



HEAD OF SECONDARY
August 2024

The Board of Governors of the Crescendo-HELP International School (CHIS) is looking for a new Head of Secondary to take over from the current Head.

A. THE SCHOOL

Crescendo-HELP International School (CHIS), established in February 2017, is built on a partnership between 2 leading organisations that share the belief that a quality education can help our students achieve greater success and significance in their lives. The partnership between Crescendo Education Pte Ltd and the HELP Education Group delivers a world-class international education at an affordable cost. In just a short period of 7 years, the school already has an enrollment of over 1,200 students. Teaching staff are a combination of expat and local talent and are recruited from all over the world. They are selected based on their alignment to the values and vision of the school but also on their ability to develop 21st century competencies that will make our students both future and career ready.

The School is supported by HELP Education Services Pte Ltd., a subsidiary of the HELP Education Group, established since 1986. CHIS started with 200 students in its inaugural intake in February 2017. It is now having a total population of 1,200 students from 23 nationalities and is targeted to reach 1,300 students by September 2024. The school, at full capacity is able to handle an enrolment of 1,800 students. The Boards of Directors and Governors are unwavering in their support and commitment to the school and will do all they can to ensure that the extraordinary growth and success experienced by the school in its 7 short years will continue on for many more years to come so that CHIS will firmly establish itself as a model and inspirational school, not only in Malaysia but also in the region.

CHIS is currently part of a group of 3 schools collectively supported by HELP Education Services (HES). The other two schools are located in Kuala Lumpur (HELP International School) and in Kuching, Sarawak (Tunku Putra-HELP School).

The CHIS Board of Directors are the owners of the school and they oversee the financial management of the school. The Board of Governors on the other hand comprise of members with a distinguished background in educational management as well as from industry. The Governors oversee the academic quality and standards in line with the highest ideals of the school and support the school leadership in developing policies that will ensure the smooth running of the school. The Senior Leadership Team of the school is led by the Principal (Principal) and is assisted by two Heads of Schools in charge of the Primary and Secondary sections of the school respectively. There is an Assistant Principal who oversees the Pastoral Care and Learning Support for the whole school. Each section of the school is further supported by two Assistant Principals. These Assistant Principals form the leadership team in the school and they are joined by five (5) Academic Coordinators, nine (9) Head of Departments and thirteen (13) Heads of Year. The academic team is strongly supported by an Administrative Team that has four (4) managers overseeing Finance, Admissions & Marketing, Operation & Facilities, Human Resource and IT Instructure and Systems.

Curriculum

CHIS uses the International Primary Curriculum (IPC) for the primary curriculum, Cambridge curriculum for secondary curriculum. The school enters students for the Cambridge IGCSE & A-Levels examinations. For admissions, the applicants do the CAT4 assessment with a written component used to determine English proficiency. Academic progress, gaps and barriers to learning and needs for academic support are tracked using the GL Assessments.

Vision and Mission Statement

School Vision Statement

To help learners fulfil their full potential by providing an educational environment that enables all learners to experience the Joy of Learning.

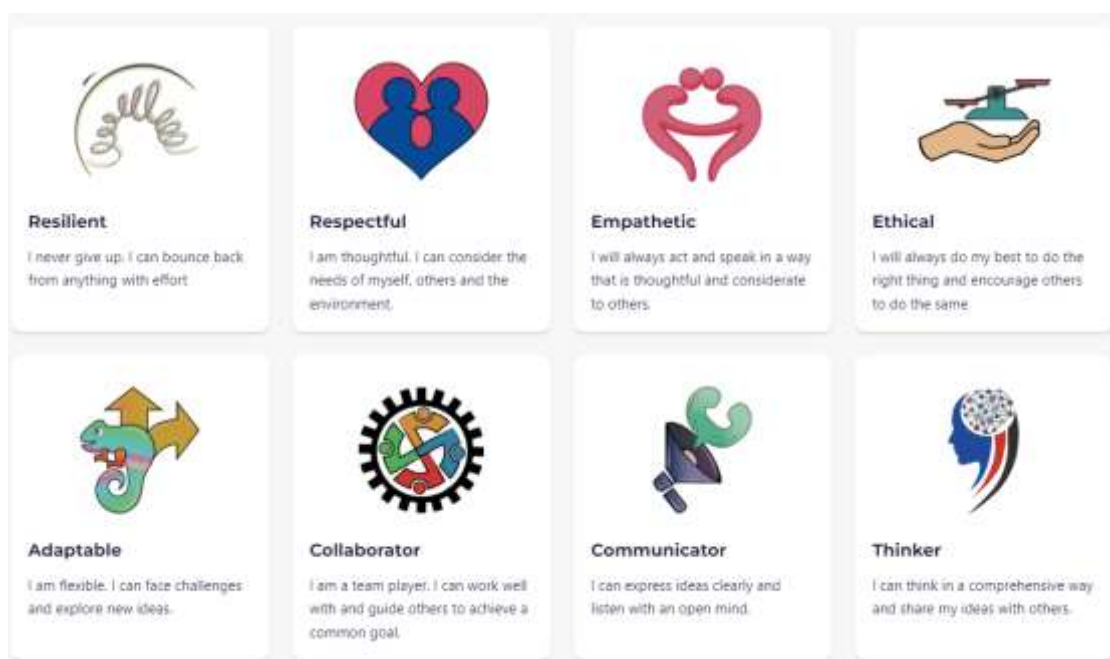
School Mission Statement

- Creating a nurturing environment for each learner to flourish and realise their potential
- Providing each learner opportunities for growth through a wide variety of learning activities every day.
- Promote the values and attributes of our Guiding Principles and 10 Masteries
- Develop learners who are internationally minded and globally competent

School Motto

The Joy of Learning.

Guiding Principles



School Masteries



Intellectual

Developing a curious mind to enquire, evaluate and reflect upon self, community and beyond.



Leadership

Developing the ability to lead and manage in global contexts, be resourceful and with moral purposes, exerting a positive and impactful influence over self and others.



Physical

Developing a healthy active lifestyle that includes a balanced diet, regular exercise and a passion for sports.



Creative

Developing the ability to think, share, adapt and express innovatively through an enquiring mind.



Social

Developing skills for effective communication, collaboration and positive relationships whilst embracing diversity.



Moral

Developing a strong sense of personal and community values including compassion and integrity, while respecting a diverse range of traditions, beliefs and ideologies.



Emotional

Developing the humility to celebrate successes with dignity and the resilience to cope with failures, in order to move forward from different situations.



Technological

Developing skills and knowledge to thrive in a world of accelerating advancement in science and technology.



Career

Developing the resilience for meaningful talents, interest and life goals.



International Mindedness

Developing an understanding and appreciation for the diversity of cultures in the world.

The CHIS Learner ...



experiences the **Joy of Learning** everyday



demonstrates the **values and attributes** from our **Guiding Principles**.



has the **essential skills and competences** from our **10 Masteries** to be successful.



is **internationally minded and globally competent** to have a positive impact upon the world.

Location

The Crescendo-HELP International School Campus is located in Ulu Tiram, Johor, Malaysia.

The Crescendo-HELP International School is easily accessible from almost anywhere in the Johor

By road, the CHIS Campus is:

- 25 minutes from Senai International Airport
- 25 minutes from Johor Bahru City
- 45 minutes from Puteri Harbour, Nusajaya (Legoland, Sanrio Town)
- 1 hour (by car) from Singapore

The following are some of the surrounding residences areas (and distance from School) frequent by expatriates working at the nearby areas.

- Austin Heights (20 minutes)
- Taman Gaya (10 minutes)
- Taman Pelangi Indah (10 minutes)
- Taman Desa Tebrau (15 minutes)

For further information please see <https://chis.edu.my/>



B. THE HEAD OF SECONDARY - RESPONSIBILITIES

OBJECTIVE:

To provide a challenging, effective, well-rounded international educational experience for the students attending the School.

Ensure that CHIS is a school of choice for teachers and staff to work in.

Make the school a priority destination for parents looking to give their children an experience of international education.

REPORTING RELATIONSHIP:

The Head of Secondary is responsible for the direction and supervision of all personnel who perform their respective functions within the secondary school.

The Head of Secondary reports directly to the Principal

The Head of Secondary works with the Principal on the implementation of the School Strategic Plan and provides regular progress reports to the CEO of the School and the Board of Governors.

RESPONSIBILITIES AND DUTIES:

- Responsible for the coordination of all the Secondary School's academic, extra-curricular activities and pastoral programs.
- Support the Principal in
 - (i) directing the school, students and staff towards the school's vision, mission and goals.
 - (ii) realising the vision and mission statement of the school.
 - (iii) implementing the current school Strategic Plan for the next 3 years.
 - (iv) developing a new School Strategic Plan when the current plan expires in 2025.
- Actively promotes international education opportunities for students to develop global leadership skills and an understanding of global issues.
- Monitor and track student progress and implement suitable data driven intervention programs that will enhance students' learning and achievement.
- Establish and promote academic high standards and expectations for all students and staff.
- Use meaningful data and statistics to make informed decisions on school improvement.
- Ensure that all teachers receive systematic feedback on their professional performance at least

twice a year.

- Recognize and promote the use of Information Technology as an essential 21st century learning tool.
- Effectively use technology for efficient and effective administrative practices.
- Establish procedures for reviewing current policies and procedures for changes as needed.
- Coordinate and supervise the Secondary School's middle leadership team.
- Work with the school pastoral team to ensure a consistent and fair behaviour management system for the students.
- Assist in the process of recruiting high quality teachers for the Secondary School.
- Plan, propose and manage staff assignments.
- Organise on-boarding programs to assist new teachers in the Secondary School.
- Supervise and approve field trips, staff development activities, assemblies, report card distribution, parent/teacher conferences, and other special events.
- Attend school performances and fixtures.
- Contribute actively and creatively support the School Administrative Team.
- Perform other duties as assigned by the Principal and the Board of Governors.

C. THE HEAD OF SECONDARY – PERSON SPECIFICATION

PREFERRED QUALIFICATIONS AND QUALITIES:

- Completion of at least a post-graduate certificate in education. Certification of having completed a course in school leadership will be an advantage.
- Must have experience working in senior school leadership positions, preferably as Head of Secondary, but exceptional candidates who are currently serving as Assistant Principals are welcome to apply.
- Commitment to teacher training and the development of both local and expatriate staff
- Strong organisational skills.
- Excellent communication and interpersonal skills.
- Commitment to internationalism in education.
- Possess strong influencing, negotiation, persuasive and collaborative skills
- Is resilient and has the ability to engender the best in others
- Has previous experience working in a multicultural context and is able to demonstrate sensitivity

to cultural and religious practices unique to Malaysia.

- Demonstrate, with evidence, the impact of leadership on student achievement in the school.
- Experience of managing change, leading innovation and managing a diverse multi-cultural team
- Demonstrate a sound knowledge and understanding of pedagogy and ability to lead the Secondary School staff in teaching and learning with experience using technologies for learning.
- Proven ability to work autonomously and collaboratively as a member of a leadership team with high levels of accountability.
- Demonstrated capacity to produce and implement clear, evidence-based improvement plans and policies and lead innovation and change.
- Demonstrated capacity to ensure that the school's human, physical and financial resources are efficiently allocated and managed.
- Evidence of the ability to create a professional learning community that is focused on the continuous improvement of teaching and learning, supporting all staff to achieve high standards and commitment to their own learning and wellbeing.
- Demonstrated capacity to work well with a diverse school community and develop positive relationships with parents/families and the local community.
- Has past exposure and experience with accreditation processes, particularly the accreditation process for the Council of International Schools (CIS).
- Has a global perspective / internationally minded with passion and energy engaging the team to support the School's vision, mission and ethos.



D. TERMS AND CONDITIONS OF THE APPOINTMENT

The initial contract offered to the successful candidate will be for two (2) years, renewable thereafter by mutual agreement of the Head of Secondary and the Principal, the CEO and the Board.

The compensation package will be commensurate with the responsibilities of the position and will include the following:

- A competitive salary, with an optional Employees Provident Fund contribution
- Group PA Insurance
- Group Hospitalization & Surgical Insurance
- Accommodation allowance

- Full Tuition fees coverage for dependent's 2 children enrolled with CHIS
- Annual return airfare for the Head of Secondary and his/her dependents
- Relocation allowance (reimbursement basis)

E. THE APPLICATION PROCEDURE

Suitably qualified candidates should send to the Principal and the CEO via hr@hes.edu.my - **all the items below collated together in a single pdf** as an email attachment (to arrive as soon as possible, and **no later than 20th October, 2023**)

- a letter of application (no more than one page), briefly outlining why the candidate wishes to apply for this position and what specific skills, qualities and experience he/she can offer
- a CV (no more than two pages)
- a statement of educational and leadership philosophy (no more than one page)
- the names and full contact details of at least three (3) professional referees (one of which should if possible be the leader of the applicant's current organization)
- a good recent head-and-shoulders photo

An initial round of interviews is scheduled to take place during **Week beginning 30th October 2023** in London/Manchester for UK and possibly Europe based candidates, as well as Malaysia for candidates based in Asia. All other long list candidates will be interviewed via Zoom.

The final selection interview with the Board of Governors & Directors will be conducted via Zoom in the third week of November 2023. However, the CHIS Board of Governors reserves the right to interview selected candidates, and if appropriate to finalise the appointment, in advance of this schedule.

Closing date: 20th October, 2023 **Applications to: hr@hes.edu.my**

