



**NEXUS**  
INTERNATIONAL  
SCHOOL  
MALAYSIA

# INFORMATION FOR OVERSEAS APPLICANTS FOR TEACHING POSITIONS





Thank you for taking the time and interest to apply for a teaching position at Nexus International School, Malaysia. We trust the following information will act as a useful guide in helping you understand more about the school and about setting up and living in Malaysia.

We hope that this guide is useful. The school, as a caring employer, takes great pains to ensure that newly appointed teachers are helped to settle into their new environment as quickly as possible. The majority of us have been in the same situation of moving to a new school or to a new country. We therefore understand the anxieties and uncertainties that newly appointed teachers face. By working together as a team we are able to remove many of those uncertainties and allow new teachers to quickly settle into their new home.

Nexus is a great place to work. We have a wonderful student body, supportive parents and a thriving professional culture. Our committed staff are passionate about improving learning and the school offers an extensive and innovative professional learning programme. The excellence of our provision has been recognised by many external agencies including CIS, IPC, IBDP and Apple as well as the Malaysian government. We hope that you will be enthused to come and join us and look forward to receiving your application.

**David Griffiths (Principal)**

## WHAT YOU WILL EXPERIENCE WHILST WORKING AT NEXUS

- Learners who enjoy coming to school.
- An atmosphere that allows you to do what you are trained to do, teach rather than control.
- Positive, experienced and collaborative colleagues.
- Supportive parents who value education.
- An Apple Distinguished School, recognised for innovation, leadership and educational excellence.
- A forward-looking school that believes in continuous improvement with opportunities to innovate.
- Extensive opportunities for professional learning.
- Excellent facilities and generously resourced curriculum.
- A wide range of co-curricular activities.
- A programme of international and local field/residential trips.
- A truly enjoyable lifestyle in a city that has excellent infrastructure.
- The opportunity to travel extensively and experience the beauty of Malaysia and Asia.
- A competitive salary and benefits package



## THE SCHOOL AND THE SCHOOL COMMUNITY

Nexus International School is a member of Taylor's Education Group, Schools Division, which comprises Garden International School, The Australian International School of Malaysia, Nexus International School Malaysia, Nexus International School Singapore and Taylors International Schools. Taylor's' Education Group also operates Taylor's University and Taylors College all of which are well-regarded institutions of further and higher education situated within Kuala Lumpur.

Nexus International School was founded in 2008 and is situated in the diplomatic precinct in Putrajaya, about 30 minutes south of Kuala Lumpur city.

### GOVERNANCE

The Governance of the school is the responsibility of the Board of Governors. Taylor's Schools Division, led by Mr BK Gan oversees the overall management of the Schools of Taylor's Education Group. The day-to-day Management and operations of Nexus are the responsibility of the Principal.

### OUR STAFF

Staff originate from 12 different countries although mostly the UK. Most have prior international experience but not all.

<b>Principal:</b>	David Griffiths
<b>Head of Secondary:</b>	Morag McCrorie
<b>Head of Primary:</b>	Claire Waller
<b>Head of Operations:</b>	KK. Lee
<b>Director of Boarding:</b>	Troy Looms

There are also a number of middle leadership positions within the school, including opportunities for personal development.

### OUR LEARNERS

Nexus generally has three forms of entry with a maximum class size of 24. Anticipated numbers for August 2020 are approximately 700 learners in the whole school.

Our learners are either Malaysian or expatriates living in Kuala Lumpur and environs. Boarders come from further afield. Our learners come from 31 different countries. Nexus parents are very supportive of their children's education.

### BOARDING

Opened in October 2011, the Nexus Boarding House is home to over 70 boarders from New Zealand, Malaysia, China, Australia, UK, Korea, India, Japan, Bangladesh, and Vietnam. Nexus Boarding provides learners with a supportive community, multicultural environment, and balanced programme that aims to nurture boarders to be independent and respectful of others. There is an expectation that all teachers play a role in the boarding activities programme at some point in the year.



## TEACHING AND LEARNING

At Nexus we have chosen to follow a number of established curricular frameworks that support our mission.

- International Early Years Programme (IEYC)
- International Primary Curriculum (IPC)
- Nexus Middle School Programme (broadly based on the UK curriculum)
- IGCSE Programme
- IB Diploma Programme

In addition we have developed the Alternative Pathway (AP) for our Secondary learners with learning needs that can not be met in the mainstream. We have a consistent record of high achievement in external examinations and our graduates leave to take up Higher Education places around the globe.



## THE NEXUS WAY

In order to achieve our promise, we have adopted a number of best practices in four areas of pedagogy and practice (consistent with international trends in education) that we have named The Nexus Way.

Nexus is an empowering, learning-focused community

### **Mindsets**

Nexus learners demonstrate an open and creative mindset that encourages deep inquiry and critical thinking. By investigating concepts, learners develop a growing understanding that enables them to explore interconnected ideas.

### **Relationships**

Nexus learners thrive through effective learning-focused relationships in an ambitious and collaborative community. A restorative culture of respect and high expectations drives all that we do.

### **Inclusion**

Nexus learners develop a strong understanding of themselves and a true empathy for others. They benefit from a world-class, learner-centred education that empowers them to discover their passions and achieve personal excellence.

### **Innovation**

Nexus learners are challenged through authentic, technology-rich and transformative learning experiences. Our innovative learning environments, together with our dynamic approaches to learning, put us at the forefront of global educational practices.

We use a variety of tools to track learner achievement, including GL and CAT 4 Tests to provide baseline and target assessment data. Learners are encouraged to enter international competitions such as the UKMT maths competition.

## TECHNOLOGY

As an Apple Distinguished School, Nexus is a regional leader in the use of technology, which is employed as a learning tool to increase learner engagement and self-regulation. All teachers are issued with an Apple Macbook and are expected to use a wide range of applications including Google tools. All classrooms are equipped with Apple TVs or SMART projectors. Learners below Y7 use iPads and mobile labs of Macbooks. Learners from Year 7 upwards are expected to purchase their own Macbook pros. The school provides extensive training in the use of ICT, and teachers are expected to invest personal time in extending their skills.

## INCLUSION

As an inclusive school, Nexus supports learners with a range of language and learning needs including children on the autism spectrum, with dyslexia and English as a second language. Several Inclusion Integrators and an Inclusion Leader provide training for staff as well as specific 'in-class' and withdrawal support for learners who have specific learning requirements and/or EAL needs. All staff are expected to differentiate to accommodate the range of learners' needs. Nexus also runs a Challenge Programme aimed at meeting the needs of highly able learners or those who are gifted in specific areas of learning. If your child has learning needs and requires in class one to one support, there are limited spaces and this is paid for by parents.

## THE SCHOOL DAY

Teachers are required to work at least 180 teaching days as well as professional learning days. Before the start of the new academic year, teachers are required to arrive before the school starts for induction and preparation. New Staff are required to arrive two weeks before the beginning of the school academic year. All working dates and holidays are published on the school calendar.

School runs from 8.00am to 3.30 for staff with lessons being from 8.40 – 3.10pm. Professional learning sessions, CCAs and meetings run from 3.30-4.30pm.





### **CO-CURRICULAR ACTIVITIES**

All staff are required to offer a minimum of one co-curricular activity per week, two terms out of three. The school has an increasingly extensive range of CCAs, and we are always keen to add to this.

### **PROFESSIONAL LEARNING**

The School is committed to a strong policy of teacher development. Teaching staff are provided with opportunities to further their professional careers through a wide range of Professional Learning opportunities both within Malaysia and overseas. The school has a well-developed Teacher Professional Assurance process which emphasises reflection on professional goals.

### **INTERNET ACCESS & COMPUTERS**

All staff have a school e-mail account. Most teachers have broadband connections in their homes ranging from 20 mbps upto 500 mbps in some areas. Malaysia is technically advanced in the field of IT and computers, laptops and peripherals are readily available at excellent prices. The school provides MacBooks to all teachers.

## **MAKING AN APPLICATION**

### **REQUIRED EXPERIENCE**

All applicants must have a degree, teaching qualification and a minimum of three years work experience. The work experience does not have to be in teaching. NQTs can be considered if they have work experience in another field, however a total of three years is the minimum required to gain an employment pass. The school needs to see the originals of all documentation upon an appointment.

### **SAFEGUARDING**

The school follows best practice procedures in terms of safer recruitment. Once appointed, candidates will be asked to undergo enhanced safeguarding checks and to provide police checks from current and former employers.

### **MARITAL STATUS**

Marital status must be declared at interview. Once the 2 year contract commences a teacher is unable to convert to another contract, e.g. if a teacher commences on a single contract and then marries during the course of the contract they are unable to convert to a married person's contract until the single contract terminates. It is relatively easy for dependant(s) to get a dependent pass provided the supporting original documents can be furnished. However, please note dependent visas do not entitle the dependent to work. Anyone who works in Malaysia must apply for a work visa.

## **WHAT HAPPENS ONCE YOU ARE APPOINTED?**

We are aware that the transition from one job to another and one country to another can be a very stressful event. At Nexus we try very hard to keep you fully informed and to support you through the transition period and beyond. Our extensive Induction Programme begins before your arrival in Malaysia and continues well into Term 2 of your first year at Nexus.

New Staff arrive two weeks before the beginning of the school academic year to give them time to find accommodation and be orientated. Hotel accommodation is provided in the first instance as is assistance with house hunting. There is a wide range of accommodation available in the KL area and it is relatively easy to find somewhere to live. There is also considerable variety in terms of choice. Some staff will choose to live in areas closer to the city centre such as Bangsar where they will tend to have a condo. Closer to school, there are a number of residential areas, particularly in Cyberjaya, where the housing allowance would cover a large four bedroom house. During the induction period, we will also open your bank account and give advice on buying a car as well as giving a general introduction to Malaysia.

Immediately after a new teacher is appointed the Human Resource Manager will contact him or her for all the details required to process their employment pass. Various members of the academic staff will make contact, giving their email addresses and will be able to answer any specific questions. We recommend that during the period before a new teacher leaves for Kuala Lumpur they read our regular updates the web site and join the staff Facebook page. You will be given a school email address ahead of your arrival.

## INDUCTION AND ORIENTATION

This starts in the first week of August. Newly arrived teachers will be met at the airport and taken to accommodation, which the school provides for the first two weeks in Malaysia. A school email address and access to email facilities will be available to you before you arrive. You will be helped to familiarise yourself with Malaysia, get advice on finding accommodation/a car and be helped to open a bank account.

During induction you will get an introduction to the philosophy, the systems and processes at school, technology use (including Apple Macbook familiarisation) and general information. Pedagogy and practice induction for new staff continues during term.

## SETTING UP COSTS

Every person who moves from one city to another finds that they seem to part with a lot of money during their first few months in the new city. Moving to Kuala Lumpur is no exception. It is strongly advised to bring some private funds to help you through this initial period. Most staff will be paid at the end of August provided their work visa is processed in time. You can use an international card at most ATMs.

The following is only a guideline in British Pounds:

Furnishings - Import duty on large shipments of house contents approx GBP500. Even though many apartments are fully furnished some staff choose to purchase their own furniture - this means a substantial initial outlay on furnishings but it does mean savings in rent in the longer term. (IKEA is very handy for those bits and pieces that make life comfortable).

Deposits - Most landlords ask for two months rental plus an additional one month rent paid in advance, plus half month security. i.e. the cost of moving in, is equivalent to three and a half months rent! Most staff find the housing allowance is enough to cover your rent.

Purpose	Approximate cost
Settling in	GBP2,500
Car Second Hand	GBP3,000
Car New eg Toyota Corolla	GBP10,000
Import duty on large shipments of house contents	GBP500

## INTEREST FREE SETTING UP LOAN

The school offers an interest free loan to support new staff with their settling in costs. This should be applied for at least one month before arrival in KL so that it is ready for collection upon arrival. The loan of RM12,000 is repaid at a rate of RM1,000 per month commencing from the first pay date.

## BANK ACCOUNT

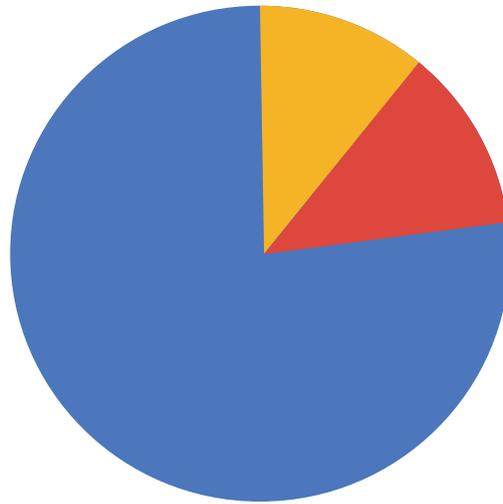
Within a few days of arrival the School will assist newly appointed teachers to open a HSBC bank account. Salaries are automatically paid into each teacher's bank account at the end of every month, (usually 28th).

## SALARY AND BENEFITS

Teachers are offered two-year contracts and paid monthly (end of the month) in Malaysian Ringgit. New members of staff are placed on a salary scale according to their qualifications and experience up to a maximum of step 6. In addition, the school provides a housing allowance and a baggage allowance for new arrivals. The school will organise flights out at the beginning and end of the first two year contract, thereafter annually. Details will be provided to shortlisted candidates. Income tax is deducted at source. Funds are easily transferable in and out of Malaysia. In real terms, our expat teachers are financially better off here in many ways compared to the UK or Australia. Disposable income compares favourably with other Asian cities once cost of living is considered.

### EPF (PENSION)

Teachers are entitled to contribute to the Malaysian Government's Employers Provident Fund (EPF). Each month, the teacher contributes 11% and the school an additional 12%. Every year, the government add a dividend (averaging 6% over the past 10 years) to the total sum invested in the scheme. It is a very effective, and safe way of saving. At the end of your employment in Malaysia, this money is refunded to you as a lump sum. As teachers are saving close to a quarter of their salary per year and this accrues interest, this can result in a significant sum after a few years.



● Your contribution to EPF ● School contribution to EPF ● Salary

### INCOME TAX

Teacher's salaries are taxed at source in Malaysia. The tax rate is on a graduated scale and is generally lower than in the UK and Australia, with a maximum rate of about 28%. The School's Human Resource Department will organise all tax payments and will provide more detailed advice on tax issues as part of the induction programme.

#### **FOR YOU FIRST FEW MONTHS YOU WILL PAY THE MAXIMUM TAX UNTIL YOU CAN APPLY FOR RESIDENT TAX STATUS.**

NOTE - Teachers need to be in Malaysia before midnight on 31st Dec and after that not leave the country until July 2nd in order to be eligible for resident tax status for 2020 which is about 24%. There is an allowance of 14 days during this period in which you may leave the country on holiday.

Once resident status is gained a tax rebate for the period Aug-Dec 2020 is reimbursed in the autumn of the following year. Further details will be given to successful candidates upon appointment.

**See table showing Tax rates on Chargeable Income on the Malaysia Gvt website link below.**

### Hasil

## **UK TAX and NATIONAL INSURANCE**

Before coming to Malaysia the teacher should obtain the status of being non-resident for taxation purposes. Local UK tax offices will be able to provide assistance with this. With this established there will be no tax liability on earnings derived outside of the UK provided the teacher remains resident outside of the UK for at least one complete tax year. If required, NI contributions may be continued in Malaysia. Leaflet NI38 “National Insurance Contributions for People Living Abroad”, or its current equivalent is a useful document to consult. Some expatriates pay Class Three Contributions to maintain full entitlement to the UK State Pension and certain other rights.

## **BENEFITS**

Teachers with children receive free schooling for two children. New staff may need to buy their children an iPad or a Macbook Pro. We are a 1:1 school from years 5 - 13. In addition, they will need to pay the termly Technology Fee and fund additional activities such as Music lessons, CCAs and Residential Trips. If you have more than two children, please advise us at the interview stage or before. Exceptions can be considered for outstanding candidates.

## **HEALTH CARE**

Health Care and Dental Care in Malaysia is as good as, if not better than, that found in the UK or Australia. Malaysia has become a centre for Health and Medical Tourism. There are excellent specialist clinics and hospitals in KL. Health care is also much cheaper than in the UK or Australia. A trip to a local doctor for a common cold costs about RM60 (including medicine) or a little more expensive if antibiotic drugs are prescribed.

All staff are strongly advised to have Hepatitis A & B injections before coming to Malaysia. Precautions against Malaria are not necessary unless a lot of jungle trekking is on the agenda. Most pharmaceutical items are available and optical supplies are plentiful. The Malaysian Ministry of Education require all applicants to obtain a letter from their GP to say that he or she is fit for teaching. The cost of this is borne by the school up to a maximum of £50 if the candidate is offered a position. A full medical examination is not necessary.

Expat Teachers have a private health insurance as part of their package with Clements Worldwide. This is extensive and provides excellent coverage in private medical facilities. Pre-existing medical conditions requiring ongoing treatment may not be covered by the hospitalisation scheme. If a newly appointed teacher has a pre-existing medical condition he / she should discuss this at the time of interview.



## MALAYSIA, TRULY ASIA

For those who like to travel, Kuala Lumpur acts as a gateway to destinations all over South East Asia and beyond. Being a base for AirAsia, fares to many cities in the region are relatively inexpensive. Good deals can also be obtained for those interested in travelling with full service airlines within Malaysia and further afield.

For those who like watersports Malaysia is an excellent location. Many staff first learn to dive whilst working at Nexus and some come to Malaysia because they wish to take advantage of the opportunities of the crystal clear water off Malaysia's coast allowing for some spectacular diving opportunities. Some of the islands around Malaysia provide excellent diving locations, but there are also attractions for those who require more sedentary activities. Langkawi is known for its duty free status and beaches and Penang and Melaka for their colonial ambience. Just three hours away from Kuala Lumpur on the East Coast is the small town of Kuantan. Swimming in the South China Sea can feel as though you are in a warm bath. You can even climb a mountain or view orangutans in Borneo. It is no exaggeration to say that whatever your interests you can indulge them in Malaysia.

But Malaysia is not just beaches and holidays. In between other activities there is also eating. Malaysians love their food. It is in the food and restaurants that 'truly Asia' comes through. There is an amazing variety of food available, which reflects on the different backgrounds and ethnic groups of the population. These range from the local stalls where a meal can be had for just a few Ringgit to restaurants catering for Western and Asian food. Whatever you want to eat it is usually possible to find in KL - and for those coming from developed countries will find that the price of meals out is considerably less than you will be used to paying back home.



## LIVING IN KL

New staff are often amazed at how inexpensive supplies and services are especially when compared to Europe – though there are times when it is necessary to remember that Malaysia is a developing country. Despite this it is still no more difficult to get broadband internet connections installed than in the UK. Netflix is available and Astro Satellite Television provides a range of channels from CNN, BBC World and the Australian Channel to the latest sports and movies.

KL has a large number of cinemas showing the latest releases (though one has to be aware that the censor's cuts are rather more radical than in the West) along with clubs and pubs in most suburbs.

Malaysia is truly a shoppers' paradise with prices for electrical and photographic items being very good. There are shops everywhere and opening hours tend to be 10 to 10 for seven days a week in the main shopping centres which contain a good mix of local and international (such as IKEA, Tesco, Marks and Spencer, Harvey Norman) shops.

Supermarkets have an abundant range of goods ranging from fine Australian Cheeses to local fruits and vegetables. Even Marmite for the British and Vegemite for the Australians is easy to find. The more adventurous might look in the local markets where even more exotic fruits and vegetables can be found at very reasonable prices.

Like any big city with a significant expatriate population there are many clubs and organisations, which bring locals and expats together. For those who like sport there are opportunities to indulge in almost any activity from golf to soccer to cricket and rugby.

Local food is very reasonably priced and one of the pleasures of being in Malaysia is to frequent the enormous number of local restaurants and food stalls where you can get a great plate of curry for RM3.50-8.00. Alcohol is relatively expensive, i.e. beer RM6.00 per can, wine RM45.00+ per bottle in the supermarket - RM24 a glass in a restaurant.



## CLIMATE

The climate in Malaysia is pleasant all year round (29°C – 34°C) although there is a relatively high level of humidity. There is little difference in temperature throughout the year and there are no distinct seasons except for the wet season, which runs from October to January. Lightweight clothing is adequate throughout day and night unless you visit the surrounding hill resorts where it is cooler. A four-hour drive south will take you to Singapore and a four-hour drive north will take you to Penang. Most buildings, including all rooms in the school, are air-conditioned.

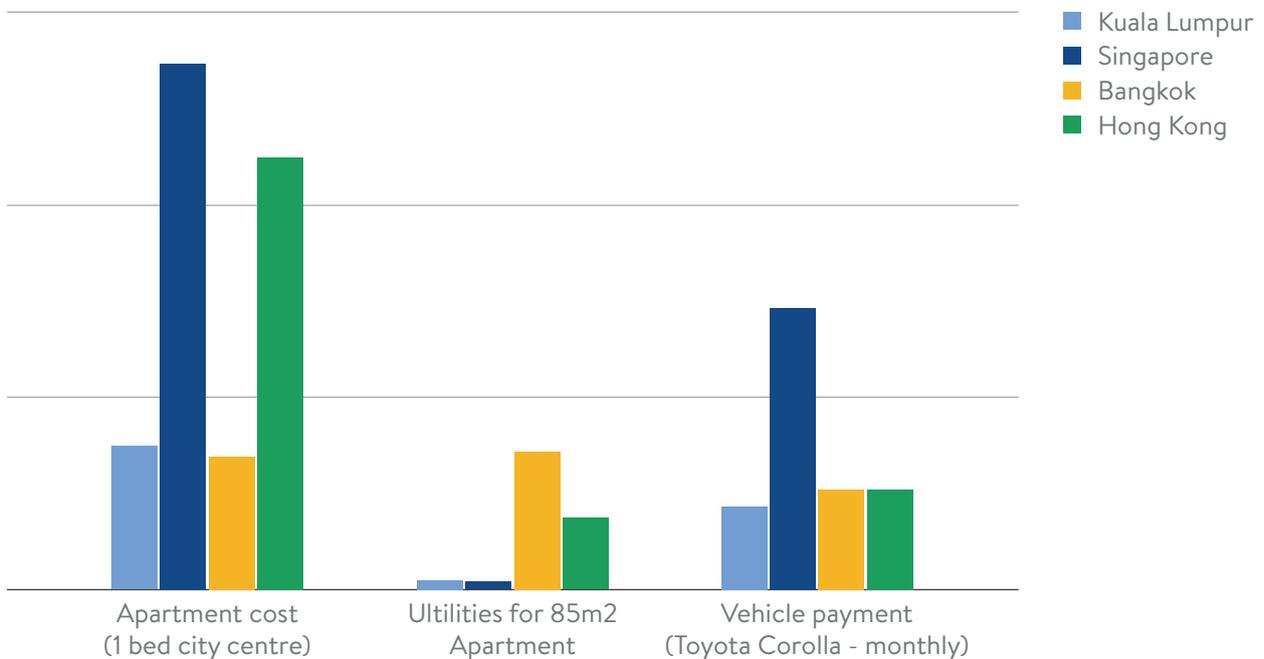


## DRESS

It is always summer in Malaysia! It can however, be chilly in the school's air-conditioning. Malaysia being a predominantly Islamic community, a sensible degree of modesty in dress is expected (example: shoulders should be covered). Male teachers are expected to wear long trousers and a shirt with a collar. Around town just about anything goes but one should always be aware of cultural sensitivity.

## COST OF LIVING

Cost comparison of major expenses (Numbeo)



## Cost of Living Ranking<sup>1</sup>

1	Hong Kong	Hong Kong (SAR)
3	Singapore	Singapore
40	Bangkok	Thailand
141	Kuala Lumpur	Malaysia

“Cost of Living City Ranking - Mercer ....”

<https://mobilityexchange.mercer.com/Insights/cost-of-living-rankings>.

Accessed 25 Oct. 2019.

Living in KL is as expensive or as cheap as you want to make it. The selection of Western and Asian foodstuffs and other household items is plentiful. You can buy almost everything here that you can back home but imported goods are premium. There are lots of supermarkets and outdoor markets from which to buy fresh produce. Fruit is abundant all year round and is relatively cheap. Theatre tickets, cinema and taxis are very cheap.

## TRANSPORT

Most teachers have a car as it is very useful both for getting to work and travelling around Malaysia. Petrol is cheap and you can drive on a UK driving licence with an International Driving Permit.

Around KL taxis are plentiful and very cheap in comparison to the UK and Australia. A 10 Km taxi ride costs approximately RM12.00. Grab cars ( the equivalent of Uber) are also widely available. There is a good interconnecting system of rail, light rail and monorail services around the city and a newly constructed express train runs from Central Station to KL International Airport. Travel within Asia using low cost airlines is relatively cheap and many destinations are accessible for a weekend. The school is situated approximately 30 minutes from the main airport, KLIA, which is an advantage for quick weekend getaways. Main trains travel south to Singapore and north to Ipoh, Penang and Thailand. Bus travel within the city is a little erratic, but long distance bus services provide good and incredibly cheap connections to other parts of Malaysia and Singapore.



**Please note:**

1. The School does not pay interview expenses for teaching posts.
2. All other expenses incurred in applying for this position will be met by applicant unless stipulated by the School.
3. The School will reimburse successful applicants up to £50 for costs towards obtaining a medical certificate certifying that they are fit to work. It does not need to be a full medical. The original receipt must be furnished.
4. The details in this booklet are as accurate as possible at the time it was published. However, due to the nature of international teaching and contract changes the school reserves the right to make adjustments and cannot be held responsible for anything that is published in this booklet, that maybe in accurate or changes.



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