

INFORMATION PACK FOR THE POST OF
Head of Secondary



HELP INTERNATIONAL SCHOOL

INFORMATION PACK FOR THE POST OF
Head of Secondary

Required for August 2025

www.his.edu.my



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.

HIS started strongly with 500 students in its inaugural intake in January 2014. It now has a total population of 1,500 students of 25 nationalities.

The school has recently been awarded full accreditation with the Council of International Schools (CIS), as is similarly fully accredited with the Federation of British International Schools in Asia (FOBISIA). The school is a member of the Association of International Malaysian Schools (AIMS). The school was awarded the status of Apple Distinguished School in 2017, 2019 and again in 2022.

The HIS Board of Governors is a group of senior academics and industry leaders 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 the Head of Primary, Head of Secondary (Year 7 – 11) and Head of Secondary (Sixth Form).

The HELP International School (HIS), is part of a group of three schools in Malaysia.

- **HELP International School (HIS)** – Shah Alam, Selangor
- **Tunku Putra-HELP International School** – Kuching, Sarawak
- **Crescendo HELP International School** – Ulu Tiram, Johor





Working with us.

HIS places a special emphasis on the development of its staff members to ensure their capabilities and knowledge are further expanded. Activities and training programmes are part of our core initiatives.

- A strong community built based on our values of Integrity, Goodness, and Kindness.
- An opportunity to experience multiple project and strategy implementations.
- We welcome new and creative ideas to further develop the school.

The role.

The new **Head of Secondary** will help drive the implementation of our updated strategic plan. This has a particular focus on innovation, particularly in the areas of entrepreneurship, science, coding and artificial intelligence, design technology/engineering in the secondary school.

A unique feature of our secondary school is our Enrichment programme which creates timetable time opportunities for students to pursue interests through a Project Based Learning model. Examples of these projects are constructing solar powered go-karts and electric vehicles, YouTube content creation, and using Bloomberg stock investment platforms.

The appointee will be expected to fully support these initiatives and help deepen our pedagogies around these.



Some highlights of the role's

Working alongside our assistant principals, Lead a team of 90 specialist teachers and Learning Support staff.



Analysis of school-based student assessment data which impacts upon school priorities, targets and teaching and learning programmes to improve student outcomes.



In conjunction with the principal and in collaboration with the School leadership team, ensure the best research-based teaching and learning practices are utilised throughout the School.



Liaising with the parent community, to keep them abreast of developments and informed about procedures.





Know more about the team.

The School leadership team consists of:

- **Principal**
- **Head of Primary**
- **Head of Secondary (Year 7 -11)**
- **Head of Secondary (Sixth Form)**
- **Assistant Principal (Primary)**
- **Assistant Principal (Secondary)**

The team is supported by Key Stage Coordinators, Heads of Department, and Heads of Year. The school has an intentional strategy of developing leaders as part of its commitment to career development and succession planning. As such a range of other leadership opportunities exist to help with the organisation and management of the School.

Over the past five years the school has enjoyed consecutive years of improvement in its IGCSE and A-Level results and is exploring ways in which to target further improvement.

The school has recently adopted a revised HIS Strategic Plan which has been crafted after consultation with students, parents, staff, and the Board of Governors. This document sets out the key strategic aims and initiatives which have been agreed upon to drive ongoing improvements in the quality of our educational programmes.

The school's curriculum

HIS uses an adapted approach to the National Curriculum of England as the key guide for its programmes of study. The school offers Cambridge IGCSE and A-Level programmes in the upper secondary years. For admissions, students applying for a place in the school 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 9.

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.



The school's ethos

The school's purpose captures the holistic intent upon which the school was founded:

To ignite a passion for lifelong learning, so that we can nurture resilient, compassionate, critical thinkers in a constantly changing world.

Central to our educational ethos is a commitment to foster the values of 'Kindness', 'Integrity', and 'Goodness' in our students. Beyond outstanding academic outcomes, HELP's holistic education nurtures in our students a strong Asian foundation with a global outlook.



Malaysia – Our host country

Ranked by Global Capitalist as the country offering the best value to live in world for the English-speaking expatriate who wants services, beautiful shopping malls, amazing tropical weather, and incredible food.

According to the HSBC's recent 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.

The Best Value Place to Live in the World – Malaysia

Global Capitalist:

<https://www.youtube.com/watch?v=vFw9POWyPsc>

Employment terms & conditions

The initial contract offered to the successful candidate will be for two years, renewable thereafter by mutual agreement between the Teacher, 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) should the employee decide to embark on this. This can be withdrawn when the employee ceases their employment in Malaysia.

- Housing allowance
- Group PA Insurance, Group Term Life & Group Hospitalisation and Surgical Insurance
- Education for dependent children enrolled with HIS
- Annual return airfare
- Relocation allowance (reimbursement basis)
- Laptop provided by the school.

Visit our school website to find out more about this exciting opportunity:

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

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). Please send as a PDF file attachment directly to hr@kl.his.edu.my

Please also fill in and submit the Application Form found on our school website.

Please note that the school reserves the right to make an earlier appointment than the advertised deadline if an outstanding candidate meets the appointment criteria. As such, earliest applicants will receive first consideration.

Job Description: **Head of Secondary**

Reports to:
Principal

Deputised by:
Assistant Principal/s

PURPOSE

The purpose of the role is to raise student achievement and improve the quality of teaching and learning at the School. The Assistant Principal will work closely with Heads of Year, Curriculum Lead Teams, and individual teachers to ensure that teaching practices are having the most positive impact on learning and students are achieving to their potential.

The Head of Secondary will also work closely with the Principal in ensuring teaching staff are engaged in professional growth, and that there is a strong link between Pastoral Care and Curriculum and Teaching and Learning. As a member of the Leadership Team this position also has responsibility for contributing to the overall well-being and education of all students in the care of the School and for participating in leading, developing and maintaining the school's mission and vision.

GENERAL

- Articulate the School's vision and direction for teaching and learning to the School Community fostered through a culture of innovation
- Develop and maintain a culture of high expectations for self and others.
- Promote a positive and collaborative learning culture within the school community.
- Promote a growth mindset in the classroom – that all students can and will succeed.
- Oversee the development and implementation of pastoral programs that provide students with skills and knowledge to succeed at school and beyond.
- Lead key areas in teaching and learning across the School including Inclusive Education, Literacy and Numeracy, Gifted and Talented and ICT
- To promote an in-depth understanding of the content, skills and understanding as prescribed in the English National Curriculum and the school's schemes of work.
- Firmly promote a proactive and reflective approach to planning of lessons and the sequence of lessons, supported by appropriate differentiation
- To firmly promote the effective use of Assessment for Learning and other High Impact Teaching Strategies to maximise learning opportunities for all students.
- Communicate effectively with students, parents and colleagues in a timely, professional manner.

WIDER PROFESSIONAL ROLES



- Strengthen the culture of professional growth at the School!
- Work closely with the Heads of Year and Heads of Departments to identify and support the professional growth of staff in their department.
- Promoting sound, well developed learning pathways for students in collaboration with the secondary school to ensure proper continuity and progression in each students' learning journey.
- Promote a well-organised and stimulating learning environment around the school, with displays that reflect the students' learning journeys, current focus areas, and co-constructed essential agreements.
- Making an active contribution to the policies and aspirations of the school
- Ensuring administration processes are completed efficiently and in a timely manner.
- Fostering strong partnerships with members of the school community to build a team environment that supports students' learning.
- Take a key role in the school appraisal processes using Teacher Inquiry and promoting professional learning groups amongst the staff.
- Taking responsibility for own professional development and using the outcomes to improve teaching and students' learning.
-

ADDITIONAL RESPONSIBILITIES



- Managing organisational processes such as staff duty rosters, assembly rosters, and the like
- Assisting Heads of Year, Heads of Department, Pastoral Coordinators, Principal, Head of Primary, and Assistant Principals with the performance of specific functions
- Coordinating with or managing a specialist function such as sport, careers, student welfare, excursions, or camps coordination
-
- Developing a school transition programme and facilitating the associated orientation programme
- Support colleagues in the planning, implementation and review of teaching and learning programmes.
- Contributing to the school-wide professional development programme



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 Teacher 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, Head of Secondary and the Assistant Principal.

PERSON SPECIFICATION



The successful candidate will:

- be a pedagogical leader who is passionate about teaching and learning and who can demonstrate a great commitment to ensuring our students succeed in their learning journey.
- have strong organisational skills, boundless energy, and optimism, and have a good eye for detail.
- be able to demonstrate an active interest in their students' work – and that of their staff.
- 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.
- possess a demonstrable understanding of what effective research-based pedagogy looks and sounds like in the classroom is essential.
- A strong interest in developing science and technology in the primary school advantageous, as is experience with inquiry-based learning approaches.

Qualities and Attitudes (tested in covering letter, application form and interview)	Essential	Desirable
Strong personal values that align well with the school vision, mission, and values	√	
An active belief and support for the aims and actions communicated in the HIS Strategic Plan	√	
Energetic, positive, work ethic – not afraid of hard work; goes the extra mile	√	
An innovator - demonstrable ability to be adaptable and lead change – a problem solver, not a problem maker	√	
A genuine interest in and care for individual students; relates well to them; and be responsive to their academic and pastoral needs	√	
A desire to form strong relationships with students, parents, and staff across the whole of the School community and beyond	√	
Sensitivity to the cultural differences found in Malaysia and the willingness to develop and maintain a cross cultural approach to work	√	
A good listener, and articulate communicator	√	
A reflective practitioner	√	
A willingness and commitment to contribute fully to the life of the students and school beyond the academic day, including active participation in the academic enrichment and co-curricular programmes	√	
Maintains an active, personal commitment to professional development	√	

Skills and Experience (tested in covering letter, application form and interview)	Essential	Desirable
Experience in working in and across the full range of grade levels in the primary school, and good familiarity with the transition into secondary school	√	
Demonstrable experience in leading and effecting positive pedagogical change	√	
Possess an in-depth understanding of content, skills and understanding of guided inquiry-based learning	√	
Deep understanding of effective researched based pedagogical practices, particularly in literacy (reading & writing) and Singapore Mathematics.	√	
Demonstrable ability to be able to inculcate high standards; to hold people to account; to motivate and inspire the team to give their very best; and set expectations of behavior and high attainment by students.	√	
Good communication skills, both written and oral	√	
Well-developed information technology skills, supported by a strong and active interest in technology, coding, machine learning artificial intelligence.	√	
Demonstrable ability to work under pressure, and to meet deadlines	√	
Demonstrable ability to analyse, interpret and understand relevant data and information to inform improvement planning.	√	

Vita ad Plenitudinem

LIFE IN ALL ITS FULLNESS