



**KINABALU
INTERNATIONAL
SCHOOL**

NURTURING GLOBAL CITIZENS

The KIS Teaching Experience

3-18 YEARS / 450 STUDENTS / BRITISH CURRICULUM /
NOT FOR PROFIT / ESTABLISHED 1973



At Kinabalu International School we are dedicated to providing an excellent education in a caring, respectful environment, challenging students to achieve their full potential as successful global citizens.



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INTRODUCING KINABALU INTERNATIONAL SCHOOL



Teachers, staff, students and parents come together at Kinabalu International School to create a friendly, welcoming and nurturing community, where the hard work and motivation of students and staff results in excellent academic achievement and the development of successful, well-rounded global citizens.

Located in the warm and sunny tropical city of Kota Kinabalu, KIS has been providing an international education to a growing number of international and Malaysian students since 1973. The school has over 450 students, from more than 30 different countries, supported by 98 staff, predominantly from the UK and Malaysia. Approximately 55% of the student population are Malaysian, with the next 20% of the population being made up of South Korean, British and French students. Our parents are very supportive of their children's education.

One of only two international schools in Kota Kinabalu, KIS boasts an excellent reputation. The school caters for students from 12 months to 18 years old, following the National Curriculum Programme of Study for England and Wales. Secondary students work towards their IGCSE and A Level examinations in a wide range of subjects, with the school's graduates progressing to some of the best universities in the world.

Students and staff alike benefit from the school's Council of International Schools accreditation and its membership of the Federation of British International Schools in Asia (FOBISIA). The latter affiliation provides students with opportunities to connect and compete with students around Asia in a mixture of academic and sporting events. For staff, it means that when joining KIS they

automatically become part of a regional network of like-minded educators where many opportunities exist for collaboration, learning and professional growth.

Outside of school, staff enjoy a high quality of life in this small, friendly city. Located on the coast, with access to some of the world’s best diving, sun-lovers can explore the many islands, beaches and sea based activities that are on offer. Having driven just an hour out of the city, a cooler climate can be found where jungle treks and refreshing rivers are waiting to be discovered, and for many the lure of conquering Mount Kinabalu will be a once in a lifetime opportunity. For food lovers, Kota Kinabalu offers a wide range of cafes and restaurants, providing food from around the world. Eating out is very much a part of daily life in the city, with meals out often being cheaper than cooking at home. And when the holidays beckon, Kota Kinabalu is well positioned for adventure around the region, both within Malaysia and beyond.

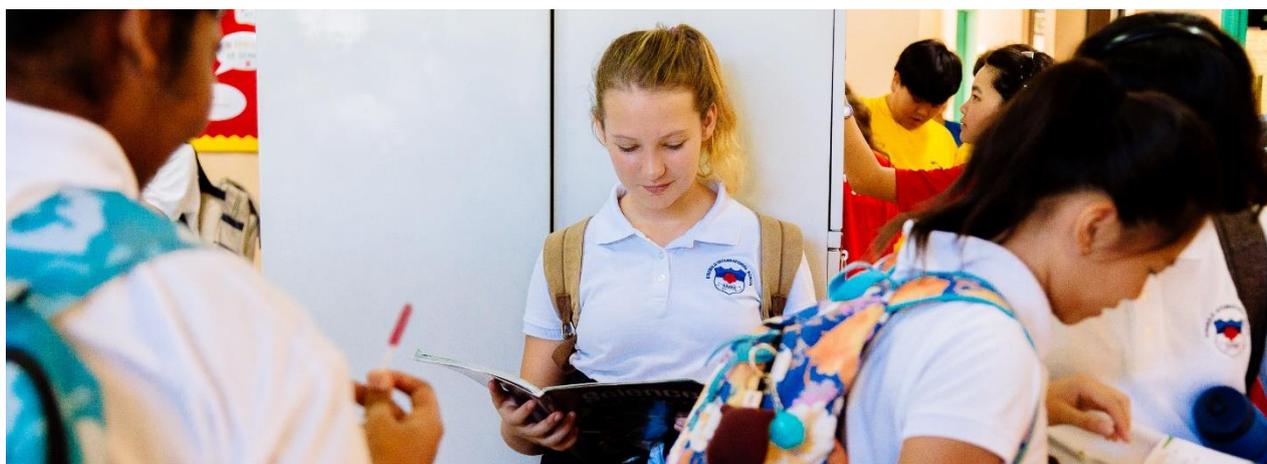


Photo Credit: Rachel McNutt, Geography Teacher

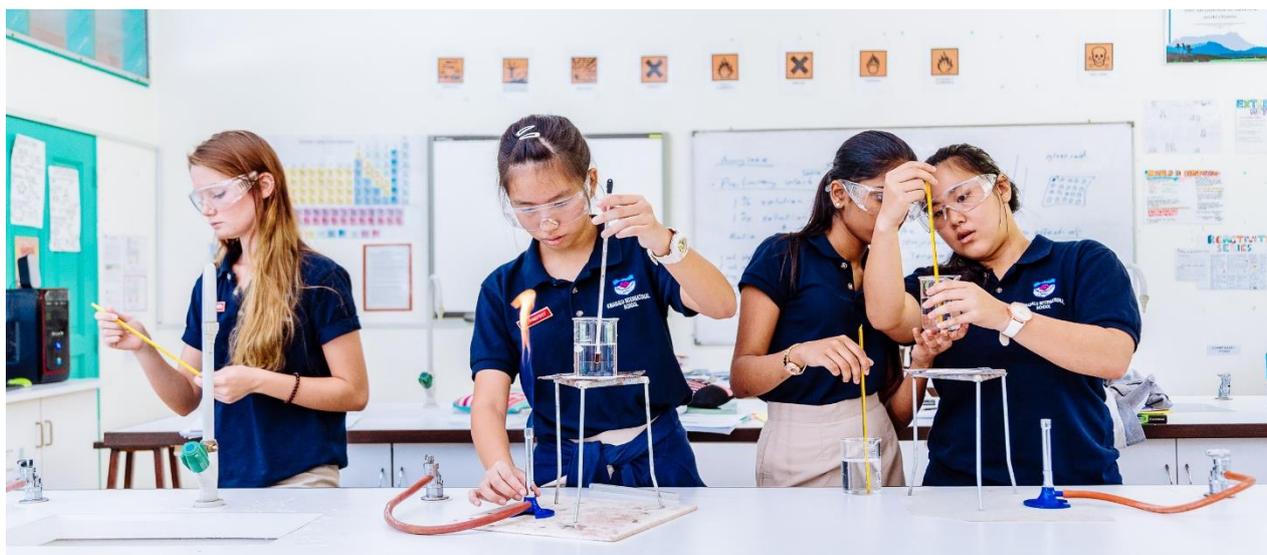
Working at KIS offers a unique and exciting adventure for talented, passionate and motivated educators to be part of a team leading a highly successful international school, combined with enjoying a high quality of life in this tropical location.

KEY STATISTICS ABOUT KIS:

Student population: 450+	Student nationalities: Over 30, 55% Malaysian	Established 1973: Over 45 years of heritage
Over 80% expatriate teachers	Average 89% A*-C grades in the past 5 years in IGCSE	Average 80% A*-C grades in the past 5 years in A Level



BUILDING THE FOUNDATIONS FOR SUCCESS



Since its first day of opening Kinabalu International School has been owned and managed by its supportive parent body. In 1973 KIS rented space from the St John's Ambulance Association and the teachers were parents of the students attending the school. Over forty years on and we have grown and developed into one of the leading international schools in the region, receiving recognition for our commitment to high standards from local, regional and global educational organisations.

KIS was a founding member of the Federation of British International Schools in Asia (FOBISIA) back in 1988. This prestigious organisation of British-style schools was formed to support shared goals and expectations and promote educational excellence in its member schools. Even today, KIS continues to play a central role in the Federation.

In 2000, KIS was one of the first schools in Malaysia to introduce the International General Certificate of Secondary Education (IGCSE) for students in Year 10 and Year 11, starting a period of sustained academic success which has continued through to the present time with results comparable to the best international schools around the world.

The 2009-2010 academic year began with the school being granted membership of the global Council of International Schools, as well as embarking on an 18 month self-study process as part of its quest to achieve full accreditation status with this much-respected organisation. The school was advised in May 2011 that it had received full accreditation, at that time being one of only four schools in Malaysia to achieve this honour. In 2016 KIS completed the 5 Year CIS review and was successfully re-accredited.



As a school that owned by the parent body there remains an ongoing commitment to be innovative and sensitive to the changing needs of the whole school community. Accordingly, with

an ever increasing demand from parents for a post-16 education option at the school, the Board of Management took a decision to extend into an A Level programme in September 2012. This exciting initiative heralded a new era of academic success at the school, with students enjoying a varied subject offering and graduating to leading universities around the world.

The school benefits from a campus, which is conveniently located on the outskirts of the city, close to key residential areas. Over the years the school has expanded its buildings and facilities to support the growth in student enrolments and the needs of students. In August 2016 a new Primary block opened, which offers a further 15 classrooms and specialist teaching areas.

The Board of Management, Principal and School Leadership Team work closely together to manage the requirements of the students and the wider community, and are focused on a major transition and development phase, with the expectation that the school will grow to between 550-600 students over the next 3-5 years.

STUDENT LEARNING AT KIS

The school recognises that each member of our community is unique and we challenge each student to strive for personal and professional excellence in all that they do, so that they are well prepared for the challenges of tomorrow's world. Our approach to learning is guided by the school's aims:

- To provide an internationally recognised curriculum
- To encourage global citizenship, providing students with the knowledge, skills and attitudes to participate positively in the world
- To provide a range of opportunities that challenge students to develop a wide range of skills
- To achieve positive growth and life-long learning
- To ensure a safe, secure and well-equipped learning environment for all.

The school offers English as an Additional Language support for students assessed as requiring help in developing their academic English. EAL support is provided predominantly through EAL specialists working alongside classroom teachers within the mainstream class. In addition, the school has a number of Learning Support staff who provide specific in-class and / or withdrawn support to students.





RELOCATING TO KOTA KINABALU

Kota Kinabalu offers something for everyone, from the warm seas to the cool mountain ranges to the melting pot of cuisine available in the city's many eateries. There are opportunities to learn about and celebrate the traditions of its diverse ethnic population. This warm, sunny and friendly city is perfectly positioned for tropical adventures within Malaysia and beyond.

Geographical Background

Kota Kinabalu is a growing city of around 500,000 inhabitants, situated in the Malaysian state of Sabah, on the north-western coast of the island of Borneo. Recent economic growth has been as a result of it being the administrative capital of the state, a major transportation and manufacturing hub and an increasingly popular tourism destination. Kota Kinabalu was granted city status in 2000, becoming the sixth city in Malaysia.

School Location

KIS is located on the outskirts of the city, but within easy driving distance of all the major residential areas. An interactive map is located on the Contact Us page of the school website at www.kis.edu.my

Culture

Sabah is one of the most culturally diverse states in Malaysia. Its population of about 2.5 million is a mix of native groups, Chinese, and other smaller ethnic groups such as Indians and Eurasians. The main native groups are the Kadazan-Dusun, Murut and Bajau. Most of the Chinese who migrated to the state during the British era, belong to the Hakka dialect group. There are also many Filipinos and Indonesians. The expatriate population consists of a mix of predominantly European, Australian, South Korean and Indian citizens.

Language & People

As a former British colony and a tourist destination, English is very widely spoken. Nonetheless attempts to learn and speak the language are appreciated at every level and we would encourage new overseas staff to try to learn at least some basic vocabulary. The population is a mix of many local tribes, Malay, Chinese, Indian, Filipino, Indonesian and expats / tourists. There are large Muslim and Christian populations in the city and Malaysia is rightly known as a country of ethnic diversity and freedom of belief. As almost 50% of Kota Kinabalu's residents are of Chinese descent, visitors who speak Chinese will not encounter any language problems. The main dialect spoken by Kota Kinabalu's Chinese community is Hakka, but Mandarin and Cantonese are also widely understood and spoken.

Cost of Living

The cost of living (local food, petrol) is relatively cheap in Kota Kinabalu compared to the UK and Europe. In an article by Forbes (January 2017) it was rated as being one of the cheapest cities in the world for expatriates to live:



<https://www.thestar.com.my/news/nation/2017/01/13/kota-kinabalu-rated-among-top-choice-for-cheapest-places-to-live/>

Eating out in local cafes and restaurants is very cheap by UK standards, although alcohol is considered expensive. Tax rates are similar to the UK, but it is worth noting that a lower tax rate is enjoyed from August to December in a teacher's first year. From January the tax rate appears to increase but is in fact the correct rate (as it is based on a full year). Tax rebates are also common on submission of the annual tax form and when finally leaving the school.

Getting Around

The city centre is quite small, and you can walk from one end to the other in less than 30 minutes, however, it is very likely that you will need your own transport to get around. You can drive using your British or International driving license. Driving is on the left, as in the UK, and roads around Kota Kinabalu are of good quality and signs are often in English. Petrol is cheap compared to the UK.

Car Hire and Purchase

There are a number of car hire companies that will enable new staff to have their transport available within a short time of arriving. (e.g. Kinabalu Rent a Car www.kinabalurac.com.my or Big Momma's Rental agency <http://bmcarrental.com/>). Please note, however, that car rental is generally expensive. A reasonably sized car may range from RM 2,000 to RM 2,500 per month or around RM 700 per week. Initially KIS will hire cars for new staff to share for the first two weeks.

When purchasing a car here in Sabah, Malaysian made cars such as Proton (see www.proton.com) and Perodua (see www.perodua.com.my) tend to be the cheapest. Non-Malaysian cars tend to have high import duties applied to them making both new and used 'foreign' cars relatively expensive when compared to the UK. Other options include buying a used car for which you will also need to arrange insurance and local car tax. Buying a new car is also an option, do shop around to find the best deal as deposits can vary from garage to garage. Loans from Maybank are easily available for the purchase of new cars with repayment periods up to 7 years (approximately speaking a RM 56,000 loan over 7 years will require month repayments of RM 700). Lots of KIS staff have gone through this process so will be able to help with advice and recommendations. Car maintenance in general is not that expensive. A reasonable second hand car will cost around RM 30,000.

With many staff living in common residential areas, often in condominium blocks, car pooling amongst staff is common and encouraged.

Taxis & Public Transport

Taxis are numerous around the city and are usually red (in town) or white (at the airport). Taxi ranks are located outside most large shopping centres. If they do not have a meter, it is important to confirm the fare before you leave! Grab is popular in KK and much cheaper than a taxi.



Please note that public transport links in Kota Kinabalu are being developed and improved but are not always reliable. It is not advisable to rely on these to get yourself back and forward from school.

Money

The Malaysian currency is called the Ringgit. (RM or MYR). At the time of writing the UK pound was equivalent to RM 5.50, the US dollar equivalent to RM 4.15 and the Australian dollar equivalent to RM 3.03. Malaysians often refer to Ringgit as dollars.

Banks, Money Changers and Credit Cards

The school banks with Maybank and all staff are required to open an account. The school will help you set up an account shortly after your arrival.

Money changers are located in several of the bigger shopping malls and UK pounds are easy to change. Credit/debit cards are accepted in most of the larger establishments, but cash is always the medium of choice compared to places like the UK. ATMs are located throughout the city and accept Visa and Mastercard.

Climate

The weather here in Sabah is usually hot and humid with many sunny days, averaging 28-32°C throughout the day. It is coolest in the early morning, very hot around lunchtime and it can rain heavily in the afternoon for a couple of hours. There are no clearly defined seasons as there are in other parts of the world. It usually gets light at around 6.00am and sunset is usually around 6.30pm all year round. Air-conditioning is common everywhere and it can be cold in some indoor public areas as a result and thus you may need a light jumper. Insects are an occasional problem, particularly towards the evening when mosquitoes are more likely to be around. A high factor sunscreen and general insect repellent is a good idea and you can get both in Kota Kinabalu.

Medical Information

Western style medical care is available through a number of private hospitals in the city, including Glenealges, KPJ Sabah Specialist Hospital in Jalan, Damai Specialist Hospital and Jesselton Medical Centre.

All teaching staff and dependents are covered by our school medical insurance plan from the first day of employment. Dentistry is not included but the local dentistry service is good and is cheaper than the UK. Optometry is not included either but similarly eye tests and glasses are also cheaper than the UK.

Shipping Items to Kota Kinabalu

Many staff will bring a small amount of belongings with them to Malaysia, but often others have a shipment sent from the UK as they wish to bring more out with them. When shipping items to Kota Kinabalu, bear in mind that many things can be bought here, so compare the cost of shipping items against the cost of buying them new once you arrive.

Accommodation

We believe you get quite a lot for your money here and rentals are cheaper than the UK. Most expatriates and KIS overseas teachers tend to live in condominiums that are easy to maintain, are often partially or fully furnished, have gated security (although we consider Kota Kinabalu to be a safe place to live), covered parking out of the sun, a shared pool, gym and sometimes a tennis court and cafe.

There are fewer expat areas housing areas in Kota Kinabalu, but you will probably get more space for your money in a house (called 'landed' properties), although you may not get the facilities such as a pool.

One of the most popular of these condo blocks for expatriates is the large Peak Vista Condominiums. The Peak Vista is approximately a 20-25 minute drive to KIS at 7am and a 30 minute drive back at 3.30pm. The Peak Vista is nonetheless considered expensive in the city and as a guide you should expect to pay RM 4,000 per month for a 3 bed furnished apartment ranging from approx. 1,300 sq ft to 1,500 sq ft.



Some of the other condo blocks available include:

(indicative rentals from August 2018, based on 2-3 bedrooms and partially furnished):

- The Peak Condominiums: RM 2200– 3300 (small units) RM 3500-4000 (large units)
- Peak Soho Condominiums (2 bed): RM 2500– 3000
- Jesselton Condominium: RM 3000– 3500
- Alam Damai: popular with staff (Damai is a busy area between KK centre and work) - RM 2000– 2500
- Bayshore Condos or Likas Square Condos: RM 3000- 4000
- Tropicana Landmark (close to school): RM 2200– 2800
- Jade Residence: RM 2500- 3000

www.mudah.my is a good starting point for researching properties available to rent, although information and images provided can be limited. During the Induction we will show you where the main condo blocks are located. Past experience has shown that everyone has found a place to live within a short time of arriving.

Rental fees

Landlords differ in what monies they ask for up front. Many tenants for example are asked to pay 2 month's rental up front, plus a small fee to cover utility bills if not paid at the end of the rental period. Exact deposits will differ from landlord to landlord. Rentals are usually at least one year contracts.



Household Utility Bills

Utilities are often already connected by the landlord. It is easy to pay utility bills by taking the paper copy you are posted each month to the local post office and online payments are possible through the Maybank Online Banking app.

Electricity, Water and Gas

There is one provider in the city; Sabah Electricity. Bills depend entirely on how much air conditioning you use. Electricity plugs are 3 pin, just the same as in the UK, so you should not need adaptors. Electric immersion heaters are used to heat water in a property and showers are much more common than baths here.

Water costs are low and are billed quarterly. Bear in mind you cannot drink the water direct from the tap. However, bottled water is very cheap in the supermarkets and local. Many apartments come with a water filter system fitted for convenience.

There are no piped gas supplies, but it is easily delivered on a regular basis to condo blocks in large gas bottles. These are used with gas burners. An electric cooker is not always common in a rental property.

Satellite TV

The main satellite TV provider is called Astro. There are also newer companies being set up at the moment who offer TV/internet/telephone packages. Some of these are Redtone, Unify and Streamyx. Netflix, and a local version called iFlix are now widely available and relatively cheap (Netflix from RM 30 per month and iFlix from RM 8 per month) as long as you have a good internet connection.

Landline Telephone/Internet

If required, landlines are available from Telecom Malaysia (called TM) but many staff rely solely on mobile phones. Broadband internet is available through several service providers.

Mobile Phones

SIM cards will work in UK and international mobile phones so bring them with you (as long as your UK handset is not 'locked' to a particular network). We will buy you a 'pre-paid' SIM card from a local telecom provider like 'Celcom' or 'Digi'. The SIM cards cost about RM 20 each and



usually need to be credited with at least RM 10 per week in order to work. This is done by buying credit scratch cards that can be purchased in kiosks everywhere or through the Maybank app.

Local phone calls / sms are cheap and we have no problems texting the UK cheaply to networks like Vodafone etc. All mobile phone providers also offer data packages, 3G mobile internet is readily available and in certain areas you can get 4G internet, either as a pay as you go option or as a monthly prepaid option. If you would prefer a postpaid option then as an expat you will have to pay a deposit for this and it will have to be arranged once you arrive in KK and have your bank account details and work pass in your passport.

Domestic Help

Getting help around the house is very common to help with household cleaning / ironing and is an affordable luxury. Personal recommendations are usually the best way forward with this.

Moving to KK with a Young Family

Malaysians as a whole, and especially Sabahans, welcome children into any environment. Kota Kinabalu is a very easy place to live with a young family. Be prepared to be the centre of attention in any restaurant and have lots of staff cooing over your child and offering to look after them for you so you can eat.

The majority of western brands of nappies and wipes can be bought here and there are a wide variety of Asian produced milk formulas available. There is a Mothercare (Suria Sabah shopping centre) and two Toys R Us (Imago and 1 Borneo—including a Babies R Us) as well as many local toy shops.

Car seats and booster seats are becoming more commonly used for babies, toddlers and younger children in KK. However, they tend to be more expensive than in the UK. As you will need these from day one, it is recommended to bring one with you.

There are many private paediatricians as well as GPs in the city. Appointments can very easily be made with them.

KIS operates its own playgroup—First Steps, which follows the UK's EYFS Development Matters document for children and caters for children from 12 months to 3 years. Most of the socialising for children of this age is done through informal play dates at home, swimming pools or soft play areas like 'Kidzoonia'.

Travelling Around Kota Kinabalu and Beyond

KK and its surrounding areas are perfect for those who love the outdoors. Learning to scuba dive, trekking through the jungle, spotting indigenous wildlife such as the famous orangutan, climbing Mount Kinabalu and exploring Sabah's many islands are all accessible leisure activities when based in Kota Kinabalu.

In the city itself, as well as numerous bars and restaurants, there are a number of cinemas showing the latest films and a growing number of shopping malls, with both local and international retailers.

Kota Kinabalu is well positioned within the region, with many staff taking advantage of cheap air travel to explore further afield during the holidays. For those keen to explore regional cities Singapore, Hong Kong and Kuala Lumpur are all less than three hours away by direct flight. Popular Malaysian destinations also include Penang and Kuching, as well as the world famous diving located on the east coast of Sabah.





REMUNERATION PACKAGE AND KEY INFORMATION

The successful candidate will be offered a two year renewable contract.

BENEFITS INCLUDE:

- Monthly salary paid in Malaysian Ringgit, that can be easily sent home
- Overseas allowance to support living costs
- Start of contract airfare, baggage allowance, accommodation and temporary rental car on arrival for teacher and dependants
- Comprehensive Induction Programme, including assistance to find housing and a car
- Comprehensive Medical & Travel insurance for teacher and dependants
- 11% Pension (5% employer contribution, 6% employee contribution)
- No tuition fees for up to 4 school aged dependants (if applicable) to study at KIS
- Annual economy class flights for teacher and dependants between Kota Kinabalu and home
- Local and international professional development opportunities
- End of contract airfare home and baggage allowance for teacher and dependants

Flights and Visas

The school will arrange and book your flights and the e-ticket will be forwarded to you as soon as the flight is confirmed. You do not need a visa to enter Malaysia and upon entry into Kota Kinabalu you will be given a temporary entry stamp. It is not possible for foreign teachers working in Malaysia to get the Employment Pass before arrival into the country. The school will arrange your Employment Pass after you arrive. In order to process Employment Passes it is necessary that all newly appointed teachers have at least 24 months validity on their passports, a minimum of three blank pages (as well as extra pages for travel), a Bachelor's degree with relevant specialisation and evidence of university applications.

Induction Programme

The Induction Programme has been complimented by new staff and is improved each year following feedback.

You will be met at the airport by a member of staff and taken to your hotel in the centre of KK. A Welcome Pack will be provided, including useful contact details, SIM card with initial credit, a map of Kota Kinabalu and details of your Induction Itinerary.

The first week will be a local induction, including setting up your bank account and supporting you in your search for accommodation, as well as an introduction to the school. The rest of the time before school starts will be INSET and classroom preparation.

Accommodation on Arrival

The school will book accommodation for you at a hotel in the city for a maximum of 15 days from your date of arrival, whilst you find an appropriate place to live.



The hotel will be located within reasonable walking distance of several shopping malls. Please note that lunch, evening meals and other hotel service charges, will be charged to you and not the school.

Banking

Salaries are automatically paid into each teacher's bank account at the end of every month, (usually on the 28th day of the month). During induction, the School will assist newly appointed teachers to open an account with a local branch of Maybank.

Employees Provident Fund

Teachers are required to contribute to the Malaysian Government's Employees Provident Fund (EPF). A teacher contributes 11% of salary and allowances to the fund, which is matched by an additional 5% contribution on the gross salary from the school. At the end of employment in Malaysia this money is refunded to the teacher as a lump sum. Annual interest is added to the sum invested at a competitive rate (currently above 5% per annum).

Clothing and Dress Code for Staff

Staff will need to arrive with a range of professional and casual clothing suitable for the hot climate. It is very important to the school that staff present a professional image at all times in keeping with Malaysian expectations of the profession.

Ladies should wear smart work-wear. Clothing should not be short or otherwise revealing and string tops should not be worn. Trousers are acceptable if they are of the tailored, plain variety, and not beachwear or leggings. If shorts are worn they should be knee length (except for sport). Shoes or sandals may be worn but not flip-flops.

Men should wear tailored trousers and short or long sleeved buttoned shirts with a collar and tie. Shoes and socks are appropriate.

Exceptions are obviously made for staff who are teaching sports and PE, although they should still be smartly attired.

An increasing number of known clothing brands are available in Kota Kinabalu shopping malls, as well as some growth in online ordering. (e.g. Next.co.uk will deliver to KK within 4 working days). If you need larger UK sizes in shoes, clothing and undergarments then it would be a good idea to bring them with you.

Shipping

The shipping allowance provided by the school is a flat rate, paid in full and no receipts are required. Normally this will be transferred into your KK bank account after your arrival, based on your entitlement stipulated in your contract.

NCT Forwarding & Shipping Sdn Bhd has been supporting the shipping requirements of the school for many years.



NCT FORWARDING & SHIPPING SDN.BHD(168924-K)

Mile 5 1/2, Tuaran Road,

Off Kolombong Road, BDC/SEDCO Industrial Estate,

88450, Inanam, Kota Kinabalu, Sabah, Malaysia.

Tel: +6088-435555 (8Lines) / Fax: +6088-435111/435566

Email: <mailto:philip@nct.com.my>

It would be advisable to send a copy of your correspondence with your chosen shipping company to the school so that the school can assist you from here too. Remember to check with the shipping company regarding any items that should be excluded from your baggage to avoid custom duties and delays in clearance. Normally there will not be any custom duties on used personal effects.

Normally new staff will try to arrange their shipping to arrive on a day when they are already in KK. It would be ideal for the cargo to be delivered directly to the new teacher's accommodation once the cargo arrives in KK, otherwise the cargo will be stored at customs and incur daily storage charges. It can be arranged for the cargo to be delivered to school first (provided that the cargo is not massive) and KIS will try to find temporary secure storage in the school campus until the accommodation has been finalised. This will mean the teacher will later need to arrange for the reallocation of the cargo to his/her accommodation.