

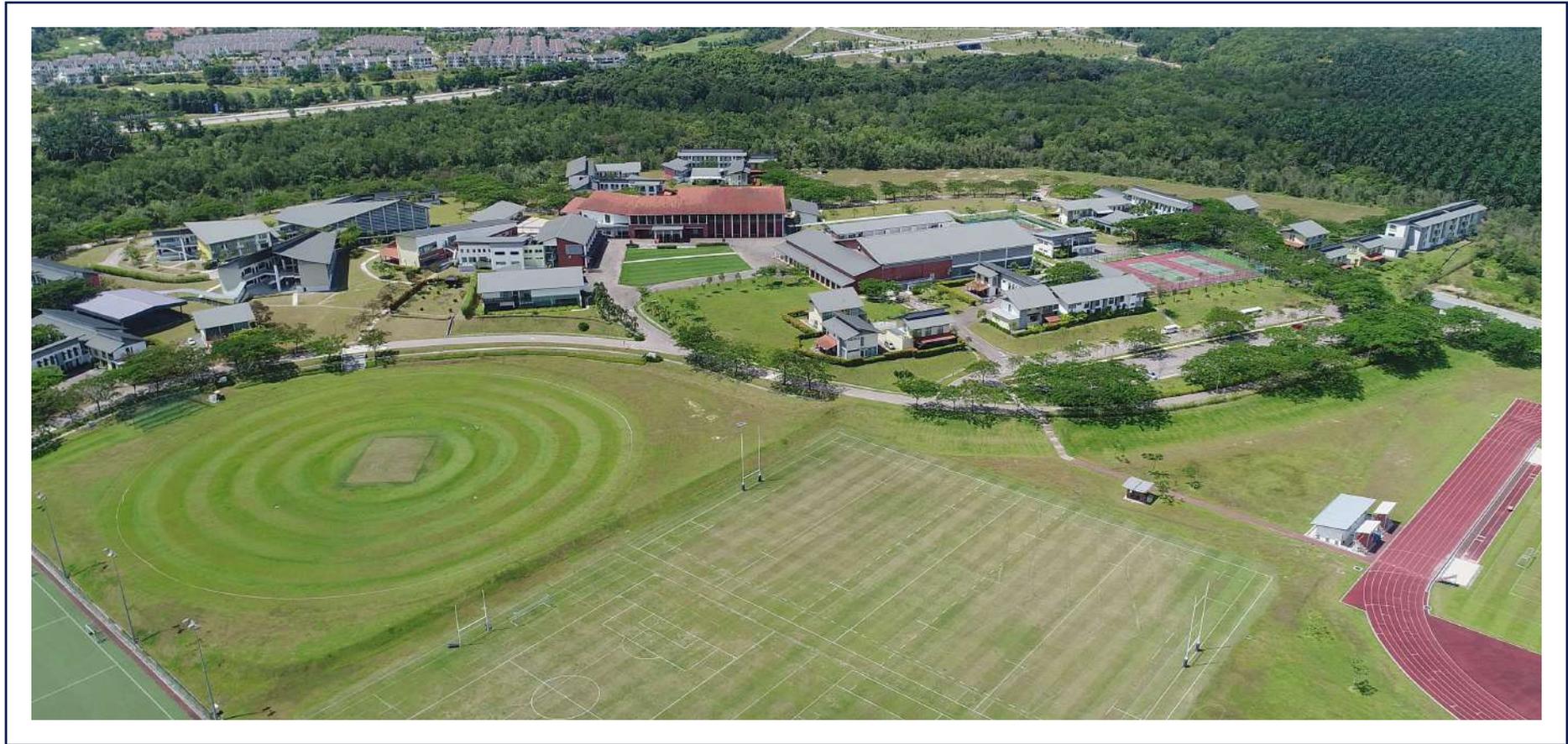


MARLBOROUGH COLLEGE MALAYSIA

DIRECTOR OF CO-CURRICULUM

*For August 2019*

# 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 935 pupils, around 530 of whom are in the Prep and 140

of whom are in the Sixth Form. Pupils from the age of nine may choose to board and approximately a third of those who are eligible do so, with almost half of the Senior School and 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 45 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. It is one of the few school in Asia to achieve membership of HMC, an association of the world's leading independent schools and it is the Boarding Schools' Association's Asian training hub.

Further details about the College may be found on its website at [www.marlboroughcollege.my](http://www.marlboroughcollege.my)





# THE PREPARATORY SCHOOL

Marlborough College's Prep School is distinctive, highly regarded and the only traditionally structured British prep school in south-east Asia. Above all, this is an ambitious and happy school where the child remains very much at the heart of the process. A spacious and well-resourced site, plenty of room for play and a creatively designed new building which has been nominated for architectural awards all promote a tangibly positive and engaged spirit.

With its own leadership team including the Head of Prep and Deputy Heads Academic and Pastoral, and a strong tier of talented middle management, the Prep School currently numbers over 500 children aged 3-13.

Most Prep children are day pupils, but from nine years of age two popular Prep School Boarding Houses provide full or day-boarding for a growing group boys and girls who benefit from an exceptional level of care and a varied range of weekend activities.

Teaching and learning is based on the British model of EYFS and National Curriculum. With a generous teacher—pupil ration of 1:8, almost all teachers are from the UK and specialists are deployed throughout the Prep School to add expertise.

A key feature of the school is the extended and enriched curriculum which includes an enviable commitment to co-curricular activities and to providing as many experiences as possible for all pupils through excellent provision in sport, music, drama and art as well as stimulating residential trips for all pupils from Years 3-8.

After Year 8, the transition to the Senior School is seamless and well managed while, for a small number of pupils, preparation for Common

Entrance exams for UK schools is expertly undertaken.

Our aim is to provide our children with a truly inspiring education based around a strong intellectual core and enriched by constant exposure to meaningful relationships, deeply-held values, high standards and opportunities that are both enjoyable and challenging.



# 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 Master seeks to appoint an outstanding individual as Director of Co-Curriculum. The successful candidate will coordinate and lead the overall co-curricular strategy throughout the College.

The Director of Co-Curriculum will report to the Deputy Head Pastoral, but will work closely with the main providers of co-curricular activities, such as the Head of Sixth Form, Head of International Award, CAS Coordinator, Directors of Sport, Music, Drama and the Head of Outreach.

The role will require vision and the ability to convey this. It will add strength and coherence to our co-curricular programme, ensuring that it provides suitable breadth, learning, challenge and enjoyment.

The successful candidate must be able to lead, challenge and inspire staff, pupils and parents. He or she will command respect from parents, pupils and staff and be a person of who values the breadth of the Marlborough curriculum.

This is an exciting opportunity for someone with exceptional abilities and proven experience at least at Head of Department level with the ability to contribute towards a limited amount of teaching in any discipline in with the Prep or Senior School.

# THE CO-CURRICULAR ENVIRONMENT

Co-Curricular activity is prized as an essential feature of a Marlborough education and the lessons learned from it can be some of the most valuable that pupils encounter during their time in the College.

Marlborough is exceptionally well-placed to provide a range of co-curricular activities both on-site and in the immediate and wider region. These activities cover a span of cerebral, physical and creative pursuits, teamwork and a spirit of altruism and service to others are important strands in our programme.

Given its unique relationship within the wider Marlborough College family, pupils in both the UK and Malaysia have a growing range of options which both bring them together and enable them to benefit from the resources and cultures of each other's nations.

Marlborough College Malaysia's academic curriculum in the Sixth Form years is particularly well-suited to its philosophy of global awareness, balance, leadership, community and participation.



# 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 DIRECTOR OF CO-CURRICULUM

Reporting to: Deputy Head Pastoral

## *General Responsibilities*

- To set the strategic direction for the Co-Curricular programme throughout the College.
- To maximise opportunities to collaborate with Marlborough College UK for the benefit of pupils.
- To provide a broad and balanced co-curriculum in order to give our pupils the best possible preparation for their future lives.



### *Key responsibilities as Director of Co-Curriculum*

To build a coherent vision for the co-curriculum, in collaboration with key colleagues, which includes the following objectives:

1. Maintaining an exceptionally broad, enriching and high achieving co-curriculum
2. Continuously developing opportunities for mutual co-curricular support within the Marlborough Family (UK and Malaysia)
3. Expanding opportunities for pupil leadership and team work
4. Developing altruistic community service as a central experience for all pupils
5. Monitoring and evaluating staff and student participation in the co-curriculum
6. With the IB and CAS Coordinators, supporting the implementation of the CAS programme
7. Oversight and control of co-curricular budgeting
8. Acting as the Educational Visits Coordinator (EVC) for the College, with responsibility for all exchanges, residential visits and day trips including coordination, staffing and overseeing risk assessment
9. Ensuring calendaring is effective and that communication is clear between all areas of the school
10. Communicating the development of the above to pupils, staff, parents, Council and the wider community as necessary.



## *Leading and Managing*

1. To lead a flourishing co-curriculum within the College, monitoring staffing levels.
2. To ensure that the experiences delivered to all pupils within the College are of a consistently high standard.
3. To ensure that co-curricular experiences and expectations at Marlborough College Malaysia are high for pupils and staff, and that achievement is rewarded and recognised appropriately.
4. To lead staff who contribute to the co-curricular programme so that they feel personally valued and believe in the importance of their role.
5. To brief, liaise with and present proposals to the Senior Management Team and, when required, to Council regarding matters of co-curriculum.
6. To contribute to the effective appraisal of staff.
7. To ensure that staff benefit from professional development with regard to their co-curricular contributions, as required and to enable them to provide the best possible experiences for pupils.
8. To work with the Deputy Head Pastoral and key staff from the Prep and Senior Schools to ensure the effective and efficient organisation of the co-curricular life of Marlborough College Malaysia, and the effective communication of all co-curricular matters to relevant parties.
9. To ensure that activities commitments are fairly and efficiently allocated.



10. To maintain and promote regular meaningful contact with Marlborough College in the UK
11. To ensure that we have effective policies on risk and safety and a practical procedural framework that support the co-curriculum.
12. To address assemblies and to promote co-curricular opportunities as required.
13. To ensure that the Almanac or other public documents or forums carry the events and activities for each term

*The successful candidate should possess*

- A background of interest, involvement, skills and experience that are relevant to the role
- Hold at least a middle leadership position involving the management of staff and pupils
- Have experience of leading and managing staff
- The capacity to articulate and implement a vision for the co-curriculum at whole College level
- Demonstrate excellent people skills with the ability to build long term relationships with a wide range of stakeholders.
- Have an eye for detail with good judgement and an instinct for potential risks and problem areas.
- Some experience of managing financial budgets either at department or whole school level.
- Some experience of generating and maintaining external links and partnerships.

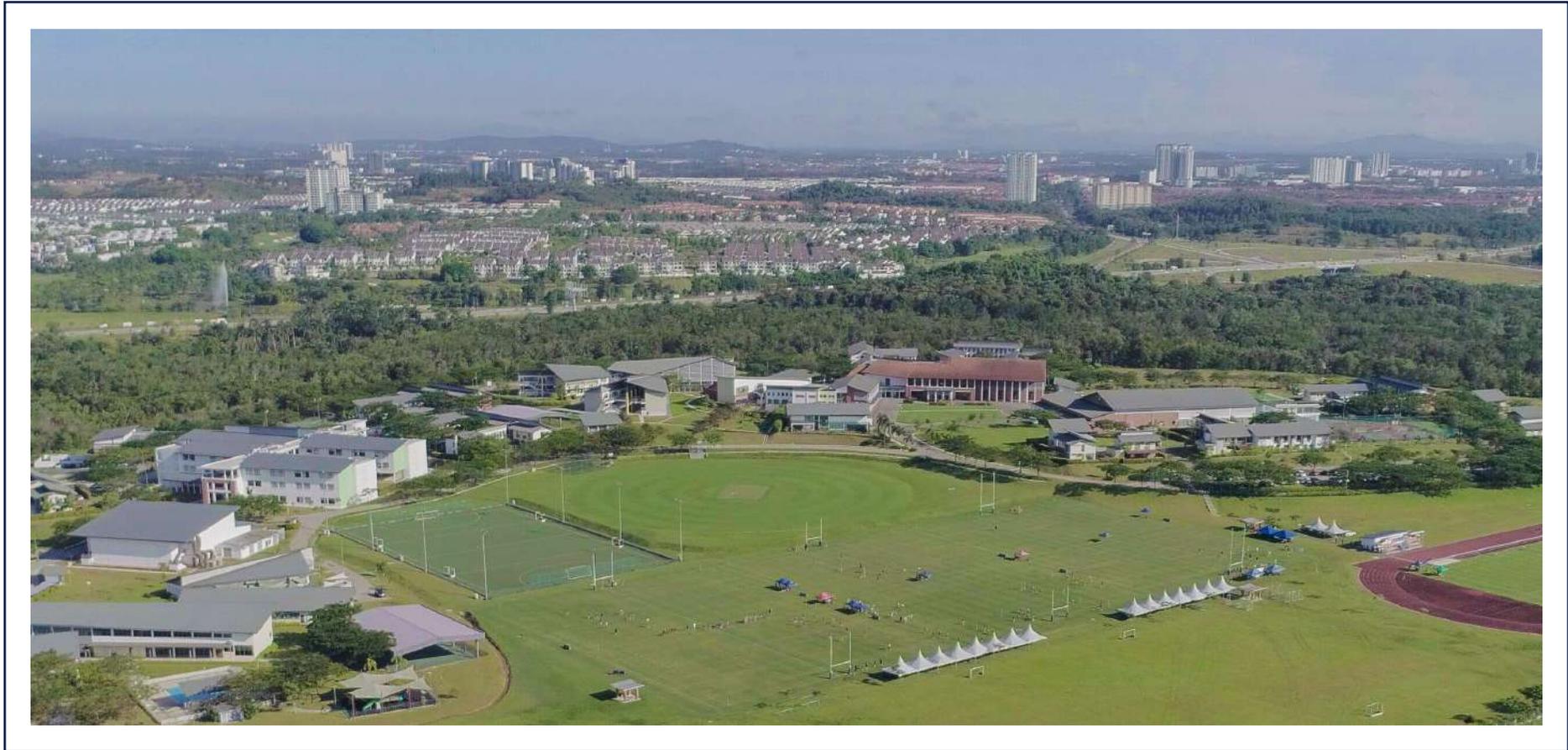


- Passionate about the potential for and importance of a holistic education
- The ability to inspire and lead staff and pupils of all abilities
- Strong leadership and communication skills
- A track record of being a team player
- High levels of organisational skill with an ability to plan and coordinate complex programmes
- The ability to mediate and resolve disputes and conflict between a range of different stakeholders
- An understanding of and appreciation for the culture of a boarding education.

### *Terms*

As well as working in a beautiful and collegial environment, the Director of Co-Curriculum at Marlborough College Malaysia will benefit from a generous remuneration package which, if applicable, may include relocation assistance, a rent-free family home on site, family private medical insurance and a bonus in lieu of pension. Generous fee remission is provided for children.



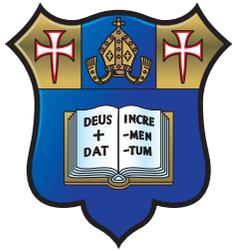


## APPLICATIONS

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 Monday 21<sup>st</sup> January 2019. A CV is not required, but may be submitted at the discretion of the applicant.

Applications should be sent to the address overleaf and it is anticipated that UK-based interviews will take place at Marlborough College in Wiltshire during the week commencing 21<sup>st</sup> January 2019. Depending on the location of candidates, interviews may also be arranged in Malaysia.





Applications should be addressed to the Master and sent to:

e-mail: [recruitment2019@marlboroughcollege.my](mailto:recruitment2019@marlboroughcollege.my)

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