



**MONT'KIARA INTERNATIONAL SCHOOL**  
AN INTERNATIONAL BACCALAUREATE (IB) WORLD SCHOOL

# TEACHER RECRUITMENT INFORMATION



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# HEAD OF SCHOOL MESSAGE



At M'KIS, every day is an opportunity to inspire, to learn, and to make a real difference. From the moment you arrive to the moment you leave, you'll see a school where students are curious, engaged, and eager to grow. They thrive because we live our vision of educational excellence in a diverse and compassionate personalized learning community, and because our mission, to develop each child's creative, emotional, social, and academic talents, is not just words on a page, but a daily practice.

Our values guide what we do. Belonging and connection are at the heart of our community, kindness and compassion shape how we treat each other, and excellence and positivity drive the way we teach, learn, and support one another. Colleagues collaborate with generosity, parents are engaged and community-minded, and together we create a place where everyone, students and adults alike, can flourish.

I hope this booklet gives you a glimpse of what makes M'KIS such a special place. We welcome educators who share our commitment to these values, who are excited to contribute their energy, creativity, and care, and who want to be part of a community dedicated to inspiring and impacting the lives of young people every day.

**Robert W Cody**  
Head of School  
Mont'Kiara International School

# Mission, Vision, and Core Values: Driving Our Educational Purpose



## M'KIS Mission and Vision

Mont'Kiara International School (M'KIS) has been cultivating excellence since 1994. We are a supportive, close-knit international school that inspires future leaders through a strong academic program grounded in shared principles. We seek educators who are ready to embrace this culture and contribute to educational excellence and diversity.

Our mission places students and families at the heart of our work. We nurture intellectual curiosity and a deep sense of community, encouraging creativity, emotional intelligence, social responsibility, and academic growth. Our vision is to empower students to become caring, independent, and responsible global citizens who are prepared to meet the challenges of a rapidly changing world.



## M'KIS Core Values

Our community culture and academic environment are defined by Belonging, Kindness, and Excellence. We believe that strong relationships are the foundation of a thriving learning community and that celebrating diversity strengthens our shared sense of connection. Kindness and compassion guide our commitment to helping students become thoughtful, empathetic individuals who make a positive difference in the world. Excellence and positivity drive us to pursue continuous improvement and academic rigor, reflected in our consistently strong IB Diploma results.

“M’KIS provides an environment where teachers are trusted, supported, and encouraged to innovate. The collaboration among colleagues and the enthusiasm of the students make it a truly rewarding place to teach. It’s a school that values growth – both for its students and for its teachers.

Being part of the M’KIS community means being surrounded by people who care deeply about education and each other. It’s a place where respect, collaboration, and enthusiasm for learning are part of everyday life. Personally, it’s fulfilling to know I’m contributing to a community that values kindness as much as excellence.”

*M’KIS Diploma Programme (DP) Teacher*



## The Role of Teachers in the IB Learner Journey

As an International Baccalaureate (IB) World School offering the Primary Years, Middle Years, and Diploma Programmes, M’KIS teachers play a central role in living these values. They foster holistic development through a caring, student-centered approach and guide learning through the IB Learner Profile, encouraging curiosity and critical thinking. Our teachers use the diversity of our more than fifty nationalities to promote cultural understanding and global-mindedness in every classroom.

### Mission

Educate to improve our global community by enhancing the creative emotional, social and academic talents of the individual child.

### Vision

Educational excellence in a diverse and compassionate personalized learning community.

### Vision

Throughout our school community we value:

- Belonging and Connection
- Kindness and Compassion
- Excellence and Positivity



# The Story of M'KIS: A Legacy of IB Excellence and Community

## Founding and Growth

Mont'Kiara International School (M'KIS) opened its doors on 20 August 1994, with a small group of students and teachers who shared a belief in the importance of excellence and community. What began as a leap of faith has grown into a thriving international school at the heart of one of Kuala Lumpur's most vibrant neighborhoods. As Mont'Kiara developed into a dynamic expatriate district, the school grew into a premier international institution, maintaining a strong sense of belonging and purpose.

## An IB World School

M'KIS became an authorized International Baccalaureate (IB) World School in 2000 and celebrated our first graduating class the following year. Since then, every M'KIS graduate has gone on to higher education, with our students consistently exceeding global averages in the IB Diploma Programme.

Today, our campus continues to expand, reflecting our commitment to innovation, creativity, and student well-being. Through the full IB continuum – the Primary Years, Middle Years, and Diploma Programme, we prepare our students to think critically, act ethically, and succeed in an increasingly complex world.

“The IB framework is great because it allows teachers and students to explore ideas in creative and unconventional ways. It encourages thinking outside the box and finding personal meaning in the work.”

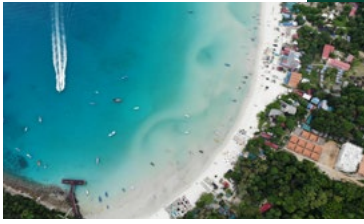
*M'KIS Middle Years  
Programme (MYP) Teacher*





“Kuala Lumpur’s geographical location makes it easy to explore the beautiful places within the country and to travel to many other parts of the world, which has greatly broadened my horizons. As a teacher, I am grateful for the opportunity to interact with students from diverse backgrounds within the school, as it allows me to reflect on my own communication skills.”

*M’KIS Diploma Programme (DP) Teacher*



Teaching at Mont’Kiara International School (M’KIS) offers educators the chance to work in a world-class academic environment while living in one of Asia’s most welcoming and diverse cities.

### **Life in Mont’Kiara**

The school is located in the heart of Mont’Kiara, a safe, green, and cosmopolitan area just ten kilometers from the Kuala Lumpur city center. Mont’Kiara is a vibrant, expatriate-friendly district offering exceptional urban conveniences, from international dining and shopping to modern lifestyle amenities. The area features a variety of comfortable housing options—mainly apartments and condominiums—often equipped with swimming pools, gyms, tennis courts, and 24-hour security. Many M’KIS teachers and families live within walking distance of the school, creating a welcoming community and a strong sense of belonging and connection.

### **Living and Working in Kuala Lumpur, Malaysia**

Malaysia’s rich cultural mix offers an ideal setting for global education. English is widely spoken, and teachers quickly find themselves at home in a community that values warmth, respect, and inclusion. Kuala Lumpur’s tropical climate is warm year-round, with average daily temperatures of around 30°C. The city combines modern infrastructure with an accessible lifestyle, offering affordable dining, convenient public transportation, and a high standard of living.



# **Home of M’KIS: Kuala Lumpur, Mont’Kiara, and the Global Context**

# Campus: State-of-the-Art Facilities for World-Class Learning



“What I love most about living and teaching in Malaysia is the genuine kindness and respect of the people. The students are eager to learn, the parents are supportive and approachable, and the community values education deeply. On top of that, Malaysia offers incredible food and stunning natural sceneries – it’s a country that constantly reminds you how enriching life can be inside and outside the classroom.”

*M’KIS Middle Years Programme (MYP) Teacher*





## **Academic Facilities**

The Mont'Kiara International School (M'KIS) campus provides a modern and inspiring environment designed to support inquiry-based learning, creativity, and holistic development. Our academic facilities include seven fully equipped science laboratories and dedicated spaces for design and technology, such as the Middle School Science, Technology, Engineering, and Mathematics (STEM) Lab and the Middle Years Programme (MYP) Product Design Lab. Coding and robotics are introduced from Grade 4, helping students develop essential problem-solving and digital skills.

## **Library and Digital Learning**

The school library serves as a central hub for learning and collaboration. It houses a wide collection of books, along with reading nooks and study areas. Younger students use iPads or Chromebooks, while older students bring their own devices.

## **Arts, Athletics and Well-being**

Creativity and self-expression flourish in our visual and performing arts spaces, which include four art studios, a ceramics room, five music rooms, a dance studio, and the 400 tiered seats M'KIS Theatre. Physical education and wellness are equally valued, with natural grass fields, two sports halls, swimming pools, climbing walls, a futsal court, and tennis courts available for student and faculty use. Our health office, staffed by qualified nurses, supports the well-being of everyone on campus.

# Professional Life of a Teacher: Collaboration and Growth



## Contracts and Orientation

Professional life at Mont'Kiara International School (M'KIS) is shaped by collaboration, accountability, and a shared commitment to continuous improvement. Teachers are employed on renewable two-year contracts, beginning with a comprehensive orientation that includes housing support and community introductions.

## Collegiality and Community

M'KIS actively supports professional development through workshops, conferences, and collaborative learning opportunities. The Head of School and the Head of Curriculum and Assessment coordinate staff development to ensure alignment with best practices and current educational research. Teachers often gather informally, where collaboration and collegiality are a natural part of school life.



## Professional Evaluation and Development

Faculty participate in an annual goal-setting and evaluation process, which includes regular classroom observations and opportunities for professional dialogue. All communication within the school community is expected to reflect professionalism and respect.

“ I find my colleagues passionate, creative, and genuinely care about students and each other — it feels like a team with a shared purpose. ”

*M'KIS Middle School & High School  
(MS & HS) Teacher*



“Working with teachers from all over the world and with different experiences brings a lot to collaboration. In the several years that I have been here, I find the teachers to be professional, engaged, excited about learning and teaching, collaborative, and willing to go the extra mile for each other and the students.”

*M’KIS Elementary School Teacher*

As an International Baccalaureate (IB) World School, Mont’Kiara International School (M’KIS) provides a seamless educational journey from Early Childhood through High School.

### **Primary Years Programme, Middle Years Programme & Diploma Programme**

The Primary Years Programme nurtures curiosity and inquiry, culminating in the Grade 5 Exhibition. The Middle Years Programme builds on this foundation, encouraging students to explore concepts across disciplines and connect their learning to the world around them. The Diploma Programme prepares students for success in higher education and beyond, with graduates earning both the IB Diploma and the M’KIS US High School Diploma.

### **Arts, Languages, and Media Literacy**

M’KIS programs in the visual and performing arts, design technology, and world languages help students develop creativity, global-mindedness, and confidence. The library supports media literacy and research skills, fostering a lifelong love of learning. Teachers ensure that all classroom materials are age-appropriate, inclusive, and aligned with curriculum standards and school values.

### **English as an Additional Language (EAL) and Student Support**

To support every learner, M’KIS offers a comprehensive English as an Additional Language (EAL) program that helps students develop the language skills needed to access the full IB curriculum. In addition, M’KIS counseling team provides academic, social-emotional, and university guidance, ensuring that each student feels supported, understood, and prepared for success both in school and beyond.

# **Academic Life of a Teacher: The IB Continuum and Holistic Excellence**



“Kuala Lumpur is a great place to live and work. I have been able to make connections with artists and art galleries in the city. These connections have brought living, working artists into the art class for students to connect with and learn from. There have been amazing opportunities for art workshops and learning experiences for my own growth.”

*M'KIS Middle Years Programme (MYP) and Diploma Programme (DP) Teacher*

## **Sports, Arts and Activities**

Life at Mont'Kiara International School (M'KIS) extends well beyond the classroom. Teachers play an active role in the school's extra-curricular programs, supporting students in sports, arts, and service learning. Many faculty members coach after-school and weekend sports or guide fine arts productions, helping students develop teamwork, discipline, and confidence.

## **Service and Cultural Programs**

Opportunities also exist to support service learning projects, environmental initiatives, and cultural trips through programs such as the Green Club and Explore Malaysia Trips. These experiences help build strong relationships with students and colleagues while deepening the connection between teaching, community, and global-mindedness.

## **Explore Malaysia Trip**

At M'KIS, we encourage faculty and students to connect with the host culture through our Explore Malaysia Trip programs, which provides opportunities to experience the country's diversity, natural beauty, and traditions.

# **Extra-Curricular Life of a Teacher: Engagement and Enrichment**



# Community Life of a Teacher: Supporting Holistic Development

## Parent and Community Engagement

Mont’Kiara International School (M’KIS) is defined by its strong sense of community and the relationships that connect students, teachers, and families. Personalized attention, belonging, and diversity are central to our culture. The Parent Association plays an active role in the school, organizing events, and strengthening communication between parents and school leadership.

## Cultural Celebrations

Cultural celebrations such as Chinese New Year, Hari Raya, Deepavali, and Global Village Day bring the community together in joyful recognition of our shared diversity.

## Service Learning and Environmental Responsibilities

Service is a key part of school life, reflected in initiatives such as the Madeleine Children’s Fund (MCF), which supports hospitals treating children with cancer. Environmental responsibility is equally important through the Green Club and other sustainability efforts.



“One of the things I love most about living and teaching in Malaysia is the incredible diversity. There’s such a wonderful mix of cultures, foods, and languages. In my preschool classroom alone, I have students of ten different nationalities and since my class families are so active in our school community, we’re constantly experiencing and celebrating each other’s cultures.”

*M’KIS Early Childhood Education (ECE) Teacher*



# Employment Structure and Expectations

## **Professional Standards and Conduct**

Mont'Kiara International School (M'KIS) seeks teachers who maintain high professional standards, demonstrate collaboration, and engage in continuous improvement.

## **Hiring Cycle and Contract Terms**

Recruitment typically takes place from November for the school year starting in August. Initial contracts are for two years, running from 1 August to 31 July. The initial offer of employment represents a binding agreement between the teacher and the school.

# Overseas-Hired Status

## Eligibility Criteria

To qualify for overseas-hired benefits, teachers must:

- Hold a valid teaching certificate and passport from a country other than Malaysia
- Have recent international teaching experience
- Be hired from outside Malaysia

Teachers who are Malaysian permanent residents are classified as local hires.

## Work Permit and Visas

M'KIS covers the initial and renewal costs of work permits and dependent passes for eligible non-working dependents. The work permit does not allow outside employment for remuneration.







### **Workdays, Arrival and Timeline**

The standard contract covers a minimum of 191 working days per school year. New teachers arrive before the first day of classes for orientation, housing arrangements, and completion of Malaysian documentation. Teachers must arrive before 2 July to qualify for the local tax rate of 12–14 percent from the first paycheck.

### **Evaluation**

All faculty participate in an annual goal-setting and evaluation process that includes at least two documented classroom observations each year. This process ensures professional growth, evidence-based practice, and the maintenance of M'KIS standards.

# **Workdays, Arrival, and Evaluation**



# Financial Package and Compensation

The Mont'Kiara International School (M'KIS) financial package is designed to be competitive and to reflect the moderate cost of living in Kuala Lumpur.

## **Salary and Tax Information**

Salaries are quoted and paid in Ringgit Malaysia (RM) in equal monthly installments. M'KIS deducts estimated income tax each month. Teachers arriving after 2 July are taxed at 30 percent until December. Teachers are responsible for filing their annual income tax, with support from the Human Resources (HR) office.

## **Relocation Allowance**

A one-time relocation benefit of RM3,500 is provided at the start of the initial contract.

## **Housing Support**

M'KIS provides hotel accommodation for up to 14 days upon arrival to assist in the housing search. Teachers should plan for standard rental deposits: two months' security deposit, half a month's utilities deposit, and one month's advance rent.

Housing costs are supported through an annual subsidy. A no-interest loan is available to newly hired expatriate teachers in their first year to cover initial rental costs, repayable through salary deductions over five months (January–May).



## Employee Provident Fund (EPF)

The Employee Provident Fund (EPF) is Malaysia's mandatory retirement savings plan. Contributions earn interest as determined by the EPF Board and may be withdrawn when the teacher leaves Malaysia, subject to EPF rules. For more information, visit the official EPF website: [www.kwsp.gov.my](http://www.kwsp.gov.my)

### EPF for Overseas-Hired Employees

Participation in the EPF is required for all overseas-hired employees. Both the employee and employer must contribute a minimum of 2% of the employee's base salary each month.

You can choose between two savings plans:

#### Category 1: Standard Savings Plan

- Employee contributes at least 2% of base salary (you may choose to contribute more).
- Employer contributes 12% of base salary.
- Total contribution: 14% or more, all tax-free in Malaysia.
- EPF savings earn interest, which is also tax-free.

#### Category 2: Hybrid Savings Plan

- Employee contributes 2% of base salary.
- Employer contributes 2% of base salary to EPF and pays the remaining 10% directly to you as part of your monthly salary.
- Total EPF contribution: 4%, tax-free in Malaysia.
- The extra 10% paid as salary is taxable income, so you may pay slightly higher taxes than under Category 1.

Whichever plan you choose, you'll be setting aside money each month that grows over time. When you eventually leave Malaysia, you'll have a meaningful amount saved to support you on your next journey. This is one of the many advantages of working in Malaysia.

*“Honestly, teaching and living in Malaysia has been such a great experience. It has been so much easier than moving to other countries. The transition here was probably the smoothest I have ever had because everything was organized, people were incredibly friendly and helpful, and that really made a big difference when I first arrived.*

*Life here is also very convenient. Everything you need is close by, and since everyone speaks English, it is easy to get around and communicate. Being in such a diverse environment keeps things fresh and reminds me how much there is to learn from the people around me ”*

*M'KIS Elementary School Teacher*

# Dependents and Family Support

Mont'Kiara International School (M'KIS) values family life and provides benefits that support teachers and their dependents.

## Eligible Dependents

Dependents include a non-working legal spouse or a child who is non-working, non-Malaysian, under 19 years old, and has not completed high school.

Overseas-hired expatriate faculty may include up to two dependents under the school's health insurance and flight benefits.

## Dependent Coverage (Effective 2025–2026)

- Faculty with a non-working spouse or single-parent faculty: free education for up to two dependent children.
- Teaching couples: free education for up to two dependent children.
- Additional eligible children receive a 50 percent reduction in tuition fees.

## Additional Insurance

Teachers may purchase extra health or MiCare insurance for dependents not covered under the standard plan. Costs are paid via salary deductions over ten months.





Mont'Kiara International School (M'KIS) provides comprehensive medical coverage and leave benefits to ensure staff well-being.

### **Health and Medical Coverage**

Teachers and eligible non-working dependents are covered for hospitalization, surgery, and outpatient visits. They receive a Cashless Medical E-Card for day clinic visits, subject to an annual limit.

### **Leave Entitlements**

- Paid medical leave: up to 14 days per contract period, increasing to 60 days for hospitalization
- Personal or administrative leave: scheduled outside instructional hours when possible
- Paid maternity leave: 98 days after one year of service
- Paid paternity leave: 7 school days after one year of service
- Bereavement leave: one paid week for immediate family

# **Medical, Insurance, and Leave Benefits**





# Airfare

Airfare is provided as a benefit-in-kind for teachers and eligible dependents. Economy-class tickets are provided for relocation (start of contract), home leave (after renewal of the initial two-year contract), and repatriation (at the end of service).

# Summary of Teacher Employment

Category	Details
Professional Standards and Conduct	M'KIS seeks teachers who uphold high professional standards, demonstrate collaboration, and engage in continuous improvement.
Hiring Cycle and Contract Terms	Recruitment typically takes place from <b>November</b> for the school year starting in <b>August</b> . Initial contracts run for <b>two years (1 Aug–31 Jul)</b> and are binding.
Overseas-Hired Status	Eligible teachers must hold a valid teaching certificate and passport from a country other than Malaysia, have recent international teaching experience, and be hired from outside Malaysia. Malaysian permanent residents are classified as local hires.
Work Permit and Visas	M'KIS covers initial and renewal costs of work permits and dependent passes for eligible non-working dependents. Work permits do not allow outside employment.
Workdays, Arrival, and Timeline	Teachers work <b>191 days per year</b> . Arrival before the first day of school is required for orientation, housing setup, and documentation. Arrival <b>before 2 July</b> qualifies for a lower tax rate (12–14%).
Evaluation	Annual goal-setting and evaluation include <b>at least two documented classroom observations</b> to ensure professional growth and adherence to M'KIS standards.
Financial Package and Compensation	Salaries are paid in <b>Ringgit Malaysia (RM)</b> monthly. Estimated income tax is deducted at source, with HR support for annual filings. Late arrivals (after July 2) are taxed at 30% until December.
Employee Provident Fund (EPF)	Participation in the EPF is mandatory for all employees. Contributions earn interest and may be withdrawn upon leaving Malaysia, subject to EPF rules. Plan Choices for Overseas-Hired Teachers: <ul style="list-style-type: none"> <li>Category 1 – Standard Savings Plan: Employee 2% + Employer 12% = 14% total (tax-free).</li> <li>Category 2 – Hybrid Savings Plan: Employee 2% + Employer 2% = 4% EPF (tax-free); remaining 10% paid as taxable salary.</li> </ul>
Relocation Allowance	One-time benefit of <b>RM3,500</b> at the start of the initial contract.
Housing Support	<b>14 days hotel stay</b> upon arrival; annual housing subsidy. Interest-free rental loan available, repayable over five months.
Dependents and Family Support	Dependents include a non-working spouse or child under 19 who has not completed high school. Up to <b>two dependents</b> receive health insurance and flight benefits. Tuition: free for two dependent children, <b>50% discount</b> for additional children.
Medical and Health Coverage	Coverage includes hospitalization, surgery, and outpatient visits. Teachers receive a <b>Cashless Medical E-Card</b> for outpatient visits.
Additional Insurance	Optional MiCare or health coverage for dependents can be purchased via <b>salary deductions over ten months</b> .
Leave Entitlements	Medical: up to 14 days (60 days for hospitalization) • Maternity: 98 days • Paternity: 7 school days • Bereavement: 1 week. Personal leave scheduled outside instructional hours when possible.
Airfare	Economy-class airfare provided for <b>relocation, home leave</b> (after contract renewal), and <b>repatriation</b> at the end of service.



## **MONT'KIARA INTERNATIONAL SCHOOL**

AN INTERNATIONAL BACCALAUREATE (IB) WORLD SCHOOL

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