MARLBOROUGH COLLEGE
MALAYSIA

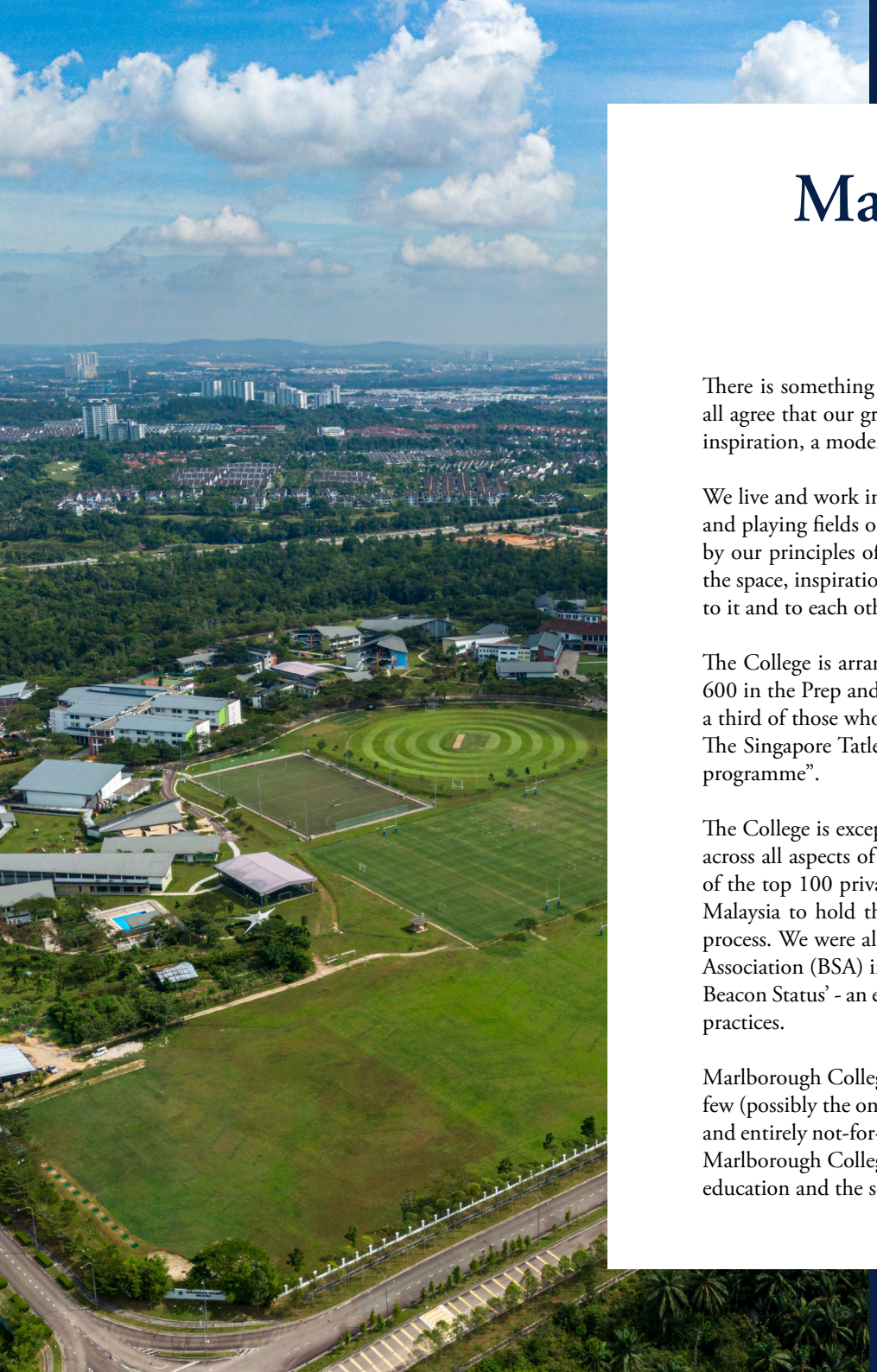
Prep School

Head of Humanities

Candidate Information

For August 2027

Employment Opportunities at MCM



Marlborough College Malaysia

There is something genuinely special about Marlborough College Malaysia. Those fortunate enough to work here all agree that our greatest joy, attribute, advert and reward are the pupils who form the College. They provide daily inspiration, a model of what wider society could be like and genuine optimism for the future.

We live and work in a safe and spacious 90-acre campus in southern Malaysia, reminiscent of the generous grounds and playing fields of Marlborough College in the UK enhanced by our own organic farm and boating lake. Guided by our principles of compassion, companionship and conversation, Marlborough College Malaysia gives its pupils the space, inspiration and courage to explore their own potential, the wonders of our world and their responsibilities to it and to each other.

The College is arranged as a Prep School (3-13) and a Senior School (14-18) and currently has 1020 pupils, with 600 in the Prep and 420 in the Senior School. Pupils from the age of nine may choose to board, and approximately a third of those who are eligible, do so, with almost half of the Senior School and most of the Sixth Form boarding. The Singapore Tatler has referred to the College as “the only school in Asia offering an authentic British boarding programme”.

The College is exceptionally well-resourced and enjoys a strong and growing international reputation for excellence across all aspects of school life. Marlborough College Malaysia is consistently featured in the Spear’s Schools Index of the top 100 private schools globally, including in the most recent 2026 edition. We are the only 3–18 school in Malaysia to hold the prestigious British Schools Overseas (BSO) status, awarded following a rigorous inspection process. We were also named International School of the Year by TES in 2024 and again by the Boarding Schools’ Association (BSA) in 2025. Most recently, following our COBIS accreditation visit, the College was awarded ‘Triple Beacon Status’ - an extremely rare accolade, recognising the strength of our Safeguarding, Pastoral Care and Wellbeing practices.

Marlborough College Malaysia enjoys very close links with Marlborough College in the UK and remains one of the few (possibly the only) international schools that is a wholly owned subsidiary of its founding educational institution and entirely not-for-profit. Unlike most international schools where profits are required to repay investors, instead, all Marlborough College Malaysia surplus is committed to Marlborough’s charitable aim of providing the finest quality education and the school thrives as an example of the best that a British independent school education has to offer.

The Role

Reporting to: Head of Prep School

The Head of Humanities in the Prep School will be responsible for teaching classes across the Prep School, predominantly within Years 5 - 8. They will take responsibility for all matters pertaining to the Humanities department in the Prep School, as expected from a Head of Department. They will be expected to maintain high standards required of all teachers with the College to enable pupils to flourish with their academic, social, cultural and physical development. These high standards will also be expected of their interactions with colleagues, hereby contributing to a culture of inclusivity, collegiality, generosity and trust. They will be committed to the wellbeing of the pupils and the staff, supporting the College's conviction that Companionship, Compassion and Conversation enrich the community and consolidate our integrity. They will remain loyal to the College, upholding and displaying the College's values and virtues both within our immediate community and beyond.

Key Responsibilities

Head of Department

- To ensure that the curriculum through the prep school is effective, providing incremental progression through to the Senior School
- To ensure that the curriculum is consistently implemented by all subject teachers in line with the college's teaching and learning framework
- To track that all pupils make progress within the subject, benefitting from consistent feedback and assessment, providing interventions where necessary to cater for different learners' needs
- To manage and communicate effectively with all members of the department, ensuring they perform their duties to the standards expected of the College
- To oversee all health and safety aspects pertaining to the Prep Humanities department
- To oversee the development plan for the department
- To line manage the PRD of members of the department

Key Responsibilities

General Responsibilities

- To uphold the values and the mission of MCM, and maintain them both inside and outside the classroom
- To undertake the teaching of designated classes
- To plan appropriately to meet the needs of all pupils, through differentiation of tasks
- To be able to set clear targets, based on prior attainment, for pupils' learning
- To provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- To keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- To maintain good order and discipline amongst all pupils, in accordance with the school's behaviour policy
- To take part in and contribute to meetings that relate to teaching/curriculum; co-operate with and, where appropriate, advise the Head and other colleagues in the review, preparation and development of subjects within the school
- To attend meetings and participate as required e.g. Staff Meetings, Parents' Meetings, College social events
- To plan for, organise and direct the work of support staff within the classroom
- To attend relevant courses and to be aware of current trends in education
- To prepare assemblies when required
- To regularly report to parents on the development, progress and attainment of pupils, in line with the Assessment Policy
- To take part in College events and activities which may take place at weekends or in the evening
- To run and participate in meetings, College events and activities of a boarding school, which may take place at weekends or in the evening
- To undertake supervisory duties e.g. break, lunchtime, team coaching duties
- To undertake the pastoral care of pupils and liaise with parents
- To assist with the physical needs of pupils
- To participate in the professional development strategy for the appraisal of performance
- To adhere to all policies (including Health and Safety and Child Protection) and to raise any concerns to the appropriate person
- To undertake any duties or responsibilities deemed reasonable by the Head of the Prep School, the Master of MCM or their representatives

The duties set out in this document are not intended to be exhaustive, and teachers may be required to carry out such other duties as the Master may reasonably require from time to time.

Skills and Abilities

In order to meet the high standards expected of a leading professional in our College, the successful candidate will understand and believe in the aims and ethos of a non-franchised British independent education in general and in Marlborough College Malaysia in particular.

In addition, we are seeking to employ a person with the following qualities, experience, skills and abilities:

- A good honours degree
- An accredited teaching qualification
- Evidence of either being or having the potential to be an excellent teacher
- Native speaker level of flawless English in all forms of communication
- The ability to inspire and motivate children
- Clear and effective communication skills
- An ability and willingness to make a significant contribution to the co-curricular life of the College
- An ability to relate well to colleagues, children and parents
- Approachability, accessibility and flexibility
- High levels of organisation
- Sympathy with the values and the nature of working in a boarding environment
- A reflective practitioner, committed to teamwork
- A record of, and commitment to, continuing professional development

Desirable Criteria

- A specialism in and passion for one or more of the humanities
- An ability and willingness to contribute to the College's sporting program
- EAL experience or qualification
- Experience of pastoral work such as a form tutor
- Experience of school inspection
- Experience of working in a boarding school

Terms and Conditions

Marlborough College Malaysia offers a competitive salary and benefits package. Benefits include a housing allowance; a contribution towards household bills; comprehensive medical insurance; annual flight allowances for you and your dependents; an annual bonus in lieu of pension and school fees are not charged for two children and there is a 50% reduction in school fees for any other children.

Application Process

To be considered for the position, applicants are required to complete and submit their application through MyNewTerm by 9.00am (GMT) on Monday, 16th November 2026.

As part of the MyNewTerm application process, candidates will be asked to provide a supporting statement outlining their motivation for applying, relevant experience, skills and personal qualities, and what they believe they could contribute to the role and wider life of Marlborough College Malaysia. This should be approached with the same care and consideration as a formal letter of application.

Please note that the College reserves the right to interview and appoint suitable candidates before the closing date. Early applications are therefore encouraged.

- First round interviews will take place online in the week beginning 23rd November 2026.
- Final interviews for non-UK applicants will be held at Marlborough College Malaysia or online, as appropriate, in the week beginning 7th December 2026.
- Interviews for candidates based in the UK will take place between 17th - 19th December 2026 at Marlborough College in the UK.

Should you have any questions about the position, the recruitment process, or Marlborough College Malaysia more generally, please do not hesitate to contact our HR team at recruitment@marlboroughcollege.my. The team will be very happy to assist with any enquiries and, where appropriate, questions may also be referred to the Master.

Marlborough College Malaysia is committed to equality, diversity, safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments with the School will be subject to references, medical report and an ICPC (International Child Protection Certificate) or similar, all of which must be satisfactory to the College.