

APPLICATION PACK FOR THE POST OF

DEPUTY HEAD ACADEMIC

MALVERN COLLEGE QINGDAO

Shandong Province, China

12-18 | 600 pupils | Co-educational | Boarding



MALVERN
COLLEGE QINGDAO
青岛墨尔文中学

For August 2019 or January 2020



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Malvern College's first international campus, Malvern College Qingdao, opened in September 2012 with the aim of becoming a leading British style boarding school for the education of the young people of China and of the wider region, preparing them to move on to the foremost universities of the world. Located in Qingdao, in China's Shandong Province, Malvern College Qingdao is thought to be the first purpose-built international secondary school for Chinese nationals that is backed by a leading independent UK school and licensed by the Chinese authorities. Now in its seventh year, the school currently has 600 pupils and is growing rapidly towards an ultimate capacity of around 900.

The school operates from a purpose-built campus of around 50 acres, which includes fantastic facilities such as an indoor swimming pool, a fitness suite, a very well equipped visual and performing arts centre and third-generation AstroTurf. The famous Laoshan mountains, birthplace of Taoism and the source of Laoshan spring water, form a backdrop to the campus. Qingdao is a major seaport in Shandong Province, looking out over the Yellow Sea and one hour's flight from Beijing and Seoul. It has a rich heritage and a temperate climate. It is one of the most affluent and fastest growing cities in China, and has one of the best air qualities in China.

Malvern College Qingdao is a full boarding school offering IGCSEs and A-levels. In general, Chinese junior high school graduates with a good level of English can enter Years 10 or 11 and complete these courses in 3-4 years. Younger pupils can apply for Years 8 or 9, which ensures valuable time for a greater focus on developing high level English skills alongside the curricular programme. Subjects currently offered for external examinations include Maths, Further Maths, Chemistry, Physics, Biology, Business Studies, Economics, Computer Science, Geography, History, Music, Art and Chinese. English as a Second Language is taken at IGCSE and students receive thorough preparation for IELTS/TOEFL exams. All pupils have General Studies lessons and regular Physical Education sessions.

Malvern College Qingdao offers a rich programme of co-curricular activities and is a registered body for the International Duke of Edinburgh award scheme. There is an active Music department and regular opportunities to perform. All pupils are supported through a comprehensive pastoral system, with support from their Form Tutors and Heads of Year, and in the boarding houses by their Heads of House and Deputies.

The school is managed by the Headmaster, Stuart Hirst, and his Senior Management Team in partnership with the College's Chinese partners.

The Advisory Board and Headmaster are currently seeking to appoint an experienced, inspirational and dynamic Deputy Head Academic to commence in August 2019 or January 2020, to work closely with the Senior Management team to shape and develop the school into a leading international educational institution. This is a key role in providing the strategic leadership to take the academic life of the College into the next phase of the school's development. This post offers an exciting opportunity to make a real contribution to international education through helping combine the best of both British and Chinese educational expertise in a partnership with one of the UK's leading independent schools, Malvern College.

For an informal discussion about this opportunity, please contact Edward Clark on +44(0)1256 862840 or +44 (0)7718 588616, or email at edward@lsceducation.com. To apply for the post, please visit www.lsceducation.com and submit your up-to-date CV and a letter of application, quoting code MCQ. The letter should incorporate how you meet the person specification, why you are applying for the position and what particular attributes and qualities you would bring to the role.

Key Dates

Closing date:	24 May 2019
Longlist interviews:	4, 5, 6 June 2019 (at Malvern College, UK or by Skype)
Shortlist/Final interviews:	26, 27 June 2019 (at Malvern College Qingdao, China)

Malvern College Qingdao is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo relevant background checks.



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. Founded in 1865, Malvern College is set in a beautiful 250-acre campus which offers first-class facilities to its pupils. Malvern College is a co-educational boarding and day school for pupils aged 13-18 and has a strong academic focus complemented by an extensive co-curricular programme that fosters all-round individual development.

The development of MCI can be seen as a natural extension of Malvern College's long-established commitment to developing international mindedness and educating pupils from diverse international and cultural backgrounds around the world.

Malvern College's overseas schools offer internationally recognised academic programmes and embed the specific features, ethos and values of a Malvern College education, whilst providing an education provision reflective of the cultural context in which each school operates. Each overseas school focuses on helping pupils achieve their full potential, wherever their talents may lie, preparing them for a university education in any English speaking country in the world.

Malvern College opened its first overseas school, Malvern College Qingdao, in September 2012, with Malvern College Chengdu opening in September 2015. Malvern College Egypt opened in September 2016, followed in 2017 by Malvern College Pre-School Hong Kong and Malvern College Hong Kong in 2018. 2019 will see the launch of a second campus for Malvern College Pre-School Hong Kong at a site on Hong Kong Island as well as the new campus development for Malvern College Chengdu.

Malvern College UK works in close partnership with each overseas school. Whilst all MCI schools 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 at Malvern College UK, travels on a regular basis to each school and carries out an annual Quality Assurance visit.

Working with Malvern College International

The success of each school depends on a committed, inspiring and experienced team of staff with a clear understanding of the British independent education ethos embedded in the school and the flexibility to adapt to the demands of living and working in an international setting.

The academic and pastoral provision in our overseas schools is staffed predominantly by fully qualified, experienced, native English speaking teachers. The majority of teaching staff come from the UK, many having taught in other international schools previously. Our staff all demonstrate a full commitment to the holistic education which is at the heart of a Malvern education, contributing fully to the academic, co-curricular and pastoral provision, and life in boarding houses where applicable.

Expatriate staff work closely with local support staff to ensure strong communication between school and home and a smooth transition to an international British curriculum school environment for all pupils. All Malvern College International staff must show a commitment to safeguarding and promoting the welfare of children and young people and must follow policy guidance set out in the MCI Safeguarding Framework. All staff are required to undergo pre-employment checks prior to appointment and to undertake regular Safeguarding training.

Benefits of working with Malvern College International

Each school works hard to create a strong sense of community for staff to minimise any risk of cultural isolation, providing support with provision of accommodation, transportation, regular social events and a strong team dynamic. A comprehensive Welcome and Induction programme is provided for all new members of staff. As part of a family of schools, teaching staff can benefit from inter-departmental liaison across the schools, exchange opportunities, and career progression both within a school and between schools.



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A Malvern Education

The personal qualities of its staff and their enthusiasm and commitment are instrumental to a school's success, and Malvern College International wish to attract high calibre staff who share our educational philosophy and vision.

Educational Philosophy

We believe that a Malvern education develops individuals who are confident, equipped to engage with a range of people from all walks of life beyond school, and inspired to make a difference as individuals to society at large.

The rigorous and bespoke academic curriculum, complemented by an extensive sporting, musical, artistic and dramatic co-curriculum and under-pinned by a strong emphasis on pastoral care, encourages individuals to maximise their potential. Stimulated and challenged by the Malvern experience, our pupils more frequently exceed expectations than match them. The emphasis on individual achievement has its counterpoint in our encouragement of teamwork, co-operation and service to others.

We believe it is important for our pupils to have a firm commitment to deep-rooted values, and to be flexible, pragmatic and open to new ideas. We seek to be inclusive and fair, respecting people of all cultural backgrounds, and promoting responsible and active citizenship. We aim to build self-discipline, self-confidence, and to develop communication and leadership skills in our pupils who emerge as lively, articulate young adults ready to contribute widely to the global community. In particular we seek to encourage and develop a range of personal attributes in our pupils which we have articulated as the Malvern Qualities. These are: resilience, self-awareness, open-mindedness, kindness, collaboration, risk-taking, curiosity, ambition, independence, integrity and humility.

We believe in creating a pupil-oriented, interactive learning environment where pupils learn to question, to communicate their ideas effectively, to work independently, to problem-solve and to develop resilience by persisting with tasks they may find challenging. We support and seek to stretch our pupils.

Key Features of a Malvern Education

Whilst each MCI school will develop to fit in with the local culture, regulations and needs of the pupils, at the heart of each school is a common ethos and set of values to which all staff must show commitment:

- A structured and challenging academic programme that brings out and maximises each pupil's potential;
- 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 pupils;
- 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 young adults;
- A well embedded house system with which pupils 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 pupils;
- A focus on developing key attributes (the Malvern Qualities) in pupils, namely resilience, self-awareness, open-mindedness, kindness, collaboration, risk-taking, curiosity, ambition, independence, integrity and humility;
- Delivery of internationally recognised academic programmes in English by predominantly native English speaking expatriate teachers.





Job Description

The successful candidate will contribute to the development and delivery of the College's vision and values and will be a strategic and supportive member of the leadership team, playing a key role in the development of the College to help ensure the success of Malvern College Qingdao as a leading independent, international school in China. The Deputy Head Academic will join the three other members of the Senior Management team of the College, the Headmaster, Deputy Head Pastoral and Business Director. The successful candidate will work closely both with Malvern College Qingdao and with Malvern College UK, to shape and develop the school into a leading international educational institution.

- Lead the strategic development of the curriculum, working closely with the College's leadership team and Heads of Faculty, reviewing current provision and its responsiveness to the needs of students;
- Ensure that faculties and departments deliver a co-ordinated, coherent curriculum entitlement for all pupils;
- Be responsible for the development and review of College-wide policies relating to teaching, learning and assessment to ensure consistency and quality;
- Ensure effective strategies are in place to monitor the effectiveness of teaching and learning;
- Develop and monitor a school-wide system of monitoring and tracking of student achievement;
- Be responsible for the construction and oversight of the College's timetable;
- Contribute to and lead academic development projects as required;
- Line manage all Heads of academic departments;
- Help plan and deliver staff INSET and professional development;
- Conduct teacher appraisals;
- Support the creation and implementation of the College's strategic plans .

These details are a guide to the duties and professional responsibilities required and are not an exclusive list.

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Person Specification

Essential experience and skills

The successful candidate must have:

- A good degree and a teaching qualification;
- Extensive experience teaching both in the UK and overseas delivering GCSEs/IGCSEs and A Levels;
- Senior or middle management experience in a British School, either in the UK or overseas;
- The qualifications, stature and experience that will enable him/her to be an effective Deputy to the Head;
- A commitment to continuing professional development;
- A record of success in the skillset they bring to the College;
- A record of leading change with a group of staff;
- Experience of teaching children for whom English is a second language;
- Experience of overseeing teacher appraisals and staff development;
- Effective communication skills with strong supervisory and leadership skills;
- Resilience with the ability to work under pressure and manage time effectively;
- Respect for the different experiences, ideas and cultural perspectives that others bring to the team;
- A strong sense of cultural adaptability with an interest and ability to work with staff with a variety of different backgrounds and experience.

Desirable experience and skills

The ideal candidate will have a mixture of the following skills and experience:

- Hold a higher degree and/or a management qualification;
- Experience of managing a large department, or a group of departments, to deliver a school's objectives;
- Experience of leading the strategic development of a school's curriculum;
- Ability in construction of timetables;
- A proven track record of improving the quality of teaching and learning across curriculum areas through the development of policy, monitoring and tracking;
- Use of ICT including software/hardware based teaching resources and school management information systems;
- Experience with boarding and pastoral duties within a British boarding school.

These details are a guide to the duties and professional responsibilities required. They are not an exclusive or extensive list.

Remuneration Package

A highly attractive package will be offered to the successful candidate including: competitive salary; furnished accommodation; annual leave; flights, basic medical insurance and fee concessions for staff children.

Please note that MCQ can only offer education to staff children for IGCSEs and A levels.

Due to visa restrictions partners may only be employed if they also hold a degree and relevant qualifications.

Contracts are for two years initially with the possibility of extending.

Ideally the successful candidate will be looking to commit to the school for a period of 3-5 years.



Applying For This Post

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If you would like to have an informal discussion about this post or the College, please contact Edward Clark on +44(0)1256 862840 or +44 (0)7718 588616, or email at edward@lsceducation.com.

If you are keen to apply for the post:

- Visit the LSC Education website at www.lsceducation.com;
- Click in the Vacancies section;
- Click into the posting relevant to this job;
- At the bottom of the page click on 'Apply Now'.
- Complete the brief Job Application Form and attach your CV (with contact details of Referees) and Letter of Application, quoting code **MCQ**;
- Click on 'Submit';
- We will be in contact with you shortly after your application has been reviewed;
- If you encounter any problems with this process, please contact edward@lsceducation.com.



References

Please include within your application (in your CV) the names, job titles, work email addresses and telephone numbers of a minimum of three professional referees. These need to include your current and all past employers/line managers that you have worked for within at least the past 6 years.

We will need to collect full references before shortlist interviews but if you have a specific preference that we do not contact one or more of your referees, please notify us of this. Please rest assured that no referees will be contacted until LSC Education has received your specific consent to do so.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications as part of LSC Education's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the organisation's recruitment and safeguarding procedures.

Safer Recruitment Practice

LSC Education is committed to safeguarding and promoting the welfare of children and young people. We ask all our candidates and clients to share this commitment. Further details of our recommended safe recruitment practices can be found at www.lsceducation.com.

Data Protection

LSC Education promise to look after your personal information. Before submitting any of your personal data to us, we would encourage you to read our Privacy Statement. If you have any concerns or questions about the way we use your data, please contact us at dataprotection@lsceducation.com.

LSC Education

LSC Education supports schools and education organisations, globally, to attract and recruit outstanding leaders. Our search and selection service includes complete creation and management of the recruitment process and we aim to provide an excellent service to our clients and candidates.

For further information about LSC Education, please visit our website at www.lsceducation.com