



KTJ PRIMARY
SECONDARY
KOLEJ TUANKU JA'AFAR

Malay and Mandarin Teacher

- Job type** Full time, fixed term
- Start date** August 2024
- Apply by** 15 February 2024
- Salary** We offer a highly competitive remuneration package which includes:
- Comprehensive private medical insurance
 - Excellent Employee Provident Fund (EPF) savings contributions
 - School places for staff children

Job Summary

We are seeking an inspirational and highly motivated teacher to teach Malay and Mandarin across the Primary and Secondary Schools (Form 1 & 2). This role involves teaching both subjects. He/she will be expected to make good use of technology and other innovative resources in his/her teaching and to convey a real enthusiasm for the subject. The successful candidate will be passionate about teaching and learning and be confident in working across the ability and age range of our students.

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.

Integrity

Empathy

Mutual Respect



Key Duties

Teaching and Learning

- To plan and prepare lessons;
- To teach, according to their educational need, assigned students, setting high expectations for all;
- To set and mark students' work, including examinations;
- To assess, record and report on the development, progress and attainment of students;
- To give feedback to students which will help them to make good progress;
- To adapt lesson planning to feedback received from students and their work;

Reporting and Assessing

- To provide regular reports and grades for students in line with the School's cycle;
- To identify and raise students of concern;
- To attend parent-teacher meetings and provide oral reports to parents;
- To provide references for students, as requested;
- To assess and report on prospective students, as requested;
- To prepare examinations and tests for students, including common examinations and tests;

Other Duties

- To take register as required in a timely fashion, and to alert a senior member of staff when concerned about the whereabouts of a student;
- To ensure the classroom is presented as a vibrant and positive space for learning;
- To promote the wellbeing of individual students and all assigned classes;
- To promote good behaviour amongst students;
- To act upon any concerns about students' wellbeing, alerting the safeguarding team where necessary, and to ensure appropriate records are kept;
- To communicate and consult with the parents of students;
- To accompany students on school visits and trips;
- To supervise students and student activities, as required;
- To lead two extra-curricular activities weekly;
- To play a role in marketing the School to prospective students and parents;
- To cover lessons for absent teachers as required;

Primary School

- To take primary responsibility for a class of students and work in close partnership with the year group team;
- To work closely with the class learning assistant;
- To attend and contribute to weekly staff meetings and attend whole school and other meetings as required;



- To take the role of a subject coordinator and to contribute to school development plans and schemes of work as required;

Secondary School

- To attend and contribute to department meetings and other staff meetings, as required;
- To contribute to department development plans and schemes of work, and to undertake tasks as delegated by the Head of Department;
- To act as a mentor or Sixth Form Tutor for a group of students, providing guidance and advice on education, careers and social matters and leading PSHE lessons;

Professional Development

- To continue to develop professional skills, through CPD, further reading, etc.;
- To participate in the School's focused development programme and performance management annually;
- To take part in CPD initiatives run by the School, e.g. observation fortnight.

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.



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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.

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 Director of Human Resources, Mr. Ragvinder Singh, via: recruitment@ktj.edu.my.

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