

Special Educational Needs Co-Ordinator (SENCO)
TENBY SCHOOLS PENANG

Job starts August 2025
Location Penang, Malaysia
Contract type Full Time
Contract term: Fixed Term

An amazing opportunity as a SENCO awaits you in Malaysia!

Purpose of Role

To determine the strategic development of special educational needs (SEN) policy and provision in the school and to be responsible day-to-day operation of the SEN policy and co-ordination of specific provision to support individual students with SEN or a disability.

Tenby Schools Penang

Located in Tanjung Bungah, Penang, Tenby Schools Penang stands out for its state-of-the-art STEAM Engine building, bringing Robotics, Virtual Reality, Music and Technologies into everyday learning, making it one of the leading schools in Malaysia for STEAM – Science, Technology, Engineering, Arts, Mathematics-focused education. Students work together in learning spaces such as the Robotics and Coding Lab, Makerspace, Black Box Theatre, Food Technology Kitchen and more. This ensures that they develop creativity, problem-solving, and practical skills, preparing them for an evolving world. Every learner is empowered to innovate and take on challenges with confidence.

Our unique campus hosts two parallel educational streams: Tenby International School, where students follow the International Primary Curriculum, the National Curriculum for

Tenby Schools Penang

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No. 2, Lintang Lembah Permai 1, Tanjung
Bungah, 11200, Pulau Pinang, Malaysia

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England and IGCSE, and Sekolah Sri Tenby, which delivers the Malaysian National Curriculum.

Students in both streams benefit from a global perspective that balances academics with a rich variety of pastoral care and after-school activities. This approach ensures their personal growth, helping them thrive both inside and outside the classroom. Our excellent reputation is due to our strong emphasis on providing students with wider experiences, by encouraging participation in activities such as the International Learning Opportunities for Students programme (ILOS), The Duke of Edinburgh's International Award, Model United Nations, to name a few. Our diverse campus hosts students from over 30 countries, and there is strong emphasis on multiculturalism.

Tenby Schools Penang is proud to be part of the International Schools Partnership, iSP – a global community of over 90+ schools across 23 countries dedicated to growing the world's most curious, confident minds. Our holistic approach fosters both academic excellence and character development. This commitment is reflected in our Learning.FirstTM approach, which places students at the centre of their learning journey.

With nearly 60 years of pioneering experience in international education in Malaysia, Tenby Schools Penang has established a reputation for excellence in staff development and delivering high-quality teaching and learning.

Located on the beautiful island of Penang, we are one of the leading schools in the region.

If you're looking for a vibrant, progressive, and supportive school community, we encourage you to explore more about Tenby Schools Penang. Visit our website at <http://www.tenby.edu.my/penang> or follow us on social media to stay updated.

We look forward to welcoming talented individuals who share our commitment to excellence in education.

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ISP Malaysia

ISP Malaysia operates the Tenby Schools, Asia Pacific Schools and Straits International Schools where we are strategically located covering the Klang Valley, Perak, Penang and Johor within Malaysia. Our experience in education excellence helps us provide amazing learning experiences for students as young as 3 years up to 18 years old. Our schools in Malaysia follow the international school curriculum comprising IGCSE and A-levels, starting at the kindergarten level, while 5 of the schools also offer the Malaysian National Curriculum. While the national and international schools and classrooms are separated, facilities and non-curricular activities are shared between the schools. With over 8,500 students, we have a 60-year history in the country providing education to students and have gained a reputation for excellence and high standards in education.

Key benefits

- A culture of engagement and trust, where staff contributions are recognized and valued.
- A passionate and motivated team of professionals who put children at the heart of decision-making.
- An embedded whole campus commitment to professional development and a commitment to serving others.
- A peer network of like-minded teaching colleagues and support from non-academic staff.
- Access to expertise, best practice sharing and learning opportunities across countries and cultures.
- A commitment to employee well-being.

Role of the SENCO

Duties and responsibilities

Strategic development of SEN policy and provision

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- Have a strategic overview of provision for students with SEN or a disability across all schools on our campus, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for students with SEN or a disability.
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP).
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Evaluate whether funding is being used effectively and suggest changes to make use of funding more effective.

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching students with SEN or a disability and advise on the graduated approach to SEN support.
- Advise on the use of the school's budget and other resources to meet students' needs effectively, including staff deployment.
- Build partnerships with local providers in order to support inclusive practice.
- Work with early years providers, other schools, educational psychologists, health and social care professionals and other external agencies.
- Be a key point of contact for external agencies and the ISP Regional team responsible for Learning and Innovation.
- Analyze assessment data for students with SEN or a disability.
- Implement and lead intervention groups for students with SEN and evaluate their effectiveness.

Support for pupils with SEN or a disability

- Identify a student's SEN.
- Co-ordinate provision that meets the students' needs and monitor its effectiveness.
- Secure relevant services for the student.
- Ensure records are maintained and kept up to date.

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- Review the Individual Education Plans (IEPs) with parents or carers and the student.
- Communicate regularly with parents/carers.
- Ensure if the student transfers to another school, all relevant information is conveyed to that school and support a smooth transition for the student.
- Promote the student's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.
- Work with the Designated Safeguarding Leads, where a student with SEND is under the care of guardian.

Leadership and management

- Contribute to the SIP and whole-school policy.
- Identify training needs for staff and how to meet these needs.
- Lead INSET for staff.
- Share procedural information, such as the school's SEN policy.
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for students with SEN or a disability.

Skills, Qualifications and Experience

- Qualified teacher status
- Qualification for SEN co-ordination
- 3- 5 years of Teaching experience
- Experience of working at a whole-school level
- Involvement in self-evaluation and development planning
- Experience of conducting training/leading INSET
- Sound knowledge of the SEND Code of Practice
- Understanding of what makes 'quality first' teaching, and of effective intervention strategies
- Ability to plan and evaluate interventions
- Data analysis skills and the ability to use data to inform provision planning

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- Effective communication and interpersonal skills
- Ability to build effective working relationships
- Ability to influence and negotiate
- Good record-keeping skills
- Commitment to getting the best outcomes for students and promoting the ethos and values of the school
- Commitment to equal opportunities and securing good outcomes for students with SEN or a disability
- Ability to work under pressure and prioritise effectively
- Commitment to always maintaining confidentiality
- Commitment to safeguarding and equality

We offer:

This is a two-year contract with an option to renew at the end. Benefits include:

- Competitive salary
- Fee discount for children of employees
- Medical outpatient and insurance benefits
- Personal Accident insurance coverage
- **Generous contributions to an Employee Provident Fund (EPF) up to 23% of salary per annum (11% employee contribution + 12% employer contribution) payable as a lump sum on leaving Malaysia.**
- Fee reduction for children of employees
- Flight and shipping allowance at the beginning and end of the contract
- Support with accommodation for the first two weeks after your arrival

ISP Commitment to Safeguarding Principles

ISP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All postholders are subject to appropriate vetting procedures, including an online due diligence search, references and satisfactory Criminal Background Checks or equivalent

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covering the previous 10 years' employment history.

ISP Commitment to Diversity, Equity, Inclusion, and Belonging

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, ethnicity, sexual orientation and gender expression, age, disability status, neurodivergence, socio-economic background, or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.

How to apply:

Interested candidates are invited to send in a letter of application including the reasons for applying together with a comprehensive CV, a recent passport-size photograph, and contact details of three referees (one of which must be from your current school)

to hr.penang@tenby.edu.my

For more information about Tenby schools please visit our website at www.tenby.edu.my

Early application is encouraged as we reserve the right to appoint before the closing date **of 30 December 2024. Shortlisted candidates should be available for interview at the beginning of January 2025.**

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