enhance professional development across the group. Regular visits and exchanges are encouraged between schools and with Malvern UK. A rigorous, collaborative Combined Education and Management Audit (CEMA) is carried out at each campus on a 2-year cycle with a view to support and promote strategic development of each school.

Whilst remuneration packages offered will vary from school to school, all teaching staff working for MCT can expect to benefit from:

- » competitive salary
- » an allowance towards off-site accommodation
- » medical insurance
- » regular flights home
- » school fee concessions for dependent children

One of the exciting challenges of living and working overseas is the opportunity to become immersed in a different culture where the cost of living can be much more affordable than that of the UK.



# Tokyo

Tokyo is Japan's capital and the world's most populous metropolis. It is also one of Japan's 47 prefectures, consisting of 23 central city wards and multiple cities, towns and villages west of the city center. The Izu and Ogasawara Islands are also part of Tokyo.

Tokyo has an incredible variety of museums, galleries, shrines and temples to keep you preoccupied for many days. In the city of Tokyo there is a wide spectrum of places to visit, from the very distinguished Imperial Palace, home of the Emperor and past shogunates, to the legendary Tokyo Tower, and Tokyo Sky Tree, the new landmark of Tokyo. And within Tokyo, like many other capital cities of Asian countries with a long history, there are a number of historic neighbourhoods, revealing glimpses of traditional Japanese culture.

Tokyo is the chief transportation hub for Japan, as well as an important international traffic centre. It is served by a dense network of electric railways, subways, bus lines, and highways. Tokyo station is the central railroad terminal for all of Japan, including the high-speed Shinkansen bullet trains from western Japan. Ueno Station is the terminus for rail lines running to northern Japan, and Shinjuku station is the terminus for trains from central Honshu and Tokyo's western suburbs. Several privately owned electric rail lines provide interurban transit service. Tokyo's international airport is at Narita, in Chiba prefecture, while the city's Haneda airport on the bay provides domestic service.

Accommodation is at a premium in Tokyo and apartments are generally fairly compact. Expatriates will have little difficulty living anywhere in this metropolitan city. Whilst the housing allowance from the school makes a good contribution towards costs, the neighbourhoods in the vicinity of train stations are inevitably at the higher end of the market.

Japan has 4 distinct seasons starting with a cold and dry winter. The welcome spring is mild and brings out Japan's famous cherry blossoms. The summer starts with the rainy season in late June or early July, followed by heat and humidity through August. The arrival of autumn is marked by typhoons and heavy rain in September. The colourful fall leaves are spectacular and draw crowds of tourists. The far north and south naturally experience the extremes of hot and cold, making Hokkaido good for skiing in winter and Okinawa a popular seaside destination during the warmer months.

Consumption tax (also known as VAT) in Japan is 10% except for food and beverages which is at 8%. Non-resident taxpayers in Japan will be charged on their Japan-source compensation derived from employment at the prevailing rate at around 20%.

Food, grocery and entertainment in Japan are reasonably priced with a great variety of international brands. Utilities including water, electricity, gas and internet can amount to roughly ¥12,000 to ¥20,000 per month depending on the size of the household.



# Applications

All applications should be submitted online via the TES website. You are required to complete your online profile and supporting statement and upload your CV.

You must give details of three referees, of which one must be your most recent employer. If shortlisted, we will contact your referees prior to interview. Malvern College Tokyo reserves the right to contact any of your previous employers. Please note that we may take up the references provided in your application prior to interview.

If shortlisted you will be contacted to arrange an initial online interview. While you may be contacted at any stage after submitting your application it is anticipated that the timeline for the recruitment process will run as follows:

**Closing date: 23rd September 2024**

**Long list interviews: 30th September – 4th October 2024**

**Short list interviews: 24th – 25th October 2024**

Malvern College Tokyo exists to provide a quality all round education for pupils and is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo child protection screening and appropriate pre-employment checks.

If you have any initial queries about submitting your application, please email for assistance.

[headrecruit@malverncollege.co.jp](mailto:headrecruit@malverncollege.co.jp)



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[www.malverncollegetokyo.jp](http://www.malverncollegetokyo.jp)