



JAC Recruitment

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JAC Recruitment Malaysia

PR/161062 | Head of Faculty - Middle Years Programme

Job Information

Recruiter
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Job ID

1611317

Industry

Education

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 08:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

A well-established international school committed to delivering high-quality education within a diverse and multicultural learning environment. The school emphasizes academic excellence, holistic student development, and the implementation of globally recognized educational programmes. As part of its continued growth and commitment to educational excellence, the school is seeking an experienced educational leader to drive academic performance, curriculum development, and staff excellence within its Secondary School division.

Job Overview

The **Head of Faculty / Head of Secondary** will provide strategic, academic, and operational leadership for the Secondary School, ensuring the delivery of high-quality teaching, learning, and student outcomes. The role is responsible for driving academic excellence, supporting curriculum implementation, developing teaching staff, and promoting a positive and inclusive school culture. Working closely with the School Leadership Team and IB MYP Coordinator, the successful candidate will play a key role in school improvement initiatives, curriculum development, student well-being, and the effective implementation of the IB Middle Years Programme (MYP).

Key Responsibilities

- Provide strategic leadership and direction for the Secondary School to achieve academic and operational objectives.
- Drive academic improvement initiatives and monitor the quality of teaching and learning across all subject areas.
- Lead curriculum planning, implementation, review, and continuous enhancement in alignment with school and IB expectations.
- Monitor student achievement, academic performance, and intervention programmes to support student success.
- Promote a culture of collaboration, accountability, innovation, and continuous improvement among staff.
- Provide leadership, mentoring, coaching, and professional support to Secondary School teachers and academic leaders.
- Support teacher recruitment, onboarding, performance evaluations, and ongoing professional development initiatives.
- Identify training needs and implement professional learning opportunities to enhance teaching effectiveness.
- Work closely with the IB MYP Coordinator to ensure effective implementation of the IB Middle Years Programme.
- Encourage interdisciplinary learning, student-centred teaching approaches, and best educational practices.
- Oversee student behaviour management, discipline matters, safeguarding, and pastoral care initiatives.
- Foster a positive, inclusive, and supportive learning environment that promotes student well-being and engagement.
- Manage significant student and parent-related concerns in accordance with school policies and procedures.
- Oversee day-to-day academic operations, including staffing, timetabling, attendance, and resource allocation.
- Ensure compliance with educational standards, safeguarding requirements, health and safety regulations, and school policies.
- Build and maintain effective relationships with parents, guardians, and the wider school community.
- Represent the Secondary School at internal and external meetings, events, and stakeholder engagements.
- Analyse academic and operational performance data to identify trends and areas for improvement.
- Lead and support quality assurance processes, accreditation requirements, and school improvement initiatives.
- Collaborate closely with the School Leadership Team to support the overall strategic direction of the school.

Key Requirements

- Bachelor's Degree or higher in Education, a relevant teaching discipline, or a related field.
- Postgraduate qualification in Education, Educational Leadership, or a related area will be an added advantage.
- Minimum **5 years of teaching experience** with proven experience in academic leadership, curriculum coordination, or middle/senior leadership positions.
- Experience working within an international school or multicultural educational environment is highly preferred.
- Strong knowledge and practical experience with the **IB Middle Years Programme (MYP)** is highly desirable.
- IB training, curriculum leadership, or programme implementation experience will be advantageous.
- Strong understanding of curriculum development, assessment frameworks, teaching methodologies, and academic improvement strategies.
- Proven ability to lead, mentor, motivate, and develop teaching staff to achieve high performance standards.
- Excellent leadership, organisational, communication, and decision-making skills.
- Strong stakeholder management skills with the ability to engage effectively with students, parents, staff, and external partners.
- Excellent command of spoken and written English.
- Ability to analyse academic data and drive evidence-based improvement initiatives.
- Strong understanding of student well-being, safeguarding practices, and holistic education principles.

- Highly collaborative, strategic, solutions-oriented, and committed to continuous school improvement.
- Comfortable working in a dynamic, diverse, and multicultural educational environment.

#LI-JACMY #countrymalaysia

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Company Description