

GEMS

International School

PEARL CITY, PENANG

Candidate brief for the position of
Head of Primary School,
GEMS International School Pearl City, Penang
August 2021



HEAD OF PRIMARY SCHOOL FOR AUGUST 2021

*A passion for
learning*



Dear Applicant,

Thank you for your interest in the post of Head of Primary School at GEMS International School Pearl City, Penang. We are seeking to appoint an outstanding candidate who has a passion for learning.

GEMS International School Pearl City, Penang is located on the mainland of Penang state and is less than 30 minutes' drive from the island of Penang. The school opened in 2015, and our first Year 13 class will graduate in 2021. The school's current roll is 470, and has been growing despite the influences of the current pandemic. The Primary School is at the heart of GIP with over 220 students, and continues to grow. To the right candidate, this post will be an extremely rewarding experience, an opportunity to make a real difference through helping to lead the Primary School into the next exciting phase of its development. We have a highly talented team of staff who are positive and committed.

I hope you find the information provided helpful. Further information is provided on the school's website : <https://pearlcity.gems.edy.my>

If you would like an informal discussion about your application, please email me at : d.grice_gip@gemsedu.com.

The closing date for applications is Sunday 11 April 2021. All application should be made through TES. Preliminary interviews will be held by Zoom / Teams during the week beginning 12 April. If shortlisted, you will be invited to a final interview day remotely in the week of 19 April 2021.

I look forward to receiving your completed application.

Yours sincerely,

A handwritten signature in black ink, which appears to read 'Duncan Grice'.

Duncan Grice
Principal

School Guiding Statements

Vision: To be a school where every child can thrive and meet with success

Mission: To Provide outstanding learning opportunities, through an environment of mutual respect, transparency and engagement

Children come first when:

1. The School cultivates the whole child
2. The School values community well-being and provides a safe learning environment
3. The School shapes children to become global citizens who have an understanding of the complexities of an ever changing world
4. The School develops a passion for learning through enquiry, curiosity and active collaborative participation
5. The School respects the natural world and its resources both globally and locally
6. The School prepares children to live their lives honestly with a spirit of respect for themselves and others
7. The School prepares children to take risks and show endurance and resilience to achieve goals
8. The school challenges each child to be best that they can be and discover who they might become

Definition of Learning:

Students enjoy making connections between new and existing knowledge in an ongoing journey of discovery. Students flourish through being happy, engaged, challenged and valued and are able to question, reflect and communicate independently and collaboratively on their progress.

About GEMS International School Pearl City Penang



GEMS International School of Pearl City, Penang opened with 35 students in September, 2014. The school moved to a purpose-built school campus in August 2015 and opened for children age 3 to 13 years (FS - Year 9). By the end of the academic year there were 185. The current roll is at 470.

Most students are from Malaysia and are derived from three different ethnic groups- Chinese, Indian and Malay. The remaining students come from mainly other East Asian countries(India, Sri Lanka, Thailand, Philippines, Indonesia, China and Taiwan) and others are the children of teaching staff. There are currently 24 different nationalities in the school.

Approximately 80% of the students are English second of third language learners.

The school has a FS1(nursery) and FS2(reception) classes with children from the age of 3-4 entering the school.

There are currently 10 students in Year 13, the first year that the school will undertake CIE A Level Examinations.

All year groups in the Primary section have two-form entry. In secondary, it is two/three-form entry.

The school uses the National Curriculum for England as a basis for its teaching and students undertake the Cambridge IGCSE,AS and A-Level examinations.

A passion for student centered learning is at the heart of our philosophy. Current development programmes include student leadership and student led service as well as learning focused classroom visits.

The Senior Leadership Team of the school consists of the Principal, Vice Principal/Head of Secondary and Head of Primary. There is a middle leadership team in primary to work on aspects of school improvement and strategic planning.

The school has excellent teaching facilities which includes a large football field, a fully equipped multi-purpose hall, a primary sports hall, two swimming pools, specialist classrooms including science labs, a dance studio, a black box theatre, Lego robotics room, debate room, working wall room, primary and secondary libraries and various shared learning space both indoors and outdoors.

Penang

Penang is both an island and a state stretching along Malaysia's northwestern coast, but it's the island-Pulau Pinang- that draws nearly four millions tourist each year. From the mainland, crossing the channel is a 10 mile journey over aquamarine water with ample time to admire the approaching cityscape of beach side high-rises set below mountains of uninhabited jungle.

Nicknamed the Pearl of the Orient, Penang is famous for its soft sandy beaches and is fondly regarded as the food capital of Malaysia. Some of the most interesting sites of Penang include the sandy beaches of Tanjung Bungah and Batu Ferringhi, the landscape from the summit of Penang Hill and the vipers in the Snake Temple. The quaint nooks and crannies of Georgetown and the Tropical Spice Garden- the only spice garden in South East Asia- As well as Penang's many flea markets, pasar malams' KOMTAR and modern shopping malls also merit a visit.



Many people visit Penang to wander the narrow lanes of its attractive colonial-era capital- and UNESCO world Heritage site- George Town, armed with their cameras. One of the best ways to explore the town is follow the mural trail: in the area around the old British fort, there are over 50 murals and sculptures on the walls of its 19th century buildings, many of which were once Chinese storefronts.

The island was mostly uninhabited until the British started using Penang as a shipping port, attracting laborers and traders from around the globe, and by 1802, around 14 languages were spoken in George Town. by 1829, Chinese-origin groups became the ethnic majority and remained so until 2010, when Malays became the largest ethnic group.



Penang is known as a regional food paradise, with a rich cuisine shaped by the island's many cultures, including Hokkien, Hakka, and Teochew-speaking Chinese communities, Indian Tamils, Malays, and the British. Malaysians from elsewhere drive hours to visit one of Penang's famous holes-in-the-wall or hawker carts for fragrant spicy noodle soup, laksa, or steamed bun. the Penang street food staple is the noodle. The word for noodle, *mee*, is one of the few crossover words used by almost all Penang languages, and Penang's noodle game can be overwhelming. There are rice noodles, and wheat noodles, egg noodles and clear vermicelli, flat noodles, round noodles, and noodles so fat they look like churros (*char hor fun*). The must-haves are slippery round noodles in a fragrant, sweet and sour coconut sauce (*laksa*), flat noodles tossed over very high heat with shrimp paste and sausage (*char koay teow*), egg noodles and rice noodles stir fried together in dark soy sauce (*hokkien mee*), and noodles in curried coconut soup (*curry mee*)

The Role

Reporting to:	Principal
Direct Reports:	Primary School Leadership Team
Duties:	To assume overall responsibility for the day to day running of the Primary School
Skills:	

The Head of Primary School should be an adaptable educator and innovative leader with a *passion for learning*. She / He should be a good motivator, communicator and administrator and should be capable of managing key aspects of an expanding and high profile international Primary School with a particular focus on raising academic standards. She / He should be able to provide professional leadership for their particular responsibility areas and should be viewed as genuine ambassador for the school.

She / he should:

- Posses excellent communication skills and be professional and confident in communicating with all school stakeholders and external agents.
- Be able to provide support, guidance and leadership to staff in all matters associated with specific responsibilities.
- Be understanding of the needs and issues facing all stakeholders within the school community.
- Show leadership through action and example in their daily conduct.

Key Responsibilities

Organisation Leadership and Management

- To establish, review and develop Primary School aims, policies, structures and procedures, and job descriptions in liaison with whole school policies.
- Whole Primary School planning including the production of the Primary School Improvement Plan (based on the School Improvement Plan).
- Financial and budgetary control of the Primary School budget, including delegation to phase/subject leaders.
- Oversight, line management and support for all teaching and support staff in the Primary School.
- Chair full Primary School staff meeting, Primary School Leadership team meetings and attend meetings of the Senior Leadership Team.
- Coach and / or mentor leaders within the Primary School

Curriculum

- i. Curriculum planning, design and management, in liaison with Heads of Subject, the Primary School Leadership Team and vertical articulation with the Senior School.
- ii. Production of Primary School curriculum handbooks in liaison with Phase/Subject Leaders and the Primary School Leadership Team.
- iii. Timetabling and resource management.
- iv. Overall management of Primary School self-evaluation and improvement strategies.
- v. Line management of faculties / whole school departments by negotiation.

Student Support and Learning

- i. The implementation of the School and Primary School's pastoral policy and learning policy, including establishing and promoting the school ethos.
- ii. Responsibility for monitoring and evaluating Primary School policy on learning and teaching.
- iii. Organisation of sectional and full Primary School assemblies.
- iv. Coordination of procedures for student admissions, in liaison with the admissions team.
- v. oversight of transition from the Senior School.

External Relations

- i. Encouragement of parental support and involvement in the work of the school.
- ii. Maintaining regular and proactive communication with parents through regular website and social media updates and information in the newsletter.
- iii. Organisation and presentation at parental curriculum and other information evening.
- iv. Marketing of the school in conjunction with the Principal and Head of Marketing.



The Person

The successful candidate will be an inspirational and innovative leader who can secure the full engagement of staff and all other stakeholders in the delivery of the school's objectives. The successful candidate will have the following key skills, experience and attributes:

Qualifications & Personal Development

Essential

University educated with an Honours Degree, hold recognised teaching qualification evidence of on-going professional learning and development.

Desirable

Masters degree in education; hold or working toward the National Professional Qualification for Headship (NPQH) or International Leadership and Management Programme (ILMP) or similar

Knowledge

Essential

In-depth knowledge and understanding of:

- Real leadership and management in the fields of learning and communication.
- Previous senior leadership position
- School curriculum - National Curriculum for England.
- Assessment for Learning, Assessment of Learning, use of data, baselines assessment and value added.
- EAL provision.
- Current educational issues and up to date curriculum developments.
- Application of effective teaching and learning strategies that achieve high levels of teaching and student achievement.

Desirable

CIS/COBIS accreditation process
Commercial operations of schools

Experience

Essential

- A clear focus and passion for student learning.
- Leadership position in a school with responsibility for curriculum and / or a pastoral care and / or personnel.
- Experience in an international or independent / private school.
- Developing and implementing school quality improvement programme, including demonstration of raising students' level of achievement at KS1 or KS2.
- Excellent professional knowledge (of curricula, quality management, school organisation and current educational issues).
- Successful partnership with school parents and communities.
- Promoting good communication within and beyond the school.
- Proven ability to support, motivate, lead and manage staff.
- The ability to represent the school to its student and parent community.
- Organisational and administrative skills, and experience of efficient resource management.
- Coaching and mentoring skills.

Desirable

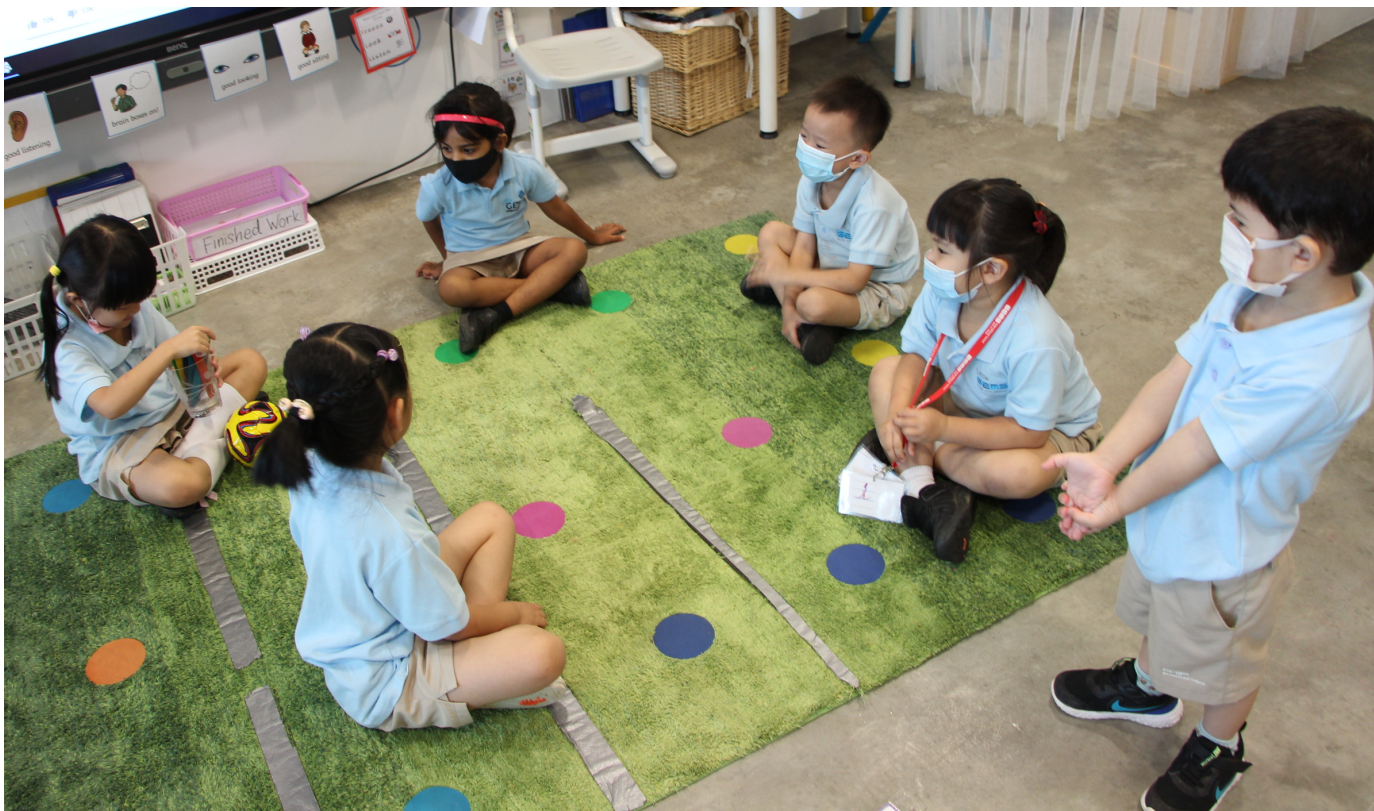
- Experience in an international environment
- Knowledge of the Far East
- School Improvement planning

Qualities:

- Clear educational vision based on evidence and experience.
- Passionate about improving learning.
- A self-starter with a real ability to promote the school and its values.
- A belief in the promotion of shared values.
- Excellent communication and interpersonal skills.
- Range of leadership approaches and styles.
- Good organisational skills.
- Ability to lead the professional development of staff.
- Creative in identifying and meeting challenges.
- Open to cultural differences.

Attributes:

- A problem solver who can adapt and change
- Self-confident and good judgment
- Reliability and commitment
- Enthusiasm and sensitivity
- Set standards and be a role model



Remuneration

An attractive salary and benefits package, commensurate with the responsibility of the post and the stature of the school, will be offered. This will be reviewed annually. Suitable accommodation will be provided close to the school. Other elements of the package include Private Health Care and Medical Insurance for the candidate, spouse and one child, 100% school fees remission for up to two children, annual return flights to the successful applicants' home country.

How to Apply

Interested candidates should apply through TES attaching the following documents:

- Letter of application (2 pages max)
- CV (3 pages max)
- A statement of your educational philosophy
- Recent photograph
- Names, telephone number and email contact for three referees, at least one of whom should be your current employer (note that we will not contact your employer without informing you first)

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GEMS International School Pearl City Penang is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosures and Barring Service.

