



MALVERN COLLEGE QINGDAO 青岛墨尔文中学

Application for

Deputy Head of Girls' Boarding House
Qingdao, Shandong province, China

For January 2018



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WE'RE LOOKING for an enthusiastic and dedicated teacher who has the positive outlook to thrive on the rewards and challenges of working in a growing British curriculum boarding school in China and who will enjoy the rich cultural experiences which come with living in South East Asia.

You will:

- Teach motivated and engaging students and enjoy the challenge of adapting your teaching to meet the needs of students for whom English is a second language
- Join a supportive and social staff network
- Be able to make the most of career development opportunities in a growing school
- Have easy access to flights for exploring China and South East Asia during holidays
- Be fully committed to the key features of a Malvern education
- Earn a tax-free salary
- Receive accommodation and meals during term time
- Have all utility bills covered.



Malvern College Qingdao

MALVERN College's first international campus, Malvern College Qingdao, opened in September 2012. Located just outside Qingdao, in China's Shandong Province, Malvern College Qingdao is thought to be the first purpose-built international secondary school for Chinese nationals that is backed by a leading independent UK school and licensed by the Chinese authorities.

NOW in its sixth year, the school currently has 550 pupils and is growing towards an ultimate capacity of 850. The school operates from a new purpose-built campus of around 50 acres, which, alongside extensive teaching and boarding facilities, also includes an indoor swimming pool, a large fitness suite, a very well equipped visual and performing arts centre, third-generation AstroTurf and outdoor barbecue area. The famous Laoshan mountains, birthplace of Taoism and the source of Laoshan spring water, form a backdrop to the campus.

Malvern College Qingdao is a full boarding school offering IGCSEs and A-levels. In general, Chinese junior high school graduates with a good level of English can enter Upper 5th and complete these courses in 3 years. Younger students can apply for Lower 4th, Upper 4th or Lower 5th, which ensures valuable time for a greater focus on developing high level English skills alongside the curricular programme.

Subjects currently offered for external examinations include Maths, Further Maths, Chemistry, Physics, Biology, Business Studies, Economics, Computer Science, Geography, History, Music, Art and Chinese. English as a Second Language is taken at IGCSE and students receive thorough preparation for IELTS/TOEFL exams. All students have General Studies lessons and regular Physical Education sessions.

Malvern College Qingdao offers a rich programme of co-curricular activities and is a registered body for the

International Duke of Edinburgh award scheme. There is an active Music department and regular opportunities to perform.

All students are supported through a comprehensive pastoral system, with support from their Form Tutors and Heads of Year, and in the boarding houses by their House parents and Assistant House staff.

The school is managed by the Headmaster, John Kenny, and his Senior Management Team, in partnership with the College's Chinese partners.



“Working at MCQ has been a great place to have the opportunity to take on responsibility and develop skills in middle management and in EAL teaching in my subject area.” All quotes are from MCQ teachers

Working with Malvern College Qingdao

THE SUCCESS of our school depends on a committed, inspiring and experienced team of staff with a clear understanding of the British independent education ethos embedded in the school and the flexibility to adapt to the demands of living and working in an international setting.

The academic and pastoral provision in Malvern College Qingdao 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. Our staff all demonstrate a full commitment to the holistic education which is at the heart of a Malvern education, contributing fully to the academic, co-curricular and pastoral provision, and life in boarding houses where applicable.

"As the school is still young there are still many areas for development that teachers are able to get involved in. Opportunities for teachers abound here. If you come to MCQ you need to be a lot like China itself - outward looking and eager to try new experiences!"

Expat staff work closely with local support staff to ensure strong communication between school and home and a smooth transition to an international British curriculum school environment for all students.

Comfortable accommodation is provided for all expat staff on campus, either in the boarding houses or in the separate staff accommodation building. There is an active staff welfare committee which organises regular staff social events. Following appointment the HR department will assist with all administrative and visa-related matters to ensure you have a smooth transition to MCQ.

"China has been the 4th country I've taught in and it has been both a stimulating and, at times, challenging environment. The challenges though have been made ever so much easier to deal with as a result of the tremendous support the Chinese staff at MCQ provide to foreign teachers."



Qingdao

QINGDAO is a major seaport in Shandong Province, looking out over the Yellow Sea and one hour's flight from Beijing and Seoul. It has a rich heritage and a temperate climate. Qingdao hosted the sailing events at the 2008 Beijing Olympics.

The school is situated about an hour's drive from the centre of Qingdao, in the Chengyang district. Transport is arranged to and from the city centre for staff every weekend during term time. The nearby Fushan and Laoshan mountains are good for walking and trail running.

For travelling to and from China the airport is a 20 minute drive from the school. There is a direct flight to Frankfurt with Lufthansa or there are flights to Europe via Hong Kong, Seoul, Beijing or Tokyo. Regular flights to Shanghai and Beijing provide connections to many other locations.'



It is one of the most affluent and fastest growing cities in China and has one of the best air qualities in China.



Malvern College International

MALVERN COLLEGE INTERNATIONAL (MCI) is a family of schools each of which has its origins in Malvern College, a leading independent school in the United Kingdom.

Malvern College in the UK is a co-educational boarding and day school for pupils aged 13-18. Founded in 1865, Malvern College has a strong academic focus complemented by an extensive co-curricular programme that fosters all-round individual development.

Malvern College overseas schools offer internationally recognised academic programmes and embed the specific features of a Malvern College education, our ethos and values, whilst providing an education provision reflective of the cultural context in which each school operates.

Malvern College opened its first overseas school, Malvern College Qingdao, in September 2012, followed by Malvern College Chengdu in September 2015. Malvern College Egypt opened its doors in September 2016, followed in 2017 by Malvern College Hong Kong Pre-School with Malvern College Hong Kong set to open in 2018.

Malvern College, UK works in close partnership with each of our overseas schools. Whilst all Malvern College overseas campuses are independent institutions in their own right, with their own management teams and governing bodies, Malvern College, UK is closely involved in setting standards and providing governance and oversight. An International Schools team, based in the UK, travels on a regular basis to each of our sister schools and carries out an annual Quality Assurance visit.

www.malverncollegeinternational.org

“Every weekend during term-time, including exeat weekends, the school provides free transport in and out of Qingdao city. Getting around Chengyang is incredibly easy and cheap with buses and taxis.”



A Malvern Education

THE PERSONAL qualities of its staff, their enthusiasm and commitment are instrumental to a school's success. Malvern College overseas schools wish to attract the highest calibre of staff sharing the same vision as us.

Key Features of a Malvern Education

Whilst each Malvern College overseas will develop to fit in with the local culture, regulations and needs of the students, at the heart of each school are a common ethos and set of values:

- 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 students
- 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 students
- A well embedded house system with which students identify strongly, providing opportunities for healthy competition and engagement across year groups
- Strong relationships between all members of the school community based on mutual respect and a shared commitment to providing the best opportunities for the students
- A focus on developing key attributes in students, namely, resilience, self-awareness, open-mindedness, kindness, collaboration, risk-taking, curiosity, ambition, independence, integrity and humility.

“Travelling is amazing in Asia and relatively cheap. We have been, so far, to Bali, Shanghai, Seoul and Penang. Opportunities are infinite.”



Job Specification - Deputy Head of Girl's Boarding House with a teaching commitment

The successful candidate will contribute to the development and delivery of the College's vision and values, and will be a supportive member of the house, departmental team and of the whole school staff. The successful candidate will be expected to work in line with School and Departmental policies and will report to the Head of House and will ultimately be responsible to the Headmaster.

The role of Deputy Head of House is critical to the success of Malvern College Qingdao. All the House team are expected to foster a strong 'home from home' environment and to integrate students from all years within the House and across the School.

Key Areas of Responsibility

- Enable all pupils to develop their personalities to the full while at the same time achieving their academic, artistic and physical potential;
- Support the Head of House to foster an atmosphere in the House, which is a 'home from home'. The Deputy Head of House should enable pupils to talk honestly about their feelings, fears and aspirations thus helping them to develop a respect for themselves and for others;
- Encourage a sense of leadership and responsibility in all members of the House, including senior pupils who should develop the desire to serve the House, their peers and those younger than them;
- Create an orderly atmosphere conducive to study at the appropriate times and the wellbeing of all;
- Encourage all pupils in the House to take part in co-curricular and House activities;
- Working with the Head of House and House Assistant to promote the wellbeing of the pupils;
- Communicate with parents through regular contact directly or via the House Assistant, and provide a rapid response to parental enquiries;
- Working with the Head of House to ensure all required paperwork and records are up to date and accurate at all times in line with school policy and procedures;

- Work in line with school policies;
- Liaise with pastoral and academic staff over the progress and wellbeing of students in their House.

The Deputy Head of House is expected to keep the Housemistress, Headmaster and the Deputy Head (Pastoral) informed on matters of discipline and welfare pertaining to the House and its members.

The Deputy Head of House will also teach an academic subject. Any subject taught at MCQ will be considered. As Deputy Head of House you are expected to teach up to a full timetable of 24 x 50 minutes contact periods, and in the House for one week will work one weekend and two days the second week will work three days, alternating with the Head of House.

Criteria for Success

Over time you must be able to show evidence of:

- Maintaining high standards of teaching and learning;
- Enabling students to deliver strong academic results;
- Maintaining positive relationships with colleagues, students and parents;
- Actively supporting the ethos of Malvern College Qingdao.

Essential

- Recognised teacher qualification status;
- Bachelor degree or above in relevant subject area;
- Minimum two years of successful teaching;
- Native-level English speaker;
- A highly talented practitioner of your subject;
- The ability to work in the setting of a developing school;
- A commitment to the holistic development of students through involvement in co-curricular and pastoral activities;

Job Specification - Teacher of Mathematics

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- Respect for the different experiences, ideas and cultural perspectives that are at the heart of an international school;
- The ability to adjust to a new cultural environment;
- The ability to establish good working relationships with a wide range of people including students, parents, and colleagues.

Desirable

- Experience of working in a full boarding school;
- Experience in teaching children for whom English is an additional language;
- Experience of teaching both in the UK and in international schools.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Remuneration Package

A highly attractive package will be offered to the successful candidate including: tax free salary; furnished individual accommodation at no cost; no utility bills; all meals during term time; basic medical cover; one return flight per year payable at the end of each academic session. As Deputy Head of House you will receive an allowance of 45,000 RMB (about £5,000) on top of your teaching salary.

Please note that due to the location and character of MCQ and the distance to the nearest international school, this position would not suit staff with children requiring schooling below Sixth Form.

Due to visa restrictions partners may only be employed if they also hold a degree and relevant qualifications or are willing to work as a Head of House or Deputy Head of House.

Contracts are for two years initially with the possibility

of extending.

Application

All applications should be submitted online via the Malvern College International website. You are required to complete your online profile and supporting statement and upload your CV. The online profile is straightforward to complete and can be completed and saved in stages before submitting your final application. Your supporting statement should explain your reasons for applying for this position, why you feel you are a strong candidate for the role and any other information which you feel is relevant.

If you have any initial queries about submitting your application, please email InternationalHR@malcol.org. Please note that we will not accept an email in place of the online application.

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 Qingdao reserves the right to contact any of your previous employers but, if not listed as referees, we will only do so after discussion with you. Please note that we may take up the references provided in your application prior to interview.

All applications will be acknowledged within three working days of submission.

If shortlisted you will be contacted to arrange an initial interview via Skype. You may be contacted at any stage after submitting your application and the school reserves the right to appoint an outstanding candidate at any stage during the process.

Malvern College Qingdao 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. All staff must follow policy guidance set out in the Malvern College International Safeguarding Framework and undertake regular Safeguarding training.