



# **Concord College International School Malaysia**

## **Mandarin Teacher**

**Full-time, from August 2025**

**Job description and person specification**

## Welcome from the Founding Executive Principal

*"It is my honour to welcome you to Concord College International School, Malaysia.*

*Our children have just one chance to be young and one chance to prepare for adulthood. This time is precious. It is my aim to ensure that our wonderful new school maximises opportunities and prepares children for tomorrow. Of course, this is what all schools aim to do. However, this is not always achieved. Here at CCIS we will educate children using the highly successful Concord ethos of Rigour, Kindness and Creativity. This ethos fuses the best of western and eastern global education traditions while recognising that we all thrive when we are treated with respect and with kindness.*

*It is my aim that CCIS will not just be a good school, but will become one of the top schools in Malaysia and in the region. This will be achieved by children, educators and parents working together to deliver the central Concord ethos, while recognising that each child is unique and is constantly changing and developing. My experience as an educator has taught me that the quest for high standards and good discipline is the bedrock of educational success. When this is linked with the fostering of curiosity and creative problem solving, measurable success is achieved. If we then act with decency and in a spirit of harmony, our families, communities and societies benefit.*

*As a potential member of staff, thank you very much for your interest in Concord College International School: it is a real pleasure to be able to tell you more about this very special place. Concordians are encouraged to love to learn and to be ambitious for their futures. At Concord Malaysia our pupils will pursue their dreams in a safe, calm and supportive environment where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work will be rewarded with outstanding outcomes.*

*Our pupils will live and learn in a diverse, vibrant school community supported by outstanding academic and pastoral staff. They will have extensive opportunities through our co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians can become confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy.*

*It is hoped that highly talented body of staff will work hard to help students flourish. Our aim is that staff will thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.*

Neil Hawkins  
Founding Executive Principal

## About Concord College International School Malaysia

Concord College International School Malaysia opened in September 2024. It is a new British International and boarding school for students aged 5 to 18 following in the successful footsteps of our sister school, Concord College, UK.

We offer a broad and balanced education based on the UK National Curriculum for Primary, Secondary and Sixth Form (A-level). Concord College International school has a purpose-built campus which offers excellent teaching and age-appropriate facilities to ensure every student has a pathway to success.

The school provides a safe, vibrant and friendly environment in which students can flourish and fulfil their potential. Students are expected to display mutual respect and to promote harmony, decency and trust.

We aim to uphold and preserve the structure, ethos and academic rigour of Concord College UK - offering an international education and work to achieving academic excellence through the core values of Rigour, Kindness and Creativity.

## Concord Ethos

Concord College International School is dedicated to the delivery of a clear core Ethos:

### Rigour

### Kindness

### Creativity

#### Rigour

Rigour is an attitude of mind that is shared by all members of the school community. We expect high standards in all aspects of school life. This is not only in attitudes to learning, but also in discipline and in the manner in which we interact with each other. Linked with a growth mindset, a rigorous attitude is the best way to ensure that a young person flourishes and fulfils their potential.

#### Kindness

Concord College International School is a warm, calm and friendly community in which values of trust and decency are shared between staff and students in an atmosphere of mutual respect and kindness. Children are also given the skills to understand their world and the confidence to face future challenges.

#### Creativity

Education is more than just grades. Grades are certainly the 'passport' that students need to move on to the next stage of their lives. However, the real art of education is to develop the confidence and self-worth of the young person'. Instilling creative problem solving, moral values and the soft skills of empathy, communication, team-working and time management are the real gifts that we can give to the young.

## The role

Title:	Mandarin Teacher
Department:	Primary and Secondary School
Reports to:	Head of Primary and Head of Secondary

### Job specification:

Mandarin Teachers at Concord College International School are dedicated educators with relevant professional qualifications. In line with the Concord ethos, Mandarin Teachers are responsible for delivering engaging lessons, contributing positively to the learning environment, and preparing students for their transition into the Secondary School.

### Main duties and responsibilities include:

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|----------|---|
| Academic | <ul style="list-style-type: none"><li>• Capable of teaching Mandarin confidently, being up-to-date in the subject;</li><li>• Committed specialist with good subject knowledge and an in-depth understanding of all aspects of Cambridge IGCSE Mandarin curricula;</li><li>• Prepare students for qualifications, including external examinations and university entry papers as required;</li><li>• Promote rigour and creativity within the curriculum;</li><li>• Familiarity with the UK National Curriculum;</li><li>• Keep up to date with curriculum developments;</li><li>• Display good subject knowledge;</li><li>• Prepare and collaborate (where relevant) on planning;</li><li>• Document planning;</li><li>• Plan engaging lessons;</li><li>• Support student learning, using ICT where appropriate;</li><li>• Work with relevant staff to support students with additional needs;</li><li>• Contribute to student interventions where required;</li><li>• Track student progress;</li><li>• Regular use of formative assessment strategies;</li><li>• Maintain summative assessment records;</li><li>• Adhere to the school's marking policy;</li><li>• Compose high quality student reports;</li><li>• Attend relevant staff training;</li><li>• Participate in lesson observation and professional review in order to maximise the quality of teaching;</li><li>• Maintain a full teaching load as expected within department.</li></ul> |
| Pastoral | <ul style="list-style-type: none"><li>• Act as personal tutor to a group of students;</li><li>• Promote kindness and high expectations of behaviour;</li><li>• Monitor the well-being of students;</li><li>• Support and take a pastoral interest in students;</li><li>• Provide guidance where necessary;</li><li>• Maintain positive relationships with students and parents;</li><li>• Communicate with parents on a regular basis;</li><li>• Participate in meetings where required;</li><li>• Contribute to extra-curricular activities;</li></ul>   |

- Promote the welfare of children and safeguard students;
- Report any concerns to the Designated Safeguarding Lead;
- Supervise students during non-lesson times where required;
- Participate in House events and activities.

- General
- Promote the school's ethos;
  - Collaborate and communicate well with all school stakeholders;
  - Meet deadlines;
  - Follow relevant school policies;
  - Assist with marketing of the school where relevant;
  - Adhere to professional conduct;
  - Support and attend major school events;
  - Maintain punctuality;
  - Dress professionally and appropriately;
  - Undertake any duties deemed reasonable by the Senior Management Team;

### Person Specification

#### Skills and experience required:

The successful applicant should have the following:

- the capability of teaching the UK National Curriculum expertly and confidently to all age groups and up-to-date in curriculum content;
- a willingness to accommodate the needs of students from a variety of linguistic backgrounds is essential;
- confidence in IT and good IT skills, being able to pick up new procedures and routines quickly;
- effective and efficient administrative skills;
- relevant experience in teaching, examining or in the commercial sector will be taken into account.

#### Qualifications:

- a high-quality degree with Mandarin as the sole or major focus would be advantageous;
- PGCE or equivalent teaching degree.

#### Personal attributes:

- have good interpersonal skills and have the ability to work as part of a team;

#### Hours of work:

Teachers are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Academic staff are also expected to actively support college events as far as possible and contribute to the broader life of the college.

**Induction of new staff:**

There is a thorough induction programme for new staff. The main induction takes place just prior to the start of the new academic year in August.

**Remuneration and benefits:**

Details of remuneration and benefits are given in formal offer letters and contracts of employment.

Salary will be in accordance with the Concord Teachers' Pay Scale. Successful candidates are offered a point on the salary scale which is appropriate to their qualifications and experience.

**Prior to contract, this post is subject to:**

- Verification of qualifications;
- Background checks;
- 2 confidential references (including current Head);
- Formal proof of identity (passport or driver's license);
- Formal proof of current correspondence address (e.g. banking related letter/ tenancy agreement, utilities bills, etc).

**Safeguarding:**

All members of staff at Concord International School are required to comply with the school's Safeguarding Policy.

**Application Information**

Applications will be considered on receipt and we reserve the right to close this advertisement earlier than the date stated in the job advertisement should we appoint a suitable candidate.

Application forms are available on our website: <https://www.concordcollege.edu.my/> or from our HR Department: [recruitment@concordcollege.edu.my](mailto:recruitment@concordcollege.edu.my).

Please note CVs will only be accepted if submitted with a fully completed and detailed Concord College International School application form.

Only shortlisted applicants will be notified.