



# KING HENRY VIII COLLEGE

Job Description & Information

## **Deputy Head (Pastoral)**

*Appointment for September 2017*

*School opening September 2018*



Dear Applicant,

Thank you for your interest in the post of Deputy Head (Pastoral) at King Henry VIII College Malaysia, and in being part of the advance party that will set up and open the school in September 2018.

King Henry VIII College is a new school, and is a close collaboration between Christ College Brecon, one of the UK's most ancient schools, and DBH Holdings Sdn BHD of Malaysia. King Henry VIII College will be a fully-fledged sister school to Christ College, and replicate its structure, ethos, and achievements.

Christ College Brecon is an historic co-educational independent day and boarding school set in the Brecon Beacons National Park - one of the most beautiful areas of the United Kingdom. King Henry VIII College will have a rather more modern, urban setting in the global tech hub that is Cyberjaya - a rapidly-developing planned township, mid-way between Kuala Lumpur City Centre and KL International Airport.

We plan that part of the induction process for new staff will involve some time in Brecon to get to know the nature of the sister school there, and to meet staff and pupils.

The success of Christ College's first international venture will be down to the quality and dedication of its staff: the role of the first Senior Management Team will be vital in setting the tone, and ensuring the staff are dynamically led right from the start.

We look forward to receiving your application for this exciting and challenging role, which is described in full here.

Best wishes,

**Simon Spencer**

# ***DEPUTY HEAD (PASTORAL)***

## **Job summary**

The Deputy Head (Pastoral) (DHP) will work alongside the Deputy Head (Academic), in advising and supporting the Head in the effective day-to-day running of the school. He or she will occasionally deputise for the Head. The DHP will be a member of the Senior Management Team. He or she will be directly responsible to the Head.

## **Job Description**

The DHP will be responsible for the delivery of high quality pastoral care, the well-being of pupils, and establishing a culture of good order and discipline at King Henry VIII College.

The DHP will undertake all the responsibilities of the designated person for safeguarding and child protection, and keep the Head informed of safeguarding issues.

While the specific duties of DHP will evolve to suit the particular strengths and interests of the successful candidate, they will include many of the following.

## **Staff**

Ensuring all pastoral staff uphold the school's ethos and values  
Participating in the appointment of new staff  
Line managing and liaising with the Directors of Boarding on boarding house matters  
Advising the Head on allocation of Tutors to Houses  
Contributing to the induction process for all new staff  
Ensuring all staff have appropriate levels of training, particularly in safeguarding areas  
Overseeing the workload balance of teaching staff

## **Pupils**

Setting a happy, purposeful tone around the school; helping pupils maximise their opportunities  
Ensuring the priority of pupil welfare; establishing pupil committees as part of this  
Overseeing pupil behaviour, including uniform and pupil appearance  
Being responsible for the School Rules, their regular review and updating  
Establishing Rewards and Sanctions policies and procedures  
Contributing to the process of the placing of pupils in Houses  
Advising the Head in the appointment of the School Prefect team

## **Communication**

Developing positive relationships with the parent body  
Advising staff in their communications with parents, and ensuring the effectiveness of this  
Coordinating arrangements and communicating with parents in severe weather conditions  
Liaising with external agencies and disseminating information internally as required  
Liaising closely with all stake-holders on pastoral matters, including with relevant staff over issues relating to pupil welfare

## **Administration**

With senior colleagues, overseeing the programme of school trips and tours  
Maintaining and implementing pastoral and behavioural policies and procedures  
Organising staffing of key activities and events  
Overseeing the programme of activities, including weekends  
Advising staff with regard to pupil management  
Being responsible for term dates; the school calendar; daily routine  
Overseeing the staff duty rota; ensuring orderliness around the school campus  
Producing and maintaining an up-to-date Staff Handbook with links to school policies  
Ensuring pastoral and House records are properly kept

## **Finances and Facilities**

Overseeing the Pastoral Inset budget and its allocation  
Liaising with Directors of Boarding and relevant staff on pupil facilities, including boarding houses  
Representing the needs of non-academic areas of the school to the Head and Bursar  
Ensuring the extra-curricular budgets are properly managed

## **Strategy**

Leading the pastoral vision for the school  
Taking responsibility for the pastoral element of the School Development Plan  
Keeping abreast of changes in pastoral thinking; advising the Head on these matters  
Working closely with the Head and senior colleagues on the general development of the school  
Working with senior colleagues in establishing the school's reputation and operational effectiveness  
Assist with promotion and marketing as required  
Keeping the school at the forefront of educational thinking and innovation

## **Meetings**

The Head; SMT; House Staff (Chair); Governors - as required; Education Committee; pupil committees; appropriate external groups

The successful candidate will be expected to teach a limited timetable in one of the school's departments. He or she will also be expected to contribute as appropriate to the extra-curricular and pastoral life of this new boarding and day school.

*As the school grows and the staffing model changes, it is likely that the precise nature of this post may alter according to staffing needs and loading.*

The Deputy Heads will have secretarial support.

## **Candidate profile**

### **Qualifications:**

The successful candidate will have appropriate professional qualifications

**We are looking for an inspirational and dedicated Deputy Head to be responsible for the pastoral life of this new school from September 2017, in advance of its opening in September 2018. The successful candidate will have a proven record of excellence as a teacher, administrator, and communicator.**

### **We are looking for a colleague who:**

- Is an assured leader, inspiring confidence amongst the school community
- Is dynamic and dedicated, resilient and calm under pressure
- Will have a strong sense of the school's values and its sense of community
- Appreciates the ethos of a boarding school such as Christ College, Brecon
- Is international in outlook, and appreciative of cultural diversity
- Can live and work happily overseas
- Has experience of management at an appropriate level, including performance review
- Understands the compilation and analysis of data
- Is a team-player, capable of working collaboratively, and also showing initiative
- Is excited to be part of the challenge of setting up a new school
- Is capable of creating a great environment for teaching and learning
- Has strong communication skills
- Is organised and efficient, with an attention to detail
- Has the ability to develop and implement policies that match the school's vision
- Can inspire and motivate pupils and staff
- Has reasonable IT skills
- Is in good health with plenty of energy
- Is interested in all aspects of a new school
- Has a proven ability to complete tasks
- Is tolerant with a good sense of humour

**Safeguarding:**

King Henry VIII College Malaysia is committed to the well-being of all the children in our care, and to all acknowledged Safeguarding procedures.

All teachers at the school must have up-to-date Safeguarding training and understand their safeguarding responsibilities.

**Checks & paperwork:**

This post - prior to contract - is subject to:

- An Enhanced Disclosure and Barring Service Check (DBS)
- Formal proof of identity with photo ID (Passport/Driving Licence)
- 2 confidential references (preferably including current Head)
- Verification of original qualifications

**Salary:**

The King Henry VIII College QTS (or equivalent) salary scale applies

**Benefits:**

An excellent package of benefits is on offer, including

- Three-year renewable contract
- Generous accommodation allowance
- Family transfer at the beginning and end of contract
- Annual travel allowance
- Relocation allowance
- Careful and thorough orientation and induction programme
- Medical insurance
- Full EPF contribution
- Remission on King Henry VIII College school fees for all children
- Support for professional development

***Applications must be submitted on the official King Henry VIII College Application Form.  
CV's need not be submitted***

***Closing Date for applications: 17<sup>th</sup> February***

***Interviews: long-list by Skype / Facebook; short-list on March 31<sup>st</sup> & April 1<sup>st</sup> in London.***

***Please note that attendance at interview is at applicant's own expense.***

## Working in Malaysia

Working and living in Malaysia is a great experience; like all countries it can have its frustrations, but the climate, the people, the culture, and the region make it a wonderful place to live and work.

The country consists of two different geographical regions separated by the South China Sea - mainland Peninsula Malaysia and East Malaysia (the Sarawak and Sabah region of Borneo Island and 13 diverse states).

With a mix of cultures and nationalities, Malaysia offers expats first-world comforts and conveniences, whilst still generating a sense of adventure through its easily-accessible jungles and island getaways.

Kuala Lumpur, the capital and largest city in Malaysia, is the financial, cultural and economic centre of the country, and a major hub for international air travel. Among the skyscrapers and Dutch architecture, KL, as it is commonly known, is packed with luxury shopping malls, high quality restaurants and colourful markets.

As a cultural melting pot and trade cross-roads, Malaysia has a huge variety of world cuisines and foods readily available. It can often be cheaper to eat out than to cook, if you choose Malay restaurants or cooking. There are restaurants to suit all budgets in Malaysia; the biggest culinary influences are from the Chinese and Indian populations.

Travel within Malaysia is generally cheap and easy, particularly within Peninsula Malaysia. The country has an extensive road and rail network and taxis are easy to come by in the larger cities.

Although separated into two distinct parts, Malaysia's landscape and climate are fairly similar. The country has an equatorial climate, with the southwest monsoon from April to October and the northeast monsoon from October to February. There is a dry season from June to October.

Malaysia is a stable country, eager to attract foreign businesses and investors, ensuring a warm reception for expats choosing it as their new home.

## Accommodation

All assistance will be given in selecting and securing accommodation; many options for housing are available, close to the school in Cyberjaya and further afield.

