



# MALVERN COLLEGE HONG KONG

Pak Shek Kok, Hong Kong

## General Information Pack for Teachers

For August 2019



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# MALVERN

COLLEGE HONG KONG

Dear Applicant,

Thank you for showing interest in a teaching position at Malvern College Hong Kong.

As the founding Headmaster of Malvern College Hong Kong I am incredibly proud to be associated with this exciting project. Currently in our first year of opening, our aim is to provide Hong Kong with a first-rate educational institution which combines very high academic standards with a genuine and passionate concern for educating the whole child. The values and ethos that underpin a Malvern education reflect this joint concern; to ensure not only that each young person's academic potential is fulfilled, but also that, through an active and wide ranging co-curricular programme, each young person will have had ample opportunity to develop themselves personally. With this in mind, our aim is to transfer much of a boarding ethos, with an active House and tutor system, into a day school environment. A Malvern education prepares a young adult for life beyond school – so that they not only feel happy and fulfilled but are also able to cope with all the pressures and demands of living in a rapidly changing world.

If you would like to involve yourself in this challenging but immensely fulfilling project and really enjoy throwing yourself into the life of a school that passionately cares for each of its pupils, we would love to hear from you.

I hope having seen the accompanying information you decide to take the application forward, but if you need any further information before committing yourself to an application please do not hesitate to contact our HR department ([hr@malverncollege.org.hk](mailto:hr@malverncollege.org.hk)) or indeed myself. We will do our best to answer any questions you might have.

Best wishes,

Dr Robin A. Lister  
Founding Headmaster  
Malvern College Hong Kong



# Malvern College Hong Kong

Malvern College Hong Kong (MCHK) opened its doors to its first pupils in August 2018. This co-educational day school caters largely for international pupils, reflecting the truly multi-cultural nature of this vibrant city. MCHK opened with 400 pupils in Prep 1 – Foundation Year 3 (Years 1-9) and will grow year on year to reach a capacity of 960 pupils in Years 1-13. In 2019-20 we anticipate having around 650 pupils in Years 1-10.

MCHK is located near the Science Park in the New Territories, with easy access by both road and rail from all areas around Hong Kong. With the added attraction of proximity to the Chinese University of Hong Kong as well as the Hong Kong Institute of Education, the area will provide an excellent cultural and academic environment for teaching and learning.

Malvern College Hong Kong is an International Baccalaureate (IB) candidate school and seeking authorisation to deliver a full IB curriculum, covering the Primary Years, Middle Years and Diploma Programmes. The curricular programmes in MCHK draw on the educational heritage and practices of Malvern College, UK, whilst being adapted to fit the context of MCHK. Daily Chinese is taken by all pupils

MCHK works closely with Malvern College in the UK where the Malvern College International team is based. Sharing the ethos of our mother school, we will create a nurturing learning environment and will place equal emphasis on stretching pupils' potential and building character, with support from the strong pastoral system structured around the vertical House system. In short, the educational experience for pupils at MCHK will extend far beyond the structured curricular timetable. A full range of co-curricular activities including sports, the Arts on a daily basis and our programme of trips and expeditions will develop as the school grows.

The purpose-built campus offers a superb environment for learning and teaching. Spread over 7 floors, well-

equipped classrooms and science laboratories will be complemented by an indoor sports hall and 6-lane 25m swimming pool, an auditorium, a dance and drama studio, music rooms, seminar rooms and exhibition spaces. A 3-storey high library in the central atrium forms a vibrant hub of learning and independent study at the heart of the school, and a Skypitch with Astroturf tops off the building.

The school is led by the Founding Headmaster, Dr Robin Lister, who took up post in September 2017. Robin Lister has moved from Malvern College, UK, where he had been head of Philosophy and Religious Studies, Housemaster and most recently, Senior Deputy Head. The Headmaster is supported by a senior team incorporating, in the opening year, the Deputy Head, the PYP Co-ordinator (acting Head of Primary) and MYP Co-ordinator (acting Head of Secondary).

Malvern College Pre-School Hong Kong opened in September 2017 and many of the children are expected to progress onto the College.



# Working in Malvern College Hong Kong

**W**e understand that our teachers are the most important resource we have in order to provide our pupils with a first rate academic and holistic international education. We are looking to appoint enthusiastic and dedicated teachers with a positive outlook who will thrive on the professional and personal rewards and challenges which come with working in an international school in its infancy.

**T**he academic and pastoral provision in Malvern College Hong Kong is staffed by fully qualified, experienced, native-level English speaking teachers. The staff are drawn from both the UK and international schools around the world.

Alongside teaching responsibilities, all staff are expected to take on a tutor group and contribute to the academic enrichment and co-curricular programmes. There will also be opportunities to take on additional pastoral responsibilities as Heads of House or additional curricular responsibilities within the IB framework as the school grows.

As a member of staff at Malvern College Hong Kong you will:

- Have a key role to play, not only in the development of the curriculum, policies and procedures, but also, and most importantly, in setting the ethos and expectations of the College. All staff are role models and are expected to meet the school's high professional standards including professional dress code.
- Contribute to creating a supportive and collegiate network with a strong vision for the school
- Be able to make the most of professional learning and career development opportunities which arise in a developing school
- Be fully committed to the holistic education which is at the heart of a Malvern education, contributing to the academic, co-curricular and pastoral provision which extends well beyond the confines of the classroom.



# Job Specification for Teachers

We are looking for dedicated and creative teachers with the commitment to playing a full role in the development and implementation of the PYP/MYP programme and to achieving excellence in learning and teaching. You will be required to contribute fully to the development of resources and to the development and embedding of policies and procedures. Whilst prior experience of the PYP/MYP is helpful it is not essential and we welcome applications from all teachers with an open mindset and commitment to ongoing professional development. Above all we seek to build a team of staff committed to creating the nurturing, supportive environment conducive to the learning and development of children and young people.

## **The main areas of responsibility for teaching positions include:**

- Deliver an appropriately broad, balanced, relevant and differentiated curriculum
- Collaborate in the planning and development of units of inquiry and assessment of pupil learning
- Encourage and support the use of technology and a variety of resources in lessons
- Monitor pupils' learning and keep appropriate records of effort and assessment data
- Give regular feedback to pupils and use assessment to inform future learning
- Write personalised reports to inform parents of pupils' progress
- Collaborate with other members of teaching and support staff
- Play an active part in the broader life and running of the school

- Be actively involved in pastoral support, realizing that it is as important to learning and personal development as academic support

- Play a role in the Tutor and House systems which will be at the heart of the pastoral support structure in the school

- Attend Parents' Meetings and other school events

## **R** requirements

- Minimum Bachelor's Degree in a relevant subject area of teaching

- A recognized teaching qualification for the required age range (e.g. B.Ed., PGCE)

- Minimum two years' teaching experience in the relevant age range

- Native-level English speaker

- Previous experience of teaching the IB PYP/MYP is preferred, although outstanding candidates without prior IB experience will be considered. MYP teachers are expected to have previous experience of the Diploma programme

- Prior IB training is required before taking up post at minimum Category 1 level;

- Recent experience of the day-to-day management and care of pupils

- Experience in teaching learners with diverse needs including second language learners of English

- Recent experience of curricular innovation and development

## Remuneration Package

International teachers working at Malvern College Hong Kong will be granted the following benefits and support from the School:

### *Gratuity*

- A lump sum of gratuity equivalent to 15% of basic salary upon completion of a service contract

### *Housing*

- A fixed sum monthly allowance for each individual teacher

### *Relocation & Onboarding Support*

- A lump sum one-time allowance for each individual teacher who needs to relocate to Hong Kong
- Onboarding accommodation provided by the School up to one month

### *Flight Allowance*

- Annual air ticket for each academic year

### *Insurance*

- Medical insurance with world-wide coverage
- Employee compensation for work injury and permanent disability

### *Pension*

- Mandatory Provident Scheme in Hong Kong

### *Tuition Subsidy*

- 80% tuition waiver up to two children per family

## Application

All applications should be submitted online via the Malvern College International website ([www.malverncollegeinternational.org/Current-Vacancies](http://www.malverncollegeinternational.org/Current-Vacancies)). You are required to complete your online profile and supporting statement and upload your CV. The online profile is straightforward to complete and can be completed and saved in stages before submitting your final application.

You must give details of three referees, of which one must be your most recent employer. If shortlisted, we will contact your referees prior to interview. Malvern College Hong Kong reserves the right to contact any of your previous employers. Please note that we may take up the references provided in your application prior to interview.

If shortlisted you will be contacted to arrange an initial interview via Skype. You may be contacted at any stage after submitting your application and the school reserves the right to appoint an outstanding candidate at any stage during the process.

*Malvern College Hong Kong exists to provide a quality all round education for pupils and is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo child protection screening and appropriate pre-employment checks.*

If you have any initial queries about submitting your application, please email [hr@malverncollege.org.hk](mailto:hr@malverncollege.org.hk) for assistance.



# Hong Kong

Renowned as a vibrant, multi-cultural hub, Hong Kong has plenty to offer people of all interests and backgrounds. From the lively streets packed with shopping and restaurants and the popular tourist spots, to more peaceful trails in sub-tropical landscape, boat trips and beaches, there is no shortage of activities to keep you entertained.

Hong Kong is a convenient base from which to explore the culturally rich countries of South East Asia and further afield for long weekends or holidays, with relatively cheap flights. There is a strong expat community in Hong Kong including an extensive international teacher network, with many teachers ending up staying for extended periods, or even settling.

The highly efficient public transport system including the Mass Transit Railways (MTR), bus and ferry network makes travelling around Hong Kong incredibly easy. The transportation in Hong Kong is very clean, tidy and efficient. With such a powerful transportation network, your travelling time within the city will take you only 15 minutes or at most 60 minutes to reach the places in your plan at reasonable costs.



Accommodation is at a premium in Hong Kong and apartments are generally fairly compact. Expatriates will have little difficulty in living anywhere in this metropolitan city. Whilst the housing allowance from the school makes a good contribution towards costs, the neighbourhoods in the vicinity of MTR Stations are inevitably at the higher end of the market.

The four seasons of Hong Kong are certainly an attraction to expats. It is warm and humid in Spring, there is moderate to strong sunshine in Summer and breezy, dry and warm in Autumn. In Winter it is cooler and sometimes even cold! The distinct seasons help make the city very festive during Chinese New Year, the Mid-Autumn Festival, Winter Solstice and Christmas.

There is no sales tax or value-added tax in Hong Kong. Income tax is at progressive rates of chargeable income from 2% to a maximum of 17%; or at a standard rate of 15%.

Food, grocery and entertainment in Hong Kong are reasonably price with a great variety of international brands. Utilities including water, electricity, gas and internet can amount to roughly HK\$500 to HK\$1000 per month depending on the size of the household.

# Malvern College International

**MALVERN COLLEGE INTERNATIONAL (MCI)** is a family of schools each of which has its origins in Malvern College, a leading independent school in the United Kingdom.

Malvern College in the UK is a co-educational boarding and day school for pupils aged 13-18. Founded in 1865, Malvern College has a strong academic focus complemented by an extensive co-curricular programme that fosters all-round individual development.

Malvern College overseas schools offer internationally recognised academic programmes and embed the specific features of a Malvern College education, our ethos and values, whilst providing an education provision reflective of the cultural context in which each school operates.

Malvern College opened its first overseas school, Malvern College Qingdao, in September 2012, followed by Malvern College Chengdu in September 2015. Malvern College Egypt opened its doors in September 2016, followed in 2017 by Malvern College Hong Kong Pre-School and Malvern College Hong Kong in August 2018.

Malvern College, UK works in close partnership with each of our overseas schools. Whilst all Malvern College overseas campuses are independent institutions in their own right, with their own management teams and governing bodies, Malvern College, UK is closely involved in setting standards and providing governance and oversight. An International Schools team, based in the UK, travels on a regular basis to each of our sister schools and carries out an annual Quality Assurance visit.

[www.malverncollegeinternational.org](http://www.malverncollegeinternational.org)





# A Malvern Education

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**THE PERSONAL** qualities of its staff, their enthusiasm and commitment are instrumental to a school's success. Malvern College overseas schools wish to attract the highest calibre of staff sharing the same vision as us.

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## Key Features of a Malvern Education

Whilst each Malvern College overseas will develop to fit in with the local culture, regulations and needs of the students, at the heart of each school are a common ethos and set of values:

- A commitment to developing well-rounded individuals through a broad academic and co-curricular programme
- An emphasis on strong pastoral systems to support the wellbeing of students
- A high quality learning and teaching environment which encourages independent learning
- A comprehensive co-curricular programme including sports, arts, music and leadership activities
- A commitment to developing internationally minded students

- A well embedded house system with which students identify strongly, providing opportunities for healthy competition and engagement across year groups
- Strong relationships between all members of the school community based on mutual respect and a shared commitment to providing the best opportunities for the students
- A focus on developing key attributes in students, namely, resilience, self-awareness, open-mindedness, kindness, collaboration, risk-taking, curiosity, ambition, independence, integrity and humility.

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*“Travelling is amazing in Asia and relatively cheap. We have been, so far, to Bali, Shanghai, Seoul and Penang. Opportunities are infinite.”*

*Teacher of Malvern College International*

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