



**KTJ** PRIMARY  
SECONDARY  
KOLEJ TUANKU JA'AFAR

### Day Houseparent

- Job type** Full time, fixed term
- Start date** August 2024
- Apply by** 5 January 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
  - Contract renewal incentives (expatriate families only)
  - Accommodation, including utility bills and maintenance (expatriate families only)
  - Relocation and annual flight allowances (expatriate families only).

### Job Summary

The School is seeking to appoint a suitably-qualified and experienced candidate to lead Day House boarding. The role of the Day Houseparent has ultimate responsibility for the wellbeing of students within his/her house and for ensuring his/her students make the most of life at KTJ. Houseparents are the main port of call for all students and parents within their house and play a vital role in making sure that our students are monitored and cared for in both academic and pastoral capacities. They work closely with the Secondary and Whole School Leadership Teams to ensure high standards of student wellbeing and academic success.

### 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

- To run the house in accordance with the agreed school practices and procedures, as part of a collegiate houseparent body;
- To oversee the personal and academic development of all students in the house;
- To monitor the emotional, physical and mental health of each student, reporting concerns, as necessary, through the appropriate school channels;
- To oversee the daily welfare of each student in the house and to ensure accurate checks are carried out on attendance and locations of students;
- To develop students as leaders within the house;
- To liaise with the Medical Centre and School Counsellors on matters related to students in the house;
- To maintain a well-disciplined and happy house environment, where rules are obeyed and high standards of behaviour are observed;
- To oversee students' adherence with the School's uniform policy, and to track the rewards and sanctions of students;
- To keep appropriate and thorough records for each student within the house in order to ensure continuity of care and good pastoral oversight;
- To organise House Night at the start of each term;
- To support students in events, e.g. sporting fixtures, concerts, etc.;
- To communicate with other members of staff, as appropriate, regarding the wellbeing and care of students within the house;
- To communicate regularly with parents, ensuring they are kept up-to-date with house matters and with the progress and wellbeing of their children;
- To respond in a timely fashion to requests and enquiries from parents;
- To communicate with all new parents and students ahead of their first term in the house;
- To provide a welcoming environment for parents and other visitors to the house;
- To ensure the house is a caring and safe environment for all students;
- To report any health and safety issues to the appropriate members of staff immediately;
- To have oversight of the furniture and fittings of the house and to ensure the house is properly maintained;
- To manage the team of House Tutors and Mentors;
- To oversee the work and responsibilities of the house matron, including his/her responsibilities for cleaning and healthcare;
- To ensure the house is always properly staffed in line with school procedures and requirements;
- To keep track of the house budget and to ensure it is spent appropriately;
- To keep an accurate record of additional charges to students and to provide these records termly to accounts staff;
- To plan, implement and regularly update a house development plan.



## Teaching

- Day Houseparents are expected to teach around two-thirds of a full-time teacher's timetable. In their role as a teacher, they are expected to meet the responsibilities and specifications set out in the Teacher's Job Description.

## Accommodation

The Day Houseparent will be provided with accommodation for him/herself and his/her immediate family, which he/she is required to occupy during term time. The Houseparent and his/her family are also free to occupy this accommodation during all term breaks and school holidays. The right of occupancy will end two weeks after the Houseparent's final term in post. The accommodation will be appropriately furnished by the School and the School will meet the cost of all utility bills and maintenance (excluding satellite television and private broadband connections). During term time, the Houseparent and his/her family may take all of their meals in the school dining hall.

## 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](mailto:recruitment@ktj.edu.my).

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