



HELP INTERNATIONAL SCHOOL

Vita ad Plenitudinem – Life in All Its Fullness





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DEPUTY PRINCIPAL - HEAD OF SECONDARY SCHOOL

Start: August 2021 (or January 2022)

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The Board of Governors of HELP International School (HIS) is looking to recruit for a August 2021 or January 2022 start, an experienced and dynamic professional for the position of Deputy Principal - Head of Secondary School.

A. THE SCHOOL 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.

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.

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 School was awarded the status of Apple Distinguished School in 2017 and again in 2019. It received IPC accreditation in 2018 with a Mastery in International Mindedness. 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). The school 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 (2) Deputies in charge of the Primary (Head of Primary) and Secondary (Head of Secondary) respectively.

C. THE SCHOOL CURRICULUM

HIS uses 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.

D. THE SECONDARY SCHOOL

The new Head of Secondary will be joining the school at an exciting time in the school's development. With some 800 students in this section of the school, it is close to capacity. Wait-lists exist in most year groups. As such, space is at a premium. The school is in the process of renovating the school facilities to provide additional classroom space to accommodate any future increase in enrolment numbers.

The Secondary School leadership team consists of:

- Assistant Principal (Curriculum)
- Assistant Principal (Pastoral)
- Assistant Principal (Sixth form)

The team is supported by two Key Stage Coordinators, Heads of Department, and seven 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 Secondary School.

There are more than 90 teachers, counsellors and learning support staff in the Secondary School. A recent review of the school highlighted a high level of collegiality and cooperation as strengths in the school.

Over the past three years the school has enjoyed successive improvements in its IGCSE and A-Level results, and is exploring ways in which to target further improvement.

The school has recently adopted a new School Strategic Plan (see attached) 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 programme. The in-coming Head of Secondary will be tasked with the responsibility of facilitating the identified developments in the secondary school, while also contributing to the wider schools on-going improvement.

A unique feature of our school is that the primary and secondary school Leadership Teams have been accommodated in a shared office space. This has been done to promote stronger lines of communication, collaboration and innovation between these sections of the school. We promote a 'one school' ethos, whereby we speak in terms of a whole school approach to learning, rather than separated and distinct gateways in a student's learning journey.

D. 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.

E. 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 this exciting leadership 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) 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. The closing date for applications: **Wednesday, 3rd March 2021**



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Job Description: Deputy Principal - Head of Secondary

Reports to: Principal

Deputed by: Assistant Head of Secondary

PURPOSE

The Deputy Principal – Head of Secondary will be responsible for the leadership and management of the curriculum and innovation in our secondary 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 Secondary 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 Secondary 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 Secondary School
- Plan collaboratively with the Principal to oversee the management of resources effectively and equitably
- Collaborate with the Head of Primary 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 Secondary School procedures are in line with best practice for safeguarding and health and safety
- Develop a strong student agency in Secondary School

LEADERSHIP

The Head of Secondary 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 Secondary School leadership team, ensure effective teaching and learning practices throughout the Secondary 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 Secondary School budget and contribute to financial implications of longer-term school developments
- Ensure that all policies relating to the Secondary School are current and updated as outlined in the policy review calendar and contribute to whole school policies that are pertinent to Secondary

EDUCATIONAL PROGRAMMES

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

- The development and implementation by all secondary 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 Secondary 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 Secondary 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 Secondary 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 Secondary School and following up with any issues arising from this process in a timely manner`

SCHOOL AND COMMUNITY PARTNERSHIP

The Head of Secondary 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 Secondary 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 Secondary 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 Secondary 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 Secondary.

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 track record of achieving excellent examination results at GCSE and A level and/or IB	✓	
Awareness of best practice in student-centred holistic education, and educational management	✓	
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	✓	