



Learning Support Assistant

Job type Full time, fixed term

Start date Earliest convenience

Apply by 10 April 2026

Salary We offer a highly competitive remuneration package which includes:

- Private healthcare
- Excellent Employee Provident Fund (EPF) savings contributions
- School places for staff children

Job Summary

We are seeking an inspirational, highly motivated and experienced person to join the Learning Support Department. The Learning Support Assistant provides support for teachers and students, as required, inside and outside of the classroom in order to ensure students have full access to the curriculum.

Job description

At KTJ, we believe that teachers work most effectively within a collaborative and supportive environment that empowers them to reach their full potential. With a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages out-of-the-box thinking.

Responsibilities

- To assess the needs of students who may require specialist support;
- To provide specialist support to students with moderate to severe learning needs;
- To help teachers manage the behaviour of students needing specialist support;
- To develop plans and approaches, in consultation with Learning Support teachers and external partners, to support students needing specialist support;
- To liaise with parents of students needing specialist support;
- To perform other reasonable duties as directed by the Head of Learning Support or Head of Primary.

Personal characteristics and skills

- Strong team member, who actively builds and promotes trust and openness;
- Strong leadership skills, including the ability to manage staff effectively and sensitively and to challenge unsatisfactory conduct or performance;
- Excellent communication skills, both verbally and written;
- Excellent listening skills;
- Excellent organisational and administrative skills;
- Excellent understanding of child development and care;
- An enthusiastic, self-motivated and flexible approach;
- The ability to create a stable working and pastoral environment;
- The ability to take the initiative;
- Excellent customer focus and the ability to work positively with everyone in the school community;

- High 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 Human Resources Department, via: recruitment@ktj.edu.my.