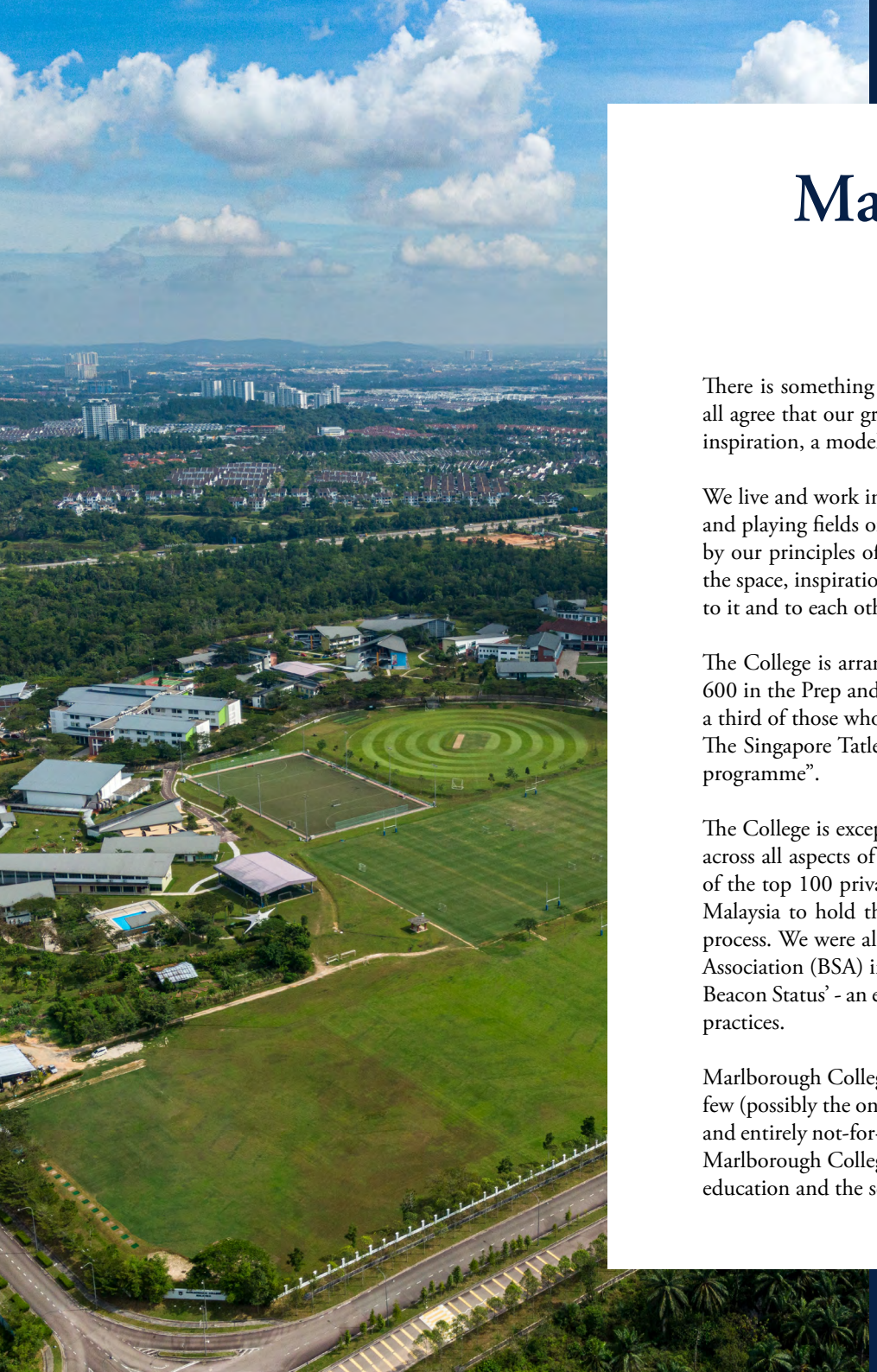
MARLBOROUGH COLLEGE
MALAYSIA

Graduate Assistants

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

Marlborough College Malaysia is looking for highly motivated recent graduates who are interested in gaining teaching experience within a school setting. The ideal candidate must be passionate, dedicated and resilient. He or she must be able to work in partnership with teaching and other educational support staff.

You will gain the most from your experience at MCM should you throw yourself into the wide range of activities and opportunities that arise across the boarding and day operation of our wonderful College. Particular areas of interest may include:

Sport including coaching in Games / Gymnastics / Swimming / Netball / Strength and Conditioning

Performing Arts including Music / Dance / Drama / Tech Support (lighting/sound)

Creative Arts including Fine Art / Installation / Artist in Residence

Outdoor Education including Sustainability / Forest School / Water Sports / International Award / Duke of Edinburgh

Marketing including Media / Social Media / Photography / Editing / Journalism

Academic including Research or Teaching.

NB for suitable candidates there may be an opportunity to progress to a Prep or Senior PGCE

This role would be ideal for someone who is considering teaching as a career and many of our graduate assistants have progressed into teaching positions, both at MCM and UK schools. Graduate Assistants will be employed for the whole of the academic year and this is a fixed term position until July 2028. New staff will need to be available for induction and orientation from mid-August 2027.

Key Responsibilities

Academic Departments

You should expect to be attached to one (or possibly more than one) academic department. Graduate Assistants will be expected to be part of the College duties rota.

During the day you will be expected to work under the specific direction of the relevant Head of Department(s). Your work may take a number of different forms and might involve acting as a support teacher in certain circumstances.

You may be given the opportunity to plan and deliver lessons under the direction of a teacher. Primarily, though, it is likely to involve providing administrative support for the Department, developing teaching materials and acting as a learning assistant if appropriate. Your particular contribution in this respect will be discussed on arrival.

Contribution to the Games programme

If you are so inclined, you should expect to be involved in the sports provision in the College, coaching and supporting games, including Saturday. According to your level of expertise, you may run a team in the major game of the term. The major games are as follows:
For boys: Rugby, Football, Tennis, Athletics, Cricket and Swimming
For girls: Netball, Football, Touch Rugby, Tennis, Athletics and Swimming

Graduate Assistants will also be asked to accompany teams to matches, locally, in KL or overseas in Thailand or Singapore.

On certain occasions you might be asked to help out in another area e.g. to provide additional staffing for an Outdoor Activities event or school trip.

Contribution to the broader life of the College

We are looking for ethusiastic graduates who are willing to throw themselves whole-heartedly into the broader life of the College - according to their skills, talents and attributes.

Tutoring in a Boarding House

You will be attached to one of the boarding houses on the campus and will do at least one duty night per week and some weekend duties. You may be given individual tutorial pupils to mentor. Precise details of what you are expected to do will be decided by the Housemaster or Housemistress of the particular House to which you are assigned and discussed with you on arrival.

Additionally, you will be expected to assist with House outings. These usually consist of some form of Outdoor Activity and take place on Saturdays or Sundays during the year. You are also expected to attend and contribute to special House events during the year.

Essential 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.

He or she should also have an instinctive feel for the independent boarding/day school and international schools' market, understand the driving motivations of parents and have a demonstrable understanding of the principles of marketing within international education.

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

- Candidates must possess at least minimum Diploma/Degree Certificate in any specialism
- Applicants must be willing to work in Iskandar Puteri, Johor, Malaysia
- Candidates will need to be prepared to make the commitment to full involvement in the boarding life of the College
- Outstanding interpersonal skills, as well as excellent verbal and written communications skills
- The candidate must possess positive and optimistic character strengths and a proactive attitude
- The ability to uphold the traditions and promote the ethos of Marlborough College Malaysia

Desirable Criteria

The successful candidate for this position may be able to demonstrate the following:

- Experience of pastoral work
- Experience of a boarding school

Terms and Conditions

The College will provide the Graduate Assistant with a stipend and an apartment in the staff condominium; this consists of a bedroom with a double bed, wardrobe storage, a private shower and toilet and an open-plan living room with a small kitchenette. Apartments are all air-conditioned. In addition, the condominium has a common room with a large kitchen and dining area, a television and social area, washing machines and a large outdoor deck with seating and barbecue. The College will provide all meals during term-time. The successful applicant will have full use of the accommodation, the College's excellent sports facilities, swimming pool, library and online resources during the holidays as well as during term. All utility bills are covered, private medical insurance will be provided, as will relocation and repatriation flights at the beginning and end of the academic year.

Application Process

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

All applications must be submitted through the MyNewTerm recruitment system. Click here to apply.

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.