



KTJ PRIMARY
SECONDARY
KOLEJ TUANKU JA'AFAR

Economics Teacher (Potential Head of Department)

August 2024

KTJ is a thriving international, day and boarding school, with state-of-the-art facilities set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and now caters for 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. Most students go on to study at UK universities.

We are seeking to appoint an inspirational and highly-motivated teacher to join our Business Department in the Secondary School. The successful candidate will be expected to teach IGCSE and A Level Economics. The ability to be able to teach IGCSE Business Studies as well would be an advantage.

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 our staff recruitment brochures (available on the vacancies page of our website). On our website you will also find a Teacher Job Description.

Applications should be made to Mr. Ragvinder Singh, Director of Human Resources via email to recruitment@ktj.edu.my. Please submit a cover letter and a completed application form (available on our website), including contact details of three referees, one of whom should be your current employer.

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.

Integrity

Empathy

Mutual Respect



KTJ PRIMARY
SECONDARY
KOLEJ TUANKU JA'AFAR



Kolej Tuanku Ja'afar

Teacher

Reports to: Head of Department / Head of Primary

Key Relationships: Students
Parents
Learning Assistants
Technicians

Key Responsibilities

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;

Integrity

Empathy

Mutual Respect



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 co-ordinator 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.



Personal Characteristics and Skills

- An excellent, reflective classroom practitioner, with a desire to continually improve teaching practice;
- Up-to-date knowledge and understanding of practices, trends and issues in education;
- An ability to get the best out of young people;
- Strong team member, who actively builds and promotes trust and openness;
- Good communication skills, both verbally and written;
- Excellent organisational and administrative skills;
- An enthusiastic, self-motivated and flexible approach;
- The ability to take the initiative;
- 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.

Qualifications and experience

Requirement	Essential	Desirable
University degree in relevant subject	✓	
Teaching qualification		✓
Two years' teaching experience		✓

Kolej Tuanku Ja'afar is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.