

APPLICATION PACK FOR THE POST OF

## HEAD OF SENIOR SCHOOL

MALVERN COLLEGE CHENGDU

SICHUAN PROVINCE, CHINA

11-18 | 150+ Pupils | Co-educational | Boarding



MALVERN  
COLLEGE CHENGDU  
成都墨尔文学校

For January 2020



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Malvern College's second international campus, Malvern College Chengdu, opened in September 2015 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 the city of Chengdu, in China's Sichuan Province, the school is now preparing to move to a new, purpose built, state of the art campus to the south of the city. The new campus will open to primary children in August 2019 and the senior school will relocate in August 2020. The ultimate capacity of the new campus is 1500 pupils.

The new campus is being developed on a 20-acre site and will include state-of-the art, purpose-built facilities to encompass academic teaching areas, sports, the performing arts and boarding accommodation. The campus adopts a traditional British exterior design with courtyards and lawns, but incorporates a modern approach in its interior design and layout. The impressive library serves both as a central design element and as a symbolic focus for the school community. The Sichuan region, in the southwest of China, is noted for its cultural heritage and its cuisine and is home to the world famous giant panda sanctuary. A leading Chinese city of over 14 million residents, Chengdu retains its ancient heart and is an important city within China's infrastructure, offering easy access to other regions within the country and the wider world as well as benefitting from direct flights to the UK. It is also often cited as "a city where people do not want to leave once they arrive".

Malvern College Chengdu caters to the local Chinese market and there is therefore a comprehensive EAL provision within the school. Pupils will follow a bespoke dual Anglo-Chinese curriculum through to the start of the IGCSE and A-Level programmes, paving the way for further study at leading universities worldwide. All pupils are supported through a comprehensive pastoral system to enhance their social, emotional and psychological wellbeing.

The vision is for Malvern College Chengdu to offer a rigorous academic programme as well as a wide variety of co-curricular activities in line with the holistic approach to education that is the hallmark of a Malvern education. At present, pupils are

encouraged to engage with sports, music and the arts and the development of the new campus is seen as a catalyst for broadening the offering in these areas for all pupils.

The Advisory Board of Malvern College Chengdu is currently seeking to appoint an experienced, inspirational and dynamic Head of Senior School to commence in January 2020 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 College into the next phase of its 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](mailto:edward@lsceducation.com). To apply for the post, please visit [www.lsceducation.com](http://www.lsceducation.com) and submit your up-to-date CV and a letter of application. 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 (at Malvern College, UK or by Skype)**

**Shortlist/Final interviews: 24, 25 June (at Malvern College Chengdu, China)**

*Malvern College Chengdu 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

### Key responsibilities:

- To work closely with the CEO and other senior leaders of the school and with the Malvern College International team, to continue to develop Malvern College Chengdu into an established school with an outstanding local and national reputation;
- To have oversight of all aspects of the senior school's educational provision encompassing academic, co-curricular and pastoral provision;
- To work closely with the Advisory Board and Senior Management Team to ensure that the school's vision and strategic plan are effective and pertinent to the school's goals, and that these goals are clearly articulated, shared, understood and acted upon effectively by all stakeholders;
- To oversee the academic life of the senior school, ensuring the curriculum is appropriate, planned, delivered and regularly evaluated for quality and effectiveness and supported by necessary accreditations;
- To pursue and encourage outstanding academic performance by all pupils;
- To design and oversee a bespoke university application programme ensuring pupils are supported to go to their university of choice;
- To support an environment which encourages creative, innovative and results-oriented approaches to teaching and learning and the appropriate use of new technologies in order to help meet the needs of all pupils and achieve an outstanding educational environment;
- To oversee the pastoral life of the senior school ensuring that pupils and staff are cared for, supported and nurtured;

- To ensure the co-curricular life of the senior school supports the holistic development of all pupils;
- To attract, retain and develop educational and leadership talent, recognising the importance of developing staff who come from diverse cultural, educational and professional backgrounds;
- To work closely with the senior management team and other MCI schools to develop an outstanding pedagogical training programme;
- To implement appropriate prevention, preparedness, and health and safety practices to ensure that the senior school's environment and facilities are safe, secure, and fit-for-purpose;
- To build and maintain effective partnerships between the school, pupils and parents to support learning;
- To embed all necessary policies, systems and procedures to ensure the smooth running of the senior school and the fulfilment of its aims.

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 the strategic leadership skills, ambition, passion and vision required to take Malvern College Chengdu through the next stage of its development;
- Relish the challenge of leading a school still in its relative infancy and be ambitious about the future development of the school;
- Be a positive, forward thinker with the flair, energy and personality to embrace the opportunities and challenges that the post will offer;
- Have the qualifications, stature, experience and interpersonal skills that will command the respect of pupils, parents, colleagues, and the wider population;
- Have a proven track record of success in school management at a senior level;
- Be ambitious for Malvern College Chengdu pupils in terms of educational outcomes, understanding and supporting the high expectations of Chinese parents with regard to exam results and university placements;
- Be a highly effective communicator;
- Be an experienced teacher and leader and have an entrepreneurial flair;
- Be an effective mentor and trainer especially for staff from different cultures and educational backgrounds, in order to develop an effective pedagogical approach;
- Have a leadership style based on appreciating, supporting and nurturing the talents of those around them;
- Be culturally adaptable with a proven ability to work with people of different cultural and professional backgrounds to build rapport and understanding;
- Be adaptable to any situation;
- Have demonstrable experience of seeing a project through from start to finish;
- Be an effective and influential communicator, able to communicate well with native English speakers, as well as those from other cultural and linguistic backgrounds;
- Be flexible, resilient, and able to work well under pressure and manage your time effectively;
- Be committed to the protection and safeguarding of those in your care;

- Have an understanding and sympathy with the aims and ethos of British boarding schools and Malvern College in particular;
- Have as a minimum a Bachelor's Degree;
- Have a recognized teaching qualification.

#### Desirable experience and skills

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

- Hold a higher degree and/or management qualification;
- Have experience in teaching children for whom English is an additional language;
- Have experience of teaching outside the UK;
- Have boarding school experience with an international dimension.

### Remuneration Package

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

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

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



## Applying For This Post

### Key dates:

Closing date:	24 May 2019
Longlist interviews:	4, 5, 6 June (at Malvern College, UK or by Skype)
Shortlist/Final interviews:	24, 25 June (at Malvern College Chengdu, China)

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

If you are keen to apply for the post:

- Visit the LSC Education website at [www.lsceducation.com](http://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 quote **MCC**;
- 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](mailto: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](http://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](mailto: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](http://www.lsceducation.com)