



KING HENRY VIII COLLEGE

Job Description & Information

Head of Primary

Appointment for September 2019

School opening September 2020



Head of Primary

King Henry VIII College, Malacca

Closing date for applications: February 8th 2019

Job starts: September 2019

Contract type: Full time

Contract term: 2 years

Dear Applicant,

Thank you for your interest in the post of Head of Primary that will be part of the advance party that will set up and open the school in September 2020. Induction for this post will include a close collaboration with the current Head of Primary at our founding international school, King Henry VIII College in Cyberjaya, Malaysia. The appointed Head of Primary will play a significant role in setting the tone and ensuring staff are dynamically led right from the start.

King Henry VIII College, Cyberjaya is a fully-fledged sister school to Christ College, Brecon, one of the UK's oldest schools, founded by Henry VIII in 1541. King Henry VIII College, Malacca will be a day school with students from 3 to 11 years of age. We will share the values and ethos of Christ College, and make the most of our links in the UK and across the globe, ensuring we are very much a British International School. The curriculum is a recognisable British one, modelled on that at King Henry VIII, Cyberjaya.

The Primary curriculum at King Henry VIII College is a recognisable British one, modelled on that of our sister school and founding international school in Cyberjaya. Across the Primary School, we follow an enhanced British National Curriculum. The school will enjoy a prominent location within the historic state of Malacca within a rapidly developing area of the city.

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

Best Wishes,

Rosanna Kirkbride

Head of Primary

King Henry VIII College, Cyberjaya

HEAD OF PRIMARY

Job summary

The Head of Primary (Malacca) will work to support the effective day-to-day running of the school. During the initial academic year, the Head of Primary (Malacca) will deputise at the founding international school while gaining a better understanding of the school's ethos and operation. He or she will be directly responsible to the Head of Primary (Cyberjaya).

Job description:

The Head of Primary (Malacca) will be responsible for the internal organisation, management and leadership of the Primary School. The first holder of the post will also have the challenge of establishing the Primary School as an integral part of the network of sister schools to ensure that the ethos and aims are closely aligned.

While the specific duties of the Head of Primary (Malacca) will evolve to suit the particular strengths and interests of the successful candidate, they will include many of the following.

Staff

- Managing staff in the Primary School, including their workload and overall contribution
- Leading on the monitoring and appraisal of Primary School staff
- Developing an excellent team of teachers and teaching assistants
- Overseeing continuing professional development of staff
- Working closely with the Marketing and Admissions team to promote the school

Students

- Ensuring due priority is given to the health, welfare and safety of the students
- Ensuring outstanding provision for the students' pastoral care and personal development
- Putting in place appropriate processes for the monitoring of student progress
- Developing and maintaining effective sanctions and reward systems, in line with school policies
- Representing the interest of the students in the school community

Communication

- Developing and maintaining excellent relationships with parents, including regular parent meetings, print and email communications
- Keeping an open-door approach to stake holders in the Primary School
- Working with relevant colleagues to ensure successful transfer of students to Year 7, including a detailed handover of student information
- Ensuring effective communication and collaborative planning and reflection amongst staff

Administration

- Collaborating with the Head of Primary (Cyberjaya) to establish and implement the curriculum and create a timetable
- Developing and maintaining daily routines and Primary School events
- Maintaining accurate and up-to-date student records
- Preparing and submitting documentation as required – internally and externally
- Engaging Primary in House structures and events
- Developing and implementing processes of assessment and tracking of student progress
- Developing an enriching and exciting programme of extra-curricular activities including sport, music, drama, public speaking
- Liaising with school staff as necessary

Finances and Facilities

- Overseeing the Primary School budget; liaise with the Operations Manager and Head of Primary (Cyberjaya) over Primary facilities and resources
- Monitoring and evaluating the effective use of educational resources and equipment in the Primary School
- Overseeing the Inset budget for Primary School staff

Strategic

- Ensuring a School Development Plan for the Primary School is in place and fully implemented
- Keeping abreast of changes in curriculum policy and thinking in the Primary area
- Working closely with the Head of Primary (Cyberjaya) on the general development of the school, its reputation and operational effectiveness
- Working with relevant staff to promote and market the Primary School
- Keeping the school at the forefront of educational thinking and innovation

The successful candidate will be expected to teach a limited timetable in the Primary School. He or she will also be expected to contribute as appropriate to the extra-curricular and pastoral life of the 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.

Candidate Profile

Qualifications:

The successful candidate will have appropriate professional qualifications.

We are looking for an inspirational and dedicated Head of Primary to be responsible for the development of this new Primary School from September 2019, in advance of its opening in September 2020. 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 our sister school
- 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 students 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

The School is committed to the well-being of all the students 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 and 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

KH8 has its own salary scale. This post attracts an attractive salary, as well as the benefits described below.

Benefits

An excellent package of benefits is on offer, including

- Two-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 school fees for all children attending the school
- Support for professional development

Accommodation

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

How to apply

Applicants should complete and submit the Application Form, with covering letter to:

applications@kinghenryviii.edu.my

The successful applicant will take up post in September 2019.

Applications must be submitted on the official application form

Closing Date for applications: February 8th 2019

Initial interviews will take place via Skype and short-listed candidates will be invited to a final interview at King Henry VIII College, Cyberjaya.