



KTJ PRIMARY SECONDARY KOLEJ TUANKU JA'AFAR



Head of Primary

August 2026



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KOLEJ TUANKU JA'AFAR

HEAD OF PRIMARY

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Kolej Tuanku Ja'afar (KTJ) is seeking to appoint a dynamic and capable individual with experience in senior leadership and an understanding of international education to be our next Head of Primary from August 2026. This is an exciting opportunity to join the leadership team at one of South East Asia's pre-eminent schools and to lead the Primary School through the next phase in its development.

KTJ is a thriving international, day and boarding school, with state-of-the-art facilities set in 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, Mathematics and Science, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and International A Levels. Most students go on to study at UK universities.

More information about the role is available on the vacancies page of the KTJ website at www.ktj.edu.my.

The closing date for applications is Monday, 10 November at 12 noon GMT. Applications should be made to Dr. Glenn Moodie, Principal, at the school address or via email to recruitment@ktj.edu.my and marked 'private and confidential'. Please submit a letter and a completed application form (available on our website), including contact details of three referees, one of whom should be your current employer. References will be taken up only for short-listed candidates.

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



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Information for candidates

Kolej Tuanku Ja'afar (KTJ) is a leading British-style international day and boarding school, set in the beautiful Malaysian countryside, just an hour south of Kuala Lumpur. Established in 1991, KTJ currently educates over 1,000 students aged 3 to 19, offering a vibrant and inclusive learning environment.

This is an exciting opportunity to join the leadership team at one of South East Asia's most respected schools and to lead its Primary School through the next phase in its development. We are looking to appoint a dynamic and capable individual with experience in senior leadership and an understanding of international education.

KTJ Primary School

KTJ opened its purpose-built Primary School in August 2013. Although 75% of the Secondary School is boarding, the Primary is exclusively for day students. The Primary School roll currently stands at 225 students, with three classes in Year 6, two classes in Years 1 - 5, as well as dedicated Early Years classes for Nursery and Reception.

Students join the Primary School at various points and numbers tend to be higher in Key Stage 2 than Key Stage 1. The School serves families from local housing developments and the city of Seremban; while other children travel from Kuala Lumpur and its surrounds each day. There is an extensive network of buses provided by the School.

The School is well-served by a dedicated team of staff. There are 13 full-time classroom teachers, a Deputy Head of Primary, three Assistant Heads of Primary (Teaching & Learning; Pastoral; Curriculum and Assessment), as well as a team of Learning Support Assistants, two EAL teachers, three PE teachers and a Music teacher. There are also a number of specialist teachers, based in the Secondary School, who contribute to the curriculum. Each classroom has a dedicated learning assistant. The office is staffed by two full-time administrative assistants and there is a part-time librarian.

Teaching staff come from a variety of countries, including the UK, Australia, New Zealand, Kenya and Malaysia. All learning assistants are Malaysian.

The Primary School is within a self-contained and purpose-built building, sitting on the edge of the School's 80-acre site. It has well-equipped classrooms with interactive whiteboards and digital display screens. Other facilities include a training swimming pool, indoor and outdoor play areas, a library and a dining room. The Primary School is close to the Secondary School's playing fields and students also benefit from the use of whole-school facilities, including a 680-



seat auditorium, a dedicated Art, Design Technology and Music building, a 25-metre swimming pool and a multi-purpose sports hall.

The Primary School follows the English National Curriculum in English, Mathematics Science, and the International Primary Curriculum in other subjects. For more information, please see our website ([click here](#)).

Holistic education is at the centre of KTJ's approach and the Primary School offers a wide range of Co-Curricular Activities every week.

In 2020, the School published a new, 10-year strategic plan, Vision 2030 ([click here](#)). The current Head of Primary has been instrumental in its development and it is hoped that his successor will continue to play a central role in driving it forward. The plan is an ambitious one, and at its heart is our vision to be *the* school of choice in South East Asia.

Job description and person specification

The Head of Primary has overall responsibility for the Primary School and for ensuring its students benefit from the holistic education set out in the School's Guiding Principles.

<i>Reports to:</i>	Principal
<i>Direct reports:</i>	Deputy Head of Primary Assistant Heads of Primary Primary School teachers Primary School learning assistants Primary School Office Manager
<i>Other key relationships:</i>	Trustees Students Parents Head of Secondary Director of Finance & School Services School Doctor Logistics Manager Head of Facilities Management Grounds & Services Manager Head of Catering

Key responsibilities

- To oversee all aspects of life in the Primary School on a day-to-day basis;
- To ensure the Primary School plans and delivers a high-quality, holistic curriculum, which meets the needs of its students and prepares them for life beyond the Primary School;
- To lead teaching and learning in the Primary School and to encourage the sharing of good practice;



- To get the best out of Primary School staff and to ensure the School maintains its duty of care to all staff;
- To ensure the professional development and career development of the staff, including performance reviews and ongoing support;
- To chair meetings of the Primary Leadership Team and to work closely with its members on the overall management of the Primary School and their delegated areas of responsibility;
- To demonstrate and ensure ethical and values-based leadership at all levels and at all times, in an environment which celebrates the achievements and contributions of all members of the community;
- To ensure the Primary School provides high-quality pastoral care and actively promotes safeguarding and health & safety for all its staff and students;
- To promote positive behaviour and self-discipline amongst the students;
- To regularly review and to implement the School's policies, in consultation with senior leaders in other parts of the School;
- To meet regularly with the Head of Secondary to ensure continuity of provision across the Primary and Secondary Schools;
- To manage the Primary School budget, ensuring operational and capital expenditure is carefully planned and justified;
- To actively promote KTJ Primary School and to play a central role in the recruitment of new students;
- To act as a spokesperson for KTJ Primary School;
- To work closely with the Principal on the recruitment of Primary School staff;
- To form strong and positive relationships with Primary School parents and to ensure that they feel part of the KTJ community;
- To ensure that the Primary School complies with all statutory and regulatory requirements;
- To actively promote and to play a role in leading the implementation of the School's strategic plan.

SLT Membership

- All members of SLT are expected to contribute fully to the life of the School, taking a share of required duties and supporting school events. They are expected to:
 - Lead continuing professional development;
 - Develop staff;
 - Take accountability for budgeting and financial controls;
 - Contribute to the marketing of the School.

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 organisational and administrative skills;
- An enthusiastic, self-motivated and flexible approach;
- The ability to take the initiative;



- The ability to think and plan strategically, and to lead and manage change;
- The ability to remain calm under pressure;
- Creativity in problem solving and the ability to anticipate issues before they arise;
- Excellent customer focus and the ability to work positively with everyone in the school community;
- An understanding of practices, trends and issues in international education;
- 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

<i>Requirement</i>	<i>Essential</i>	<i>Desirable</i>
University degree	✓	
Teaching qualification		✓
Leadership qualification		✓
Experience in successfully leading and managing a team	✓	
Experience of creating a culture of high expectations in middle and/or senior management	✓	
Experience working in international and/or independent schools		✓

Living in Malaysia and at KTJ

Malaysia is a wonderful place to live, with its variety of cultures, obsession with good food and relaxed way of life. The School has produced brochures with further details for international candidates ([click here](#)) and Malaysian candidates ([click here](#)).

Salary, Benefits and Contract

A salary commensurate with the position and the experience of the successful candidate will be offered. In addition, there is an attractive package of benefits.

The School will provide medical insurance for the Head of Primary and his/her dependent children (of school age or younger), as well as free places at KTJ for any dependent children who meet the entry criteria for the School.



All staff can contribute to the Malaysian Government's pension scheme (EPF), which offers an annual return of around 6%. Employees must contribute at least 11% of their salary; while KTJ makes a 19% employer contribution. International staff can opt out of this scheme and take the additional 19% as part of their salary.

A large house will be provided off-site, close to the School, and KTJ will meet the cost of all bills (excluding internet and satellite television). The School will also provide a part-time cleaner.

The Head of Primary and his/her family can take their meals in school during term time at the School's dining halls. Staff and families are welcome to make use of the School's extensive facilities, including swimming pool, squash courts and tennis courts. The School sits next to a beautiful 27-hole golf course, Staffield Country Resort, which offers special rates to KTJ staff on particular days of the week.

The School will cover relocation costs at the beginning and end of the contract (up to RM25,000). A tax-free payment of GBP10,000 will also be made to the Head of Primary at the start of the contract.

It is anticipated that the initial contract will be for three years, with the option of renewal if both parties agree.

Application Process

The closing date for applications is Monday, 10 November at 12 noon GMT. Applications should be made to Dr. Glenn Moodie, Principal, at the school address or via email to recruitment@ktj.edu.my and marked 'private and confidential'. Please submit a letter and a completed application form (available on the [Careers](#) page of our website), including contact details of three referees, one of whom should be your current employer. References will be taken up only for short-listed candidates.

The first round of interviews (long list) will be conducted via Microsoft Teams in the week beginning 17 November. Following this, short-listed candidates will be invited to visit the School for the final round of interviews in the week beginning 1 December.

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.