



Graduate Assistants

- Job type** Full time, fixed term
- Start date** Every August
- Salary** We offer a highly competitive remuneration package which includes:
- Private medical insurance
 - Excellent Employee Provident Fund (EPF) savings contributions

Job Summary

Every year KTJ employs a number of graduate assistants. They take on various roles within the School supporting the work of day house staff, teachers and other staff inside and outside of the classrooms. This can be a rewarding experience, which allows graduates to not only explore whether they may like to pursue a career in teaching, but also to engage in fulfilling experiences working with young people and to develop their own transferable skills.

Job Description

The Graduate Assistant is a recent graduate who is eager to gain hands-on experience in a dynamic and supportive school environment. This role is for individuals considering a career in education to immerse themselves in the life of a leading international boarding school.

Areas of possible involvement

- Working within the school House system: Assisting with student support in day houses, offering admin support to the houseparent each morning;
- Sport: Coaching in games such as football, gymnastics, swimming, netball, or strength and conditioning;
- Performing Arts: Supporting music, dance, drama, or technical theatre (lighting/sound);
- Creative Arts: Assisting in fine art, installations, or artist-in-residence projects;
- Outdoor Education: Contributing to sustainability initiatives or the Duke of Edinburgh's International Award;
- Marketing & Media: Supporting social media, photography, video editing, or journalism;
- Academic Support: Assisting in classroom teaching or research projects;
- Assisting in the school's co-curricular program;
- Helping out with trips and school events where required;
- Any other reasonable duties assigned by their line manager.





Personal characteristics and skills

- Strong team member, who actively works with others in a trusting and open manner;
- Team players who can collaborate effectively with teaching and support staff;
- An understanding of child development and care;
- An enthusiastic, self-motivated and flexible approach;
- The ability to take the initiative;
- A good degree of ICT literacy;
- A genuine interest in young people and their wellbeing;
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.

Recruitment Handbooks

[KTJ Recruitment Handbooks for Malaysian Staff](#)

[KTJ Recruitment Handbooks for International Staff](#)

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the [vacancies page](#) of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.





KTJ PRIMARY
SECONDARY
KOLEJ TUANKU JA'AFAR

Make an application

Please submit a cover letter and a completed application form (available [here](#)), including contact details of three referees, one of whom should be your current employer, to the HR Department via: recruitment@ktj.edu.my.

Integrity

Empathy

Mutual Respect

