

MARLBOROUGH COLLEGE MALAYSIA

HEAD OF ENGLISH

For August 2018

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.



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. 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 880 pupils, around 500 of whom are in the Prep. Pupils from the age of nine may choose to board and approximately a third of those who are eligible do so, with most of the Sixth Form boarding.

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 40 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.

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



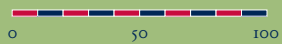


MARLBOROUGH COLLEGE MALAYSIA



THE MAP

North



YARDS

2017

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

The Head of English is accountable for the leadership of the Department whose primary function is to ensure that pupils discover and develop their abilities and talents in the broadest sense.

The Head of English to lead a department of six teachers providing IGCSE and IB Diploma qualifications to pupils in Years 9 to 13. The successful applicant would teach English across Years 9-13.

Interest or experience in the following could also be advantageous:

- IB Diploma / IGCSE English Language and Literature
- Pastoral care of pupils, particularly in a boarding environment
- A co-curricular passion, be it sport, outdoor education, the arts or service



THE DEPARTMENT

English is a major subject in the school, and all pupils study it. All English teachers have their own modern, well-equipped classrooms next to each other, and there is a English department office. The maximum set size at IGCSE is 24, although most sets have about 20 pupils, and at IB it is 14, with most being about 10. Each year, about 90 pupils take English IGCSE each year, and about 70 take IB Diploma English.

Results in recent years have been outstanding and in 2017 at IGCSE the results were as follows:

A/A*: 69%

A*-C: 95%

IGCSE pass rate: 100%

With excellent IB Diploma Programme results in 2016 and 2017, averaging 35 points compared to the world average of 29 points and the Asia average of 33 points, our pupils gained places at many of the great Universities around the world.



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 most teachers here enjoy regular travel during holidays and even on our 3-day Exeat long weekends to such places as Bali, Vietnam, Thailand and Western Australia.

For long-haul travel, Changi in Singapore was recently hailed as the best airport in the world. However, for regional travel, Senai Airport is close to 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 HEAD OF ENGLISH

Reporting to: Deputy Head Academic

General Responsibilities

- To set the strategic direction for the development of the Department
- To promote the study of the subject among pupils
- To promote excellent teaching and learning throughout the Department

Curriculum Management

1. To maintain and update departmental schemes of work for beaks, parents and pupils in the agreed format that provide continuity and progression within and between years
2. To recognise the requirements of external curricula and ensure that departmental schemes of work address these
3. To stay up to date on any changes to external curricular or internal policies and ensure these are reflected in departmental schemes of work
4. To provide to beaks within their department the materials and support that are necessary for them to deliver the proscribed curriculum
5. To devise strategies to assess and report on pupil learning, and ensure their consistent application across the department
6. To encourage the use of ICT as a tool for learning - in particular the department's use of Firefly



Pupil Outcomes

In this section the term 'at risk' pupil is used to refer to a pupil who is achieving below their potential. This may be a student with a specific special need in that subject area or a talented pupil who is coasting.

- To identify, implement and monitor programmes to improve pupil outcomes
- To provide a report to the SMT annually on pupil outcomes within the department in the agreed format
- To monitor within each year the progress of pupils, using available tools such as CAT, YELLIS, IBE, departmental assessment and beak judgement, and hence identify 'at risk' pupils
- To develop with the relevant class beak(s) an appropriate course of action to address the needs of 'at risk' pupils
- To liaise with HMs, tutors and parents of 'at risk' pupils to involve them in the process
- To work together with the SEN co-ordinator to ensure that the identified needs of SEN pupils are met within the department.
- To ensure that extension and enrichment work is used to stretch the most able in each subject area.

Administration

- To set the agenda, chair and ensure that there is a record of departmental meetings on a regular (at least fortnightly) basis
- To disseminate information to the department as required by the school
- To liaise with the Head of Examinations and the IB Co-ordinator to ensure that paperwork required for examination boards is submitted promptly and correctly
- To liaise with the Deputy Head Academic on internal examinations and provide the papers as required
- To manage the writing of orders within the department and ensure that proof-reading takes place



Common Room Leadership

1. To provide a personal example to beaks within the department by being a knowledgeable and passionate exponent of the subject
2. To manage the performance of beaks through the College's agreed structure
3. To support beaks in identifying and addressing areas where there is need for improvement in performance
4. To identify professional development needs of beaks and endeavour to address these through the sourcing of training and the sharing of good practice within the department
5. To provide leadership in the introduction of new initiatives and monitor the extent of their success
6. To direct and monitor the work of any non-teaching staff in the department
7. To liaise with the Deputy Head Academic during the timetable process to ensure that the assignment of beaks optimises the likely effect on pupil outcomes
8. To be involved in the appointments of beaks
9. To provided assistance to trainee and beginner teachers as required.



Co-curricular

- To take action to improve the departmental profile within the school
- To offer, where appropriate, departmental societies, activities and trips to support pupil learning

Resourcing

- To complete the annual requisition document as required by the bursar
- To ensure that departmental resources are well maintained and available to beaks when required
- To maintain a record of departmental resources

Whole School

- To be an advocate for the department at HoD Meetings
- To meet with the Director of Studies each term to discuss progress, developments and potential issues within the department
- To develop and monitor short and long term targets for the department and report on these to SMT as required, including an annual report.
- To liaise with the subject co-ordinator in the Prep School to ensure smooth transitions.



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

Essential Criteria

- A good honours degree
- Evidence of being an excellent teacher
- Leadership qualities, including energy, resilience and the ability to enthuse and motivate others
- A record of and commitment to continuing professional development
- Clear and effective communication skills in different media
- A good understanding of effective teaching, learning and assessment in relation to raising pupils' attainment
- An ability and willingness to make a significant contribution to the extra-curricular life of the School
- An ability to relate well to colleagues and children
- Approachability, accessibility and flexibility
- The ability to develop and maintain effective relationships with all members of the College community and local, regional and national sports bodies
- High levels of organisation
- A commitment to the ethos of this busy and vibrant School



Desirable Criteria

- A higher degree or experience of educational or subject-specific research
- Experience of external examination
- The ability to develop and maintain effective relationships with all members of the school community and outside agencies
- Knowledge of the requirements and operation of ISI in terms of teaching, learning and assessment
- Experience of or commitment to working in a boarding environment
- Evidence of leadership and management of people, resources, innovation and improvement
- Evidence of good management, which incorporates detailed planning, successful implementation and effective monitoring and evaluation strategies

Terms

As well as working in a beautiful and collegial environment, the Head of English at Marlborough College Malaysia will benefit from a generous remuneration package which includes relocation assistance, a rent-free home, private medical insurance and a bonus in lieu of pension. Generous fee remission is provided for children of teaching staff.





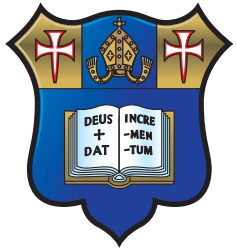
APPLICATIONS

If you feel that you can meet these requirements, then please submit a letter of application along with the application form to the Master by 9.00 am on Friday 19th January 2018. A CV is not required, but may be submitted at the discretion of the applicant.

There may be additional positions available in the Prep and Senior School later this year: teaching couples are encouraged to apply even if an exact combination of subjects is not advertised at this time.

Applications should be sent to the address overleaf.





Applications should be addressed to the Master and sent to:

e-mail: recruitment2018@marlboroughcollege.my

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