



MALVERN

COLLEGE QINGDAO

青岛墨尔文中学

HEADS AND DEPUTY HEADS OF HOUSE

REQUIRED FOR AUGUST 2018

Malvern College Qingdao is a full boarding school and all boarding houses are run by a Head and Deputy Head of House, supported by an Assistant. The role as Head or Deputy Head of House would appeal to teaching staff looking to take on a rewarding pastoral role, or by non-teaching partners of teaching staff. Malvern College Qingdao is looking to appoint a number of staff to these key positions for August 2018 due to the continued growth in the school as well as changes in staffing.

JOB SPECIFICATION

The role of Houseparent is critical to the success of Malvern College Qingdao. All Houseparents are expected to foster a strong 'home from home' environment and to integrate students from all years within the House and across the School.

Each Head of House is supported by a strong team which includes a Deputy and House Assistant. The latter is a native Chinese speaker who plays a key role in supporting the transition for students into the boarding environment and in communicating with parents. Houses have a capacity of 65-75 students.

The Head of House is responsible, through the Head of Boarding and Deputy Head Pastoral, to the Headmaster for the pupils in the House and is expected to keep the Senior Management Team informed on all matters of discipline pertaining to the House and its members. The Head of House is responsible for co-ordinating the work of colleagues in the house to ensure the needs of the students are met. House staff are required to:

- Enable all pupils to develop their personalities to the full while at the same time achieving their academic, artistic and physical potential;
- Foster an atmosphere in the House, which is a 'home from home'. The House staff should enable pupils to talk honestly about their feelings, fears and aspirations thus helping them to develop a respect for themselves and for others;
- Encourage a sense of leadership responsibility in all members of the House, including senior pupils who should develop the desire to serve the House, their peers and those younger than them;
- Create an orderly atmosphere conducive to study at the appropriate times and the wellbeing of all;
- Encourage all pupils in the House to take part in co-curricular and House activities;
- Communicate with parents through regular contact directly or via the House Assistant, and provide a rapid response to parental enquiries;
- Ensure all required paperwork and records are up to date and accurate at all times in line with

- school policy and procedures;
- Work in line with school policies;
- Liaise with pastoral and academic staff over the progress and wellbeing of students in their House.

PERSONAL QUALITIES, EXPERIENCE AND SKILLS

- Native English speaker;
- The ability to work in the setting of a developing school and be passionate and ambitious about the success of the school;
- 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
- Experience of working in a boarding school is helpful but not essential;
- Experience in working with children for whom English is an additional language is helpful but not essential;

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.

Please refer to the general information pack for applicants for further information about working at Malvern College Qingdao and details of how to apply.

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.