



KING HENRY VIII COLLEGE

Job Description & Information

Deputy Head Pastoral

Senior School

Appointment for September 2023



Dear Applicant,

Thank you for your interest in joining the Senior School team at King Henry VIII College Malaysia.

King Henry VIII College opened in September 2018 and is the sister school to Christ College, Brecon, one of the oldest schools in the UK. Whilst they are linked through the school motto, each has its own distinctive character underpinned by similar values and ethos.

King Henry VIII College is situated in the modern, urban setting of Cyberjaya - a rapidly-developing planned township, mid-way between Kuala Lumpur City Centre and KL International Airport.

The Senior School is staffed by fully qualified expat teachers who are genuinely excited about educating the children in their care. KH8 Senior School is a vibrant and exciting place to work. We value enthusiastic and proactive staff who are keen on positively impacting the lives of students through teaching and learning as well as pastoral care.

The successful applicants for our teaching positions will join a dedicated team. Each member of that team has a vital role in setting the tone for the school, and ensuring the school establishes itself as a leading school in Malaysia, South East Asia and beyond.

We look forward to receiving your application.

Best wishes,

Dr Fui Fui Wong

Chief Academic Officer

VISION

At KH8, we aspire to nurture and develop respectful, responsible and resilient global citizens who lead positive and fulfilling lives.

ETHOS & VALUES



MISSION

At KH8 we provide outstanding academic, pastoral and co-curricular opportunities for our students to find their purpose and thrive as global citizens, prepared to take on life's challenges.



Teaching and learning

We encourage academic excellence, curiosity and creativity, inspiring a community of lifelong learners

Pastoral care

The happiness and wellbeing of our community is at the heart of our school

Community

Through kindness we guide our students to build genuine caring relationships based on empathy, integrity and humility

Inclusion

A truly international school, KH8 is a dynamic learning environment, with an awareness of our local, national and global communities

Opportunity

We offer a diverse range of experiences that develop individual ambition and character

Challenge

We empower our students to succeed with confidence and perseverance

Deputy Head Pastoral

Senior School

The role

Safeguarding

- Be the Designated Safeguarding Lead for the Senior school within the College
- Responsible for safeguarding communication, reporting, and training of the staff including termly safeguarding report to management
- Chair regular safeguarding reviews with pastoral leads and Primary School representative
- Build strong relationships with local support groups related to behaviour and pastoral issues and disseminate information to colleagues where relevant
- Build relationships and liaise with outside agencies
- In conjunction with Primary counterpart, lead regular safeguarding meeting with Deputy DSL team to ensure awareness and continuity of approach

Day to day running of the Senior School

- Be responsible for the smooth day to day running of the Senior School
- Act as the line manager for teaching and support staff where relevant to the pastoral system or wider leadership responsibilities as DHP, undertaking performance management reviews yearly in line with the College's policies and procedures
- Manage allocated budget area
- Ensure policies related to the pastoral system are followed by all staff and that staff are held accountable for their implementation and success
- Participate and help organise in whole school events such as prize giving, open days, taster days and assessment days deputising for the Head as appropriate
- Implement and oversee the PSHE programme
- Organise the Co-Curricular activity programme
- Oversee, in conjunction with Primary leadership, the school calendar
- Work alongside and support the Head of Sixth Form in relation to pastoral programme
- In conjunction with a counterpart in the Primary school co-manage the Health and Safety Committee

Boarding

- Line management of the Housemaster/Housemistress team including contributing to the appraisal process
- Monitor and evaluate care and welfare in houses and undertake relevant visits, both scheduled and ad hoc
- Promote boarding both internally and to the wider community
- Ensure that, as far as possible, standards are maintained to UK, BSA levels and UK NMS

Pastoral management

- In consultation with the Head and Head of School, lead the pastoral vision for the College
- Provide leadership and management of the pastoral system

- Lead, manage and have strategic oversight of the implementation of the College's pastoral systems
- Update and implement pastoral systems where necessary
- Ensure that communication of the College's pastoral ethos and values are clearly disseminated through all College literature and the website
- Ensure that all staff uphold the College's ethos and values through their communication with students and parents
- Ensure College policies related to the pastoral systems are relevant, up to date, and clearly understood
- Accountable for all student disciplinary matters
- Have input into, and collaborate on, major student occasions (in conjunction with Housemasters/Housemistresses and leaders of social events)
- Regularly review the pastoral systems and identify opportunities for further improvement
- Pro-actively seek pupil and staff feedback using analysis to inform and shape pastoral strategy
- Guiding, mentoring and developing staff who are pastorally minded
- Oversee the development and management of the counselling service including the Independent Listener

Monitoring and evaluating

- Be aware of and ensure that the College is meeting the "outstanding" criteria and lead in preparation for inspections
- Monitor pastoral care, behaviour for learning, practice of staff and students and follow up
- Provide any information that the any Inspectorate may need in relation to compliant behaviour and behaviour for learning in the College
- Have an excellent overview of the Boarding vision and how it is being enacted

Candidate Profile

Qualifications:

The successful candidate will have appropriate professional qualifications.

Personal Skills and Qualities:

We are looking for an inspirational and dedicated Deputy Head Pastoral to be a part of the Leadership Team at King Henry VIII College. The successful candidate will have passion for student and staff pastoral care and developing professional caring relationships.

- Excellent leadership and management skills
- Excellent interpersonal skills, with an even-handed, sensitive approach, an understanding and empathy with the feelings and motives of others, able to see things from the perspective of others
- Strong administrative, organisation, IT and analytical skills
- Good time management
- Willingness to confront difficult issues and have difficult conversations
- A positive and solution-focused attitude to working life
- Values driven

Safeguarding

The School is committed to the well-being of all the students in our care, and to all acknowledged Safeguarding procedures.

All teachers at the school must have up-to-date Safeguarding training and understand their safeguarding responsibilities.

Checks and paperwork

This post, prior to contract is subject to:

- An Enhanced Disclosure and Barring Service Check (DBS)
- Formal proof of identity with photo ID (Passport/Driving Licence)
- 2 confidential references (preferably including current Head)
- Verification of original qualifications

Salary

KH8 has its own salary scale. This post attracts an attractive salary, as well as the benefits described below.

Benefits

An excellent package of benefits is on offer.

How to apply

Applications must be submitted on the official King Henry VIII College Application Form.

The successful applicant will take up post in August 2023.

Applications must be submitted on the official application form.

Closing Date for applications: January 30th 2023

Initial interviews will take place via Google Meet and short-listed candidates may be invited to a final interview at King Henry VIII College, Cyberjaya.