MARLBOROUGH COLLEGE MALAYSIA

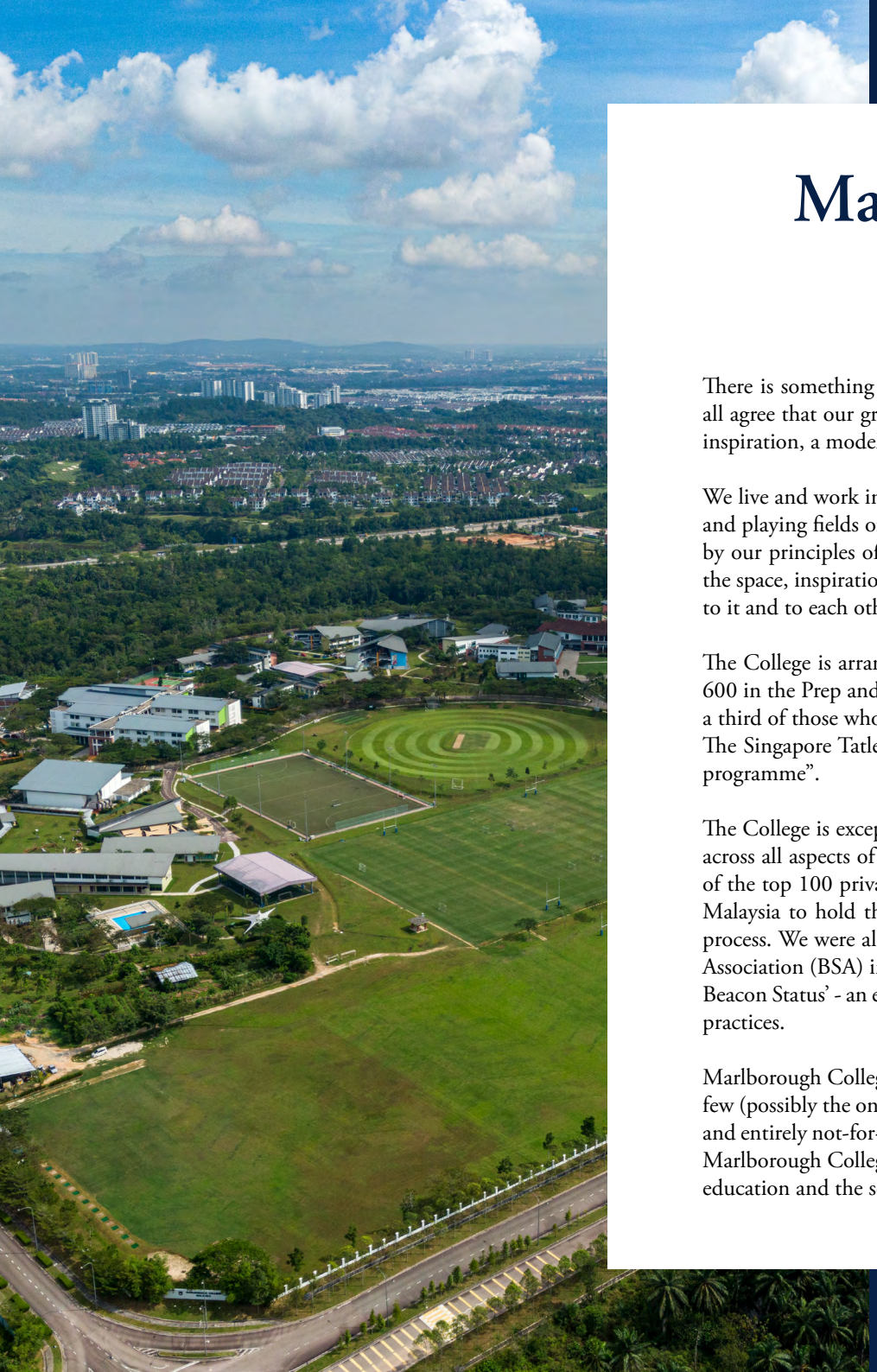
Senior School

Head of History and Politics

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 Senior School

The Head of History and Politics is accountable for the leadership of the Department whose primary function is to ensure that pupils discover and develop their abilities and talents in the broadest sense, and develop historical skills and a deeper understanding of the world around them.

The Head of History and Politics will lead a department providing IGCSE and IB Diploma qualifications to pupils in Years 9 to 13. The successful applicant would teach History across Years 9-13. He/she will also prepare Sixth Form students for the exciting IB Diploma course, Global Politics.

The postholder will be expected to play a full part in the boarding life of the College and this will include a weekly boarding duty and occasional weekend duties. The weekly timetable may include Games and a contribution to the rich co-curricular life of MCM which is essential to our vibrant school and the candidate will be expected to accompany groups of pupils on school trips. Our ethos is underpinned by maintaining good communication and building strong relationships within and across the College and our families.

Key Responsibilities

Strategic Direction and Development

- To establish and promote departmental policies, in line with whole College policies on such areas as differentiation, independent learning, assessment and prep
- To keep the Departmental Handbook under review and to ensure that an up to date copy (hard or soft) is available for all staff in the department at the start of each academic year
- To complete the departmental review of external exam results annually
- To establish development plans for the subject and monitor progress in achieving them
- To communicate and co-operate with other departments, including sharing good practice
- To keep abreast of academic developments in the subject area
- To attend and contribute to Heads of Department and other meetings as required
- To liaise with external organisations and individuals who provide opportunities for curricular enrichment

Teaching and Learning

- To establish high standards for teaching and learning within the Department
- To assist in the evaluation and appraisal of members of the Department
- To coordinate mutual lesson observations within and beyond the Department
- To coordinate regular work scrutiny exercises within the Department
- To ensure at the start of each academic year that appropriate schemes of work and any supporting documentation are produced and made available for all staff in the department and to monitor application
- To keep schemes of work under review
- To analyse examination results and to review teaching and learning in the light of those results
- To encourage innovative and imaginative curriculum work
- To coordinate the setting and marking of internal examination papers
- To ensure that the department offers enrichment activities for those particularly able, gifted and talented and/or interested in the subject
- To maintain the departmental social media profile

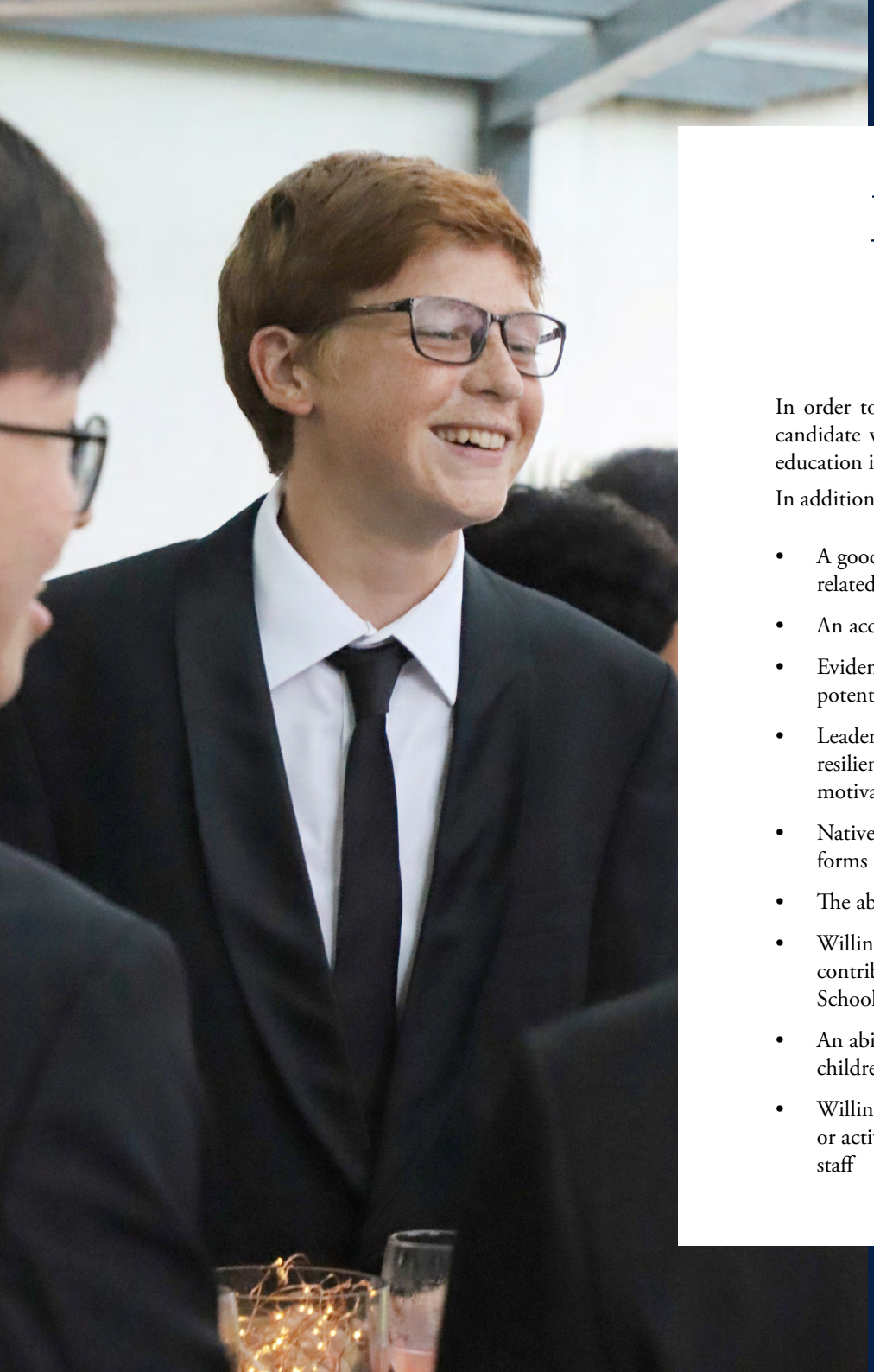
Personnel

- To promote a positive atmosphere in the department which enables all staff to develop and maintain an enthusiastic attitude towards the subject and confidence in teaching it
- To support the development and induction of PGCE students, NQT candidates and new teachers
- To conduct appraisals of staff line-managed by the HoD at appropriate intervals and to maintain appropriate records
- To support departmental staff's professional development as appropriate with mutual lesson observation, guidance and, if appropriate, performance management measures in consultation with the Deputy Head Academic
- To advise the Head of Senior School of departmental training needs
- To help colleagues, where appropriate, in the development of classroom management strategies
- To keep a record of any complaints that are received from pupils or parents and to investigate and, when appropriate, to act upon these in consultation with the Head of Senior School except in cases to which the Safeguarding Policy applies
- To ensure that accurate records of all pupils are maintained, including internal assessments, examinations and external examination results
- To provide accurate and timely entries for external exams to the Exams Officer or IB Coordinator
- To hold regular minuted departmental meetings
- To advise the Master on the appointment of new staff

Efficient and Effective Deployment of Resources

- To produce timetable requirements in consultation with the Senior School Timetable Coordinator
- To prepare the annual budget and run the department within its means
- To ensure that rooms, furniture, equipment, wall displays, etc. are maintained to a high standard in order to create an effective, attractive and stimulating environment
- To oversee the issue and return of books etc. to pupils, maintaining stock appropriately
- To liaise with the Librarian over book orders and Library requirements for the subject

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.



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.

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

- A good honours degree in this or a closely related subject
- An accredited teaching qualification
- Evidence of either being or having the potential to be an excellent teacher
- Leadership qualities, including energy, resilience and the ability to enthuse and motivate others
- Native speaker level of flawless English in all forms of communication
- The ability to inspire and motivate children
- Willingness to make a significant contribution to the co-curricular life of the School
- An ability to relate well to colleagues and children
- Willingness to contribute to boarding duties or activities along with all other academic staff
- Approachability, accessibility and flexibility
- High levels of organisation
- Sympathy with the values and the nature of working in a boarding environment

Desirable Criteria

- A higher degree or experience of educational or subject-specific research
- A record of and commitment to continuing professional development
- Experience of pastoral work such as a House or Year tutor
- Experience of external examination or school inspection
- Experience of working in a boarding school
- The ability to develop and maintain effective relationships with all members of the school community

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.