



HELP INTERNATIONAL SCHOOL

DEPUTY PRINCIPAL - HEAD OF PRIMARY SCHOOL

Start: August 2020

Vita ad Plenitudinem – Life in All Its Fullness

The Board of Governors of HELP International School (HIS) is looking for a new Head of Primary to lead this section of our school in its next stage of development.

A. THE SCHOOL ETHOS

The school mission captures the holistic intent upon which the school was founded:

To Provide an educational experience that will enable and inspire our students to experience life in all its fullness.

The school vision sets out an ambitious aim to which it has committed all of its energies and resources:

To Become a world-renowned school that embodies a holistic educational philosophy

Our school motto, *Vita ad Plenitudinem*, which in English means “Life in all its fullness”, captures the essence of what we hope to achieve at HELP International School (HIS). At HIS, it is our mission to ensure that all our students enjoy a FULL school life which will prepare them to live FULL lives as adults.

B. OVERVIEW OF THE SCHOOL

The HELP International School (HIS), is part of a group of three schools, the other two being in Johor Bahru and Kuching, Malaysia.

Founded in 2014, HIS is the fastest growing private school in Malaysia and has received the 5-Star SKIPS (Malaysia Private Education Institution Quality System) rating from the Ministry of Education in the 2015 rating exercise. The School is managed by HELP Education Services Sdn Bhd (HES), a subsidiary of the HELP Education Group, established since 1986. HIS started strongly with 500 students in its inaugural intake in January 2014. It now has a total population of 1,400 students of 25 nationalities.

The Board has high aspirations for the School to continue to develop into one of the top schools in the region and a model school for Malaysia.

The School was awarded the status of Apple Distinguished School in 2017 and again in 2019. It received IPC accreditation in 2018. It has been awarded the Eco-Schools Silver Award in July 2018. The School has recently been awarded associate member status with FOBISIA, and has begun the process for full accreditation with the Council of International Schools (CIS).

HIS has also been accredited by Common Sense Education with Certified School Digital Citizenship and is a member of the Association of International Malaysian Schools (AIMS).

The HIS Board of Governors is a group of senior academics with a long-standing background in education management. The School's academic quality and standards are overseen by the Board of Governors and the finances of the School are managed by the Board of Directors. The school Principal, Mr Martin Van Rijswijk, is supported by a robust leadership team overseeing the teaching and learning as well as the pastoral care of the School. He is assisted by two Deputies in charge of the Primary (Head of Primary) and Secondary (Head of Secondary) respectively.

The middle leadership team consists of six Assistant Principals, two Key Stage Coordinators (secondary) and (14) Heads of Year, including the preschool coordinator. The School practices meritocracy in its staff recruitment process and has an even number of expatriate and local academic staff. The administrative structure of the School is strongly supported by five managers overseeing Admissions, Facilities and Events, Human Resources, Finance and Marketing departments.

C. THE SCHOOL CURRICULUM

HIS offers IEYC in its preschool, IPC for the primary curriculum, IMYC for its Year 7 and 8 curriculum and Cambridge IGCSE and A-Level in the upper secondary years. For admissions, applicants are subjected to CAT4 assessment with an English proficiency test as a written component. The academic progression assessment is supported by year group CAT4 testing in Years 3, 6 and 9 and GL Progress Tests from Years 4 to 6, as well as Year 9 Checkpoint Tests.

HIS is also an inclusive school with a Special Education Needs offering: 10% capped seats in each year group to support students with special learning needs.

D. THE PRIMARY SCHOOL

Our primary school currently has approximately 500 students, spread across 25 classrooms. While the school operates a non-selective enrolment policy, it is careful to ensure that a maximum of 10% of students present additional learning needs. A number of our students speak English as an additional language.

The primary school leadership team is composed of the Head of Primary, and two Assistant Principals. They are supported by a whole school Assistant Principal (whose core responsibility is the oversight of staff professional development), and a whole school Digital Innovation Coach. Heads of Year help coordinate the teams at each level in the school.

All classrooms in Pre-school to Year 3 have a class teacher and a Learning and Teaching Assistant (LTA). Year 4 – 6 classrooms share an LTA between two classrooms. A major investment in staffing has been planned for the next academic year (August 2020), with a 50/50 balance between expatriate and locally employed classroom teachers being introduced. We also plan to strengthen our learning support structures by introducing:

- 3x Remedial Reading Teacher positions
- 3x English Additional Language (EAL) Teacher positions
- 3x Maths Support/Extension Teacher positions.

These new positions will complement our existing SEN Department. Specialist PE, Music, Bahasa Malaysia and Mandarin teachers work across the primary school.

D. ATTRIBUTES OF OUR HEAD OF PRIMARY SCHOOL

We seek a leader who is passionate about teaching and learning and who can demonstrate a great commitment to children. They will demonstrate an active interest in their students' work – and that of their staff. They will have the people skills to have a strong visible presence in and around the school; optimistic, energetic and positive when interacting with all members of our community of learning.

Being a relatively young school, we require someone with a proven track record as a team builder, adept at developing leaders and building capacity across the primary school. They will possess the humility, will power and patience to see things through in a multi-cultural work environment; willing to think outside the box, and are steadfast in challenging under-performance or poor behaviour.

The appointee will be adept at strategic planning; able to focus the primary school's attention and resources in areas that will result in significant gains in student learning, while also being able to identify and ignore distractions that dissipate energy. We don't want an empire builder – we need someone flexible and visionary enough to build a successful collaborative partnership with our secondary school.

A demonstrable understanding of what effective research-based pedagogy looks and sounds like in the classroom is essential. Experience with, or a strong interest in the inquiry-based approaches of the International Early Years Curriculum (IEYC) and International Primary Curriculum (IPC) is required.

E. MALAYSIA – OUR HOST COUNTRY

Malaysia is rapidly rising through the ranks as one of the best countries in the world for expats to work in. According to the [HSBC's new Expat Explorer survey](#) the expat experience in Malaysia was found to be a sociable one with 61% saying they found it easy to make friends – compared to 53% globally and 55% regionally. In terms of active social life, 44% say they have better social lives now than they did at home compared to 31% globally and 40% regionally.

Expat life in Malaysia has much to offer and provides a great intercultural experience – from discovering the countryside like the tropical islands and rainforests (two of which are World Heritage Sites); colourful festivals; huge shopping malls; and an amazing variety of Malay, Indian and Chinese food options at very affordable prices. Travel opportunities abound, as Kuala Lumpur is a major transport hub for most of Asia and the Pacific. English is widely spoken, and the Malaysian people very welcoming to visitors to their country.

The lifestyle is such, that many expatriate teachers tend to extend their employment contracts. Many of our staff are now in their fourth year of work with the school. This reflects the positive work environment at HIS, but also the comfortable lifestyle that comes with working in Malaysia.

F. TERMS AND CONDITIONS OF THE APPOINTMENT

The initial contract offered to the successful candidate will be for two years, renewable thereafter by mutual agreement between the Head of Secondary, and the Principal and Board of Governors.

The compensation package will be commensurate with the responsibilities of the position and will include the following:

- A competitive salary
- Employer pension contribution (initially 12%) to the Employee Provident Fund (EPF) that can be withdrawn when the employee ceases their employment in Malaysia

- Housing allowance
- Group PA Insurance & Group Hospitalisation and Surgical Insurance
- Education for dependent children enrolled with HIS
- Annual return airfare for Head of Secondary School and his/her dependents
- Relocation allowance (reimbursement basis)
- Laptop provided by the school

F. APPLICATION PROCESS

Visit our school website to find out more about our school:

<https://his.edu.my/>

Early applications are welcome. Depending on the number of applications received, we reserve the right to bring the deadline forward.

To apply, please send a letter of application and CV (with contact details of at least 3 referees) as one document (no more than 5 A4 pages in total) as a PDF file attachment directly to jacqueline.joseph@kl.his.edu.my.

The closing date for applications: **Monday 16th December 2019.**

The final selection programme will be held in Kuala Lumpur in early January 2020.

Please note that representatives of the Search Committee will be available to meet interested candidates in London during the week of 9th – 13th December 2019 for initial discussions, if UK based or travelling to the UK during this time.



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Job Description: Deputy Principal - Head of Primary

Reports to: Principal

Deputed by: Assistant Principal of Primary

PURPOSE

The Deputy Principal – Head of Primary will be responsible for the leadership and management of the curriculum and innovation in our primary school. He/she has responsibility for curriculum planning and development, including the integration of learning technologies, creating and managing the timetable, managing the cover system, and oversight of the information management system. As a member of the Executive Leadership Team, he/she will also be responsible for ensuring that staff work in pursuit of the highest possible standards to deliver an outstanding holistic education for our students.

GENERAL

- Contribute to whole school development through active participation in Leadership forums
- Effectively uphold the mission, vision, values and strategic aims of HELP International School
- Ensure the Primary School has effective decision making and communication procedures within the school and across the school community
- Ensure provision of quality education for students and improvement in student outcomes
- Work in partnership with the Primary School leadership team to ensure effective management and improvement of the curriculum
- Report, communicate with and consult regularly to the Principal and advise the Principal on a proper and substantive approach to strategic planning in the Primary School
- Plan collaboratively with the Principal to oversee the management of resources effectively and equitably
- Collaborate with the Head of Secondary School to promote a whole school approach to learning and teaching
- Develop strategies with the Principal to enhance the performance and welfare of staff
- Promote the participation of the school community in developing and achieving the school's goals and purposes
- Promote a welcoming environment for members of the wider community into the school – such as parents and visitors
- Ensure that all Primary School procedures are in line with best practice for safeguarding and health and safety
- Develop a strong student agency in Primary School

LEADERSHIP

The Head of Primary is:

- Supporting the Principal in the development of the school's vision, priorities and targets which are reflected in the strategic plan
- Advising and guiding the Principal on strategic planning for matters relating to school facilities
- Overseeing the provision of quality education for all students in accordance with the policies and priorities of HELP International School
- In conjunction with the Principal and in collaboration with the Primary School leadership team, ensure effective teaching and learning practices throughout the Primary School
- Developing a culture which demonstrates that learning is valued, personalised, and based on individual needs
- Developing a culture of collaboration, in which all members of the school community contribute to the achievements of shared goals
- Manage the Primary School budget and contribute to financial implications of longer-term school developments
- Ensure that all policies relating to the Primary School are current and updated as outlined in the policy review calendar and contribute to whole school policies that are pertinent to Primary

EDUCATIONAL PROGRAMMES

The Head of Primary School is to work with the Principal to ensure:

- The development and implementation by all primary teaching staff of teaching and learning programmes relevant to the current needs of all students and anticipated learning outcomes
- The implementation of varied teaching and learning strategies which support a personalised approach that meets the needs of all students
- In collaboration with secondary curriculum leaders, teaching and learning programmes are evaluated, student outcomes are analysed and student progress monitored

LEARNING OUTCOMES

The Head of Primary School will work with the Principal to ensure:

- The reporting of student achievements to parents, students, teachers and the school community
- Analysis of school-based student assessment data which impacts upon school priorities, targets and teaching and learning programmes to improve student outcomes
- Targeting available financial, physical, human and technological resources to achieve quality learning outcomes

CARE & GUIDANCE

The Head of Primary School, in consultation with the Leadership and Pastoral care teams, will ensure:

- A comprehensive student welfare and pastoral policy which is regularly reviewed and which includes the principles of natural justice and procedural fairness
- Policies, programmes and practices which are regularly reviewed and which promote the protection, safety, self-esteem and welfare of students
- Ensure that the learning environment is welcoming, stimulating and supports independent learning
- Practices that ensure all students are treated in accord with their particular needs and talents

STAFF WELFARE, DEVELOPMENT AND MANAGEMENT

The Head of Primary is accountable for:

- Ensuring that the school environment is pleasant, exciting, safe and challenging for students
- Promoting a collegial and co-operative culture to support team effectiveness and to encourage individual development
- Effective communication and decision-making processes within the school
- Clarifying the duties of school staff and ensuring staff appropriately exercise their delegated responsibilities
- Facilitating the professional growth of staff through the promotion of teacher efficiency in student welfare and assessment, curriculum development and evaluation, planning, classroom management and teaching skills
- Working with the Principal to develop innovative professional development programmes that allow teachers to build their pedagogical understanding to support classroom practice
- Implementing specific programmes for the development of staff who experience difficulties in the performance of their duties
- The maintenance by all staff of documentation required in the completion of their duties
- Supervising and evaluating the implementation of teaching and learning programmes and associated teaching strategies
- Inducting staff in the requirements of policies and mandatory training procedures
- Overseeing school staff appraisal in the Primary School and following up with any issues arising from this process in a timely manner`

SCHOOL AND COMMUNITY PARTNERSHIP

The Head of Primary is accountable for:

- Providing opportunities for and promoting school community participation in developing the school's mission, vision and values statements, priorities, targets and school policies
- Maintaining open communication throughout the school community
- Acknowledging the views and expectations of, and working with parents for the personal, social and educational welfare of their children
- Liaising with parent bodies, in order to keep them abreast with developments and informed about procedures
- Ensuring that the transitions team support the induction and integration of new Primary students into the school community
- Ensuring that Parent Information Meetings and conferences are planned at appropriate times in the school calendar and that these run smoothly
- Ensuring that Curriculum Information Events for parents are planned at appropriate times in the school calendar and that these run smoothly
- Communicating with the school community regarding announcements about developments in the Primary section

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The Head of Primary will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the CEO, the Principal and the Head of Primary.

PERSON SPECIFICATION

The ideal candidate would be expected to show evidence of many of the following skills and qualities. The following table demonstrates qualities that would be considered essential or desirable and how these will be tested during the recruitment process.

Qualities and Attitudes (tested in covering letter, application form and interview)	Essential	Desirable
A real interest in and care for individual students	✓	
A desire to form strong relationships with students, parents and staff across the whole of the School community and beyond	✓	
A capacity to engage with the broad community which the school serves	✓	
A passion and demonstratable energy for the power of education to transform the lives of students	✓	
Full commitment to every aspect of school life	✓	
An understanding of the demands of a successful and energetic school	✓	
An understanding of the ethos and values of the school	✓	
The ability to proactively lead by example and with drive and conviction	✓	

Personal characteristics (tested in covering letter, application form and interview)	Essential	Desirable
Strong personal values that align well with the school values and those of our host country	✓	
Excellent interpersonal skills: <u>listening</u> , negotiating, persuading	✓	
Resourceful and resilient, able to work under pressure	✓	
A sense of humour	✓	
Willingness and ability to delegate and empower effectively; to grow leaders and actively support succession planning	✓	
Ability to put the needs of others ahead of their own; approachable and empathetic	✓	
Able to work independently, or collaboratively and cooperatively as part of a team	✓	
Pro-active, energetic, organised, flexible	✓	
Creative thinker, innovative and reflective practitioner – a change agent	✓	
Strength of character – the ability to make decisions, and conduct difficult conversation when needed	✓	
Good attention to detail	✓	

Skills and experience (tested in covering letter and at interview)	Essential	Desirable
Academically strong with a good degree and QTS	✓	
A demonstrated committed to continuing professional development	✓	
An outstanding classroom practitioner with a strong understanding of contemporary research, theory and practice in holistic pedagogy and assessment.	✓	
Ability to analyse, interpret and understand relevant data and information to inform future plans for improvement.	✓	
Full, active commitment to every aspect of school life	✓	
Knowledge of current educational trends, with the ability to discern 'fads' from sound pedagogy	✓	
High standards of written and verbal communication, able to engage with all members of the School community (staff, students, parents, governors)	✓	
Meticulous record keeping	✓	
Excellent IT skills	✓	
Proven experience of successful middle or senior leadership, leading successful change, and improving the quality of outcomes for students	✓	
Ability to think strategically	✓	
Ability to think outside the box	✓	