



# MALVERN

## COLLEGE QINGDAO

### 青岛墨尔文中学

Qingdao, Shandong Province, China

## General Information Pack for Heads of Department

For August 2018



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**WE ARE LOOKING** for enthusiastic and dedicated teachers and leaders who have the positive outlook to thrive on the rewards and challenges of working in a growing British curriculum boarding school in China and who will enjoy the rich cultural experiences which come with living in South East Asia.

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## Successful candidates will:

- teach motivated and engaging students and enjoy the challenge of adapting your teaching to meet the needs of students for whom English is a second language
- join a supportive and social staff network
- be able to make the most of career development opportunities in a growing school
- have easy access to flights for exploring China and South East Asia during holidays
- be fully committed to the key features of a Malvern education
- earn a tax-free salary
- receive accommodation and meals during term time
- have all utility bills covered.



# Malvern College Qingdao

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**MALVERN** College's first international campus, Malvern College Qingdao, opened in September 2012. Located just outside 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.

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**N**OW in its sixth year, the school currently has 500 students. The school operates from a new purpose-built campus of around 50 acres, which, alongside extensive teaching and boarding facilities, also includes an indoor swimming pool, a large fitness suite, a very well equipped visual and performing arts centre, third-generation Astroturf and outdoor barbecue area. The famous Laoshan mountains, birthplace of Taoism and the source of Laoshan spring water, form a backdrop to the campus.

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 Upper 5th and complete these courses in 3 years. Younger students can apply for Lower 4th, Upper 4th or Lower 5th, 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 students 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 students are supported through a comprehensive pastoral system, with support from their Form Tutors and Heads of Year, and in the boarding houses by their House parents and Assistant House staff.

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



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*“Working at MCQ has been a great place to have the opportunity to take on responsibility and develop skills in middle management and in EAL teaching in my subject area.” All quotes are from MCQ teachers*

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# Working with Malvern College Qingdao

**THE SUCCESS** of our 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 Malvern College Qingdao is staffed predominantly by fully qualified, experienced, native-level English speaking teachers. The large 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.

*“As the school is still young there are still many areas for development that teachers are able to get involved in. Opportunities for teachers abound here. If you come to MCQ you need to be a lot like China itself - outward looking and eager to try new experiences!”*

Expat 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 students.

Comfortable accommodation is provided for all expat staff on campus, either in the boarding houses or in the separate staff accommodation building. There is an active staff welfare committee which organises regular staff social events. Following appointment the HR department will assist with all administrative and visa-related matters to ensure you have a smooth transition to MCQ.

*“China has been the 4th country I’ve taught in and it has been both a stimulating and, at times, challenging environment. The challenges though have been made ever so much easier to deal with as a result of the tremendous support the Chinese staff at MCQ provide to foreign teachers.”*

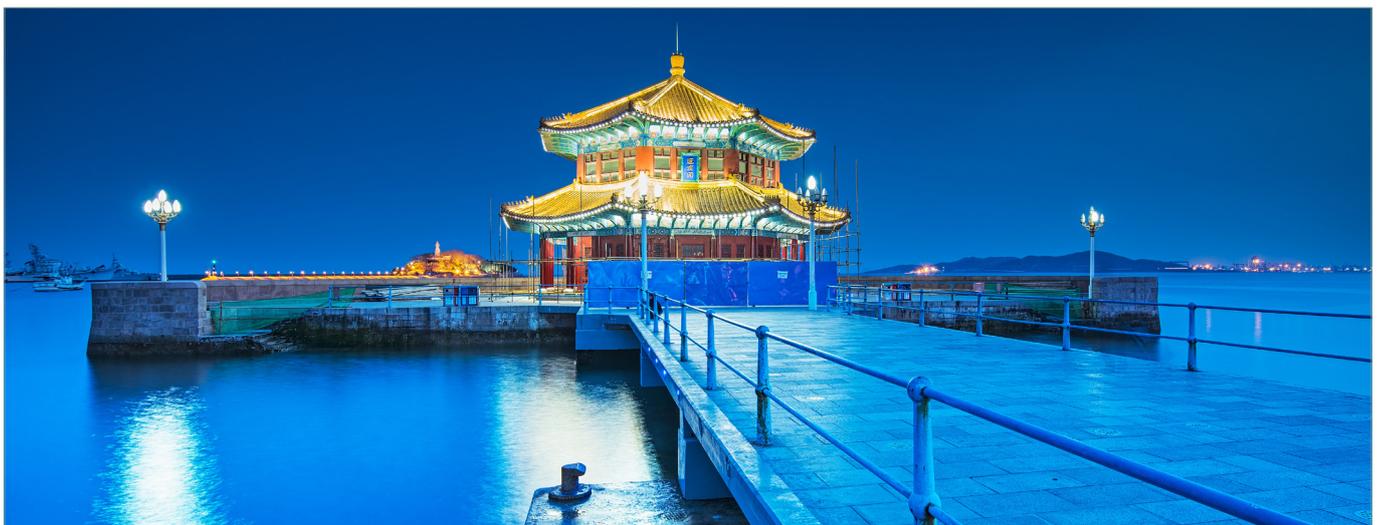


# Qingdao

**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. Qingdao hosted the sailing events at the 2008 Beijing Olympics.

The school is situated about an hour's drive from the centre of Qingdao, in the Chengyang district. Transport is arranged to and from the city centre for staff every weekend during term time. The nearby Fushan and Laoshan mountains are good for walking and trail running.

For travelling to and from China the airport is a 20 minute drive from the school. There is a good flight connection to the UK via Frankfurt with Lufthansa or there are flights to Europe via Hong Kong, Seoul, Beijing or Tokyo. Regular flights to Shanghai and Beijing provide connections to many other locations.



It is one of the most affluent and fastest growing cities in China and has one of the best air qualities in China.



# Job Specification for Heads of Department

The successful candidate will contribute to the development and delivery of the College's vision and values, and will provide strong leadership to their department and be a supportive member of the whole school staff. The successful candidate will report to the Academic Deputy Head and be ultimately responsible to the Headmaster.

A willingness to become a Head of House or Deputy Head of House in one of the boarding houses would be an advantage. Further information about the role as a Houseparent is available to download separately. Please indicate in your application if you would be willing to take on Houseparent duties and how your experience to date might support your application in this area.

## Key Areas of Responsibility

- To provide high quality teaching to students aged 12 to 18;
- To provide strong leadership to the relevant department;
- To observe and assess the teaching and learning within the department;
- To demonstrate a commitment to and lead Continuing Professional Development within the department;
- To take the lead in and co-ordinate the development of the department's curriculum and resources;
- To set and mark homework and tests in accordance with school and departmental policies and ensure consistency across the department;
- To employ appropriate strategies for teaching and classroom management and support colleagues, in order to ensure consistency and effectiveness across the department;
- To set appropriate performance targets for students and track progress of students across the department;
- To oversee the development and implementation of assessment for learning and assessment of learning strategies within the department;

- To support the pastoral work of the school by taking on the role of a Tutor;
- To undertake two evenings on duty per week to supervise Study Hall;
- To undertake 6-8 Sunday full-day duties per year;
- To contribute to the co-curricular programme;

## Criteria for Success

Over time you must be able to show evidence of:

- Maintaining high standards of teaching and learning;
- Enabling students to deliver strong academic results;
- Maintaining positive relationships with colleagues, students and parents;
- Actively supporting the ethos of Malvern College Qingdao.

## Essential Requirements

- Recognised teacher qualification status;
- Bachelor degree or above in relevant subject area;
- Minimum five years of successful teaching;
- Native-level English speaker;
- Experience of leading and mentoring staff;
- A highly talented practitioner of your subject;
- A commitment to the holistic development of students through involvement in co-curricular and pastoral activities;
- Respect for the different experiences, ideas and cultural perspectives that are at the heart of an international school;
- The ability to adjust to a new cultural environment;
- The ability to establish good working relationships with a wide range of people including students, parents, and colleagues.

# Remuneration Package

A highly attractive package will be offered to the successful candidate including: tax free salary; furnished individual accommodation at no cost; no utility bills; all meals during term time; basic medical cover; one return flight per year payable at the end of each academic session.

Please note that due to the location and character of MCQ and the distance to the nearest international school, this position would not suit staff with children requiring schooling below Sixth Form.

Due to visa restrictions partners may only be employed if they also hold a degree and relevant qualifications or are willing to work as a Housemaster/Housemistress.

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

## Application

All applications should be submitted online via the [Malvern College International website](#). 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. Your supporting statement should explain your reasons for applying for this position, why you feel you are a strong candidate for the role and any other information which you feel is relevant.

If you have any initial queries about submitting your application, please email [InternationalHR@malcol.org](mailto:InternationalHR@malcol.org). Please note that we will not accept an email in place of the online 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 Qingdao reserves the right to contact any of your previous employers but, if not listed as referees, we will only do so after discussion with you. Please note that we may take up the references provided in your application prior to interview.

*All applications will be acknowledged within three working days of submission.*

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 Qingdao 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. All staff must follow policy guidance set out in the Malvern College International Safeguarding Framework and undertake regular Safeguarding training.

*It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.*

# Malvern College International

**MALVERN COLLEGE INTERNATIONAL (MCI)** is a family of schools founded by 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 with an extensive co-curricular programme that fosters all-round individual development.

Malvern College overseas schools offer internationally recognised academic programmes and endeavour to embed the specific features of a Malvern College education in their 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 Pre-School Hong Kong with Malvern College Hong Kong set to open in 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)

*“Every weekend during term-time, including exeat weekends, the school provides free transport in and out of Qingdao city. Getting around Chengyang is incredibly easy and cheap with buses and taxis.”*



# A Malvern Education

**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 all sharing the same Malvern College vision.

## Key Features of a Malvern Education

Whilst each Malvern College overseas school 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.

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

