

PR/161062 | Head of Faculty - Middle Years Programme

募集職種

人材紹介会社
ジェイ エイ シー リクルートメント マレーシア

求人ID
1611317

業種
教育・学校

雇用形態
正社員

勤務地
マレーシア

給与
経験考慮の上、応相談

更新日
2026年11月17日 04:00

応募必要条件

職務経験
6年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

日本語レベル
無し

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明