



**MALVERN**  
COLLEGE PRE-SCHOOL  
HONG KONG  
香港墨爾文國際幼稚園

**APPLICATION PACK FOR THE POST OF  
EARLY YEARS MANDARIN TEACHER**

Appointment for July 2017 (School opening in September 2017)

Dear Applicant

**Malvern College Pre-School Hong Kong** is seeking a highly qualified and experienced **Early Years Mandarin Teacher** to support a team of qualified educators in the official opening in September 2017 of Malvern College's first Pre-School in Asia. This is an exciting opportunity for an Early Years Mandarin specialist to be part of a committed and enthusiastic team eager to develop a new school aimed at bringing top-class international pre-school education to Hong Kong and Asia.

#### **BACKGROUND**

Malvern College Pre-School Hong Kong will be the newest member of the Malvern College Family of Schools that are now operating in the UK, Mainland China, Egypt, and Hong Kong, with future locations being considered in other parts of Asia.

Malvern College has more than 150 years of history and is regarded as one of the best independent schools in the UK. Malvern College is closely associated with The Downs Malvern, which caters for Early Years, Pre-Prep and Prep. The College has been a forerunner in innovative education, from pioneering Nuffield Physics in the 1960s to being one of the first schools in the UK to adopt the International Baccalaureate Diploma Programme in the 1990s. The broad curriculum offered at Malvern College, complemented by an extensive sporting, musical, artistic and dramatic co-curriculum and under-pinned by a strong emphasis on pastoral care, encourages individuals to maximise their potential.

Malvern College Pre-School Hong Kong opens in September 2017 and will be offering the Early Years Foundation Stage (EYFS) curriculum, inspired by the Reggio Emilia approach. At Malvern College Pre-School Hong Kong, we seek to develop in children a love of learning and recognize that each child is a unique individual. The Pre-School operates places for 180 students both in half-day and full-day programmes and ranging from Pre-Nursery (2-3 years), Kindergarten 1 (3-4 years) and Kindergarten 2 (4-5 years). English will be the medium of instruction, with Mandarin being taught as a compulsory subject.

Our Pre-School is located within the Kowloon area of Hong Kong. We also envision being the first **Forest School** in Hong Kong that will cultivate a love of nature, teamwork, and character development in the Early Years.

To find out more about the Malvern College Family of Schools visit [www.malverncollege.org.hk](http://www.malverncollege.org.hk) or [www.malverncollege.org.uk](http://www.malverncollege.org.uk).

#### **THE ROLE**

The role of the **Early Years Mandarin Teacher** (Pre-K to K3) is essentially to support in building and maintaining a successful Early Years programme within the school by providing an educational atmosphere conducive to learning and developing through the process of play-based learning and in conjunction with the Early Years Foundation Stage (EYFS)- Reggio Emilia Approach.

#### **KEY RESPONSIBILITIES\***

- Be part of a core team to design and prepare a challenging, innovative and exciting **Mandarin curriculum** for children entering Pre-Nursery, Kindergarten 1, or Kindergarten 2 which will enable them to flourish and achieve their potential
- Design, prepare and deliver challenging **Mandarin lessons** to suit the individual needs of all students using a range and balance of teaching strategies
- Promote the enjoyment of learning

- Ensure the classroom and school environment is well- managed, inviting, organized and neatly presented
- Support the outdoor Forest School Educational Program
- Nurture meaningful relationships with children and their families and provide the individual attention they need
- Assess and monitor student progress and provide clear learning targets so that all learners can see success and improve and maintain Portfolios of Learning
- Collaborate with other teachers, especially the English co-teacher of the classroom, to share new ideas, approaches and professional knowledge through staff meetings and staff PD sessions
- Communicate accurately, regularly and meaningfully with families of students in their care
- Contribute to the extra-curricular activities programme and participate in school activities such as assemblies, parent evening events, conferences, workshops and any other roles as identified by the leadership team
- Supervise the students and take on duties as required during lunch, sleep and other times as required

\*These job details are a guide to the duties, professional responsibilities and core competencies, and they do not form part of the contract of employment.

#### **Educational and Professional Requirements**

- **A university degree and a recognized qualification** (such as PGCE) in Early Childhood Education
- **A Native Mandarin speaker**
- **Minimum of 2 years of teaching experience in Early Years** education, ideally with experience in an international educational setting
- **Curriculum development knowledge in Mandarin**
- Experience in teaching second language learners
- Evidence of on-going professional learning and development
- Knowledge/ Experience of Reggio Emilia Approach is advantageous

#### **Competencies**

- Demonstrate professionalism, commitment, integrity, strength of character and perseverance
- Be inter-culturally aware with well-developed interpersonal skills
- Show a strong work ethic
- Be an articulate **communicator in Mandarin and English**
- Be committed to ensuring high standards of teaching and learning
- Be collaborative and able to work as part of a team
- Have a sense of humour

#### **Additional Requirements**

- Music/ PE skills in Early Childhood is an advantage
- Must pass background checks on suitability to work with children

#### **REMUNERATION PACKAGE**

The salary and benefits package is commensurate with qualifications and experience.

## HOW TO APPLY

Interested applicants are strongly encouraged to submit applications as soon as possible.

Please send a letter of application with a full CV not to exceed two pages and completed application form addressed to the **Principal, Malvern College Pre-School Hong Kong**. Your letter of application or CV should contain the contact details of three referees, one of whom should be your current or most recent employer. All references will be required prior to interview but will only be requested once we have obtained your permission to contact your referees. Please note that only shortlisted candidates will be interviewed.

Candidates are requested to submit the following documents:

- Cover letter, no longer than one page, explaining your strengths as a candidate and why you are interested in this position
- Current CV not to exceed two pages
- A completed Application Form
- A list of 3 professional referees with current contact details (position, phone number and email address) not older than 5 years

Please send your application to HR Department at [hr@malverncollege.org.hk](mailto:hr@malverncollege.org.hk)

<b>Contract type:</b>	<b>Full Time, Two years (Renewable)</b>
<b>Submission date:</b>	<b>as soon as possible</b>

Malvern College Pre-School Hong Kong 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. Please note that we will need to take up the references provided in your application form prior to interview.