



House Coordinator - Maternity Cover

Job type	Part time, fixed term
Start date	January 2025
Apply by	1 November 2024
Salary	We offer a highly competitive remuneration package.

Job Summary

The House Coordinator, will collaborate with the Houseparent to plan, develop and implement the procedures and practices to support the efficient running of the Boarding Houses. Together, they create and execute strategies to enhance the boarding experience. Central to this role is caring for the students' welfare, health, and overall pastoral care. The House Coordinator also maintains open communication channels with both parents and staff to address any concerns and ensure a supportive environment for the students. This is a part time position with potential to become full time.

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.

Key Duties

Responsibilities

- To support the Houseparent in daily house management, ensuring efficiency, structure and effective operation of the house (including use of online systems);
- To engage and communicate with the Houseparent and house staff regarding the pastoral wellbeing of students;
- To collaborate with the Houseparent to communicate with parents on domestic, welfare and medical matters, including handling the house phone and addressing leave requests;
- To provide comprehensive pastoral care for boarders through personal interest and support;
- To attend relevant boarding functions, events and meetings;



- To welcome and meet with current and prospective parents and to be prepared to talk about boarding and the house;
- To assist in managing the team of staff associated with the House;
- To advise the Houseparent, the Head of Facilities Management and the Health and Safety Officer on domestic requirements and health and safety concerns;
- To assist the Houseparent in sensible use of the house budget, making suggestions and looking for ways to make the space more homely;
- To ensure an adequate supply of cleaning and laundry materials, medical items, and other domestic materials, and to ensure safe storage;
- To oversee end-of-term cleaning and holiday preparation, identifying repairs, replacements, and maintenance needs;
- To collaborate with the Health Centre to monitor students' general health and wellbeing, referring medical matters when in doubt or concern;
- To attend to sick students in the boarding house, or when the Health Centre is at capacity, keeping the Houseparent informed of their progress;
- To support the Houseparent in caring for, supervision and maintaining the cleanliness and presentation of students, coordinating with other staff as necessary;
- To manage laundry and postal procedures within the house, including the outside laundry contractors;
- To ensure awareness and enforcement of School Uniform Rules, overseeing students' clothing standards, and managing laundry logistics;
- To contribute to the induction of new students to the house and of students new to boarding;
- To assist the Houseparent with event and trip planning;
- To assist the Houseparent with transport arrangements for students.

Duties

- To be present in houses each morning, during break, lunchtime and any period where students are required to return to houses to change (Monday to Friday, 7am - 5pm);
- To perform approximately 27% of the weekly tutor schedule. Typically this usually involves being on duty one or two days each week (Monday - Saturday) and one Sunday in three (slightly different systems in terms of allocation operate in different Houses).
- The tutor duties include being in sole charge of the house on your allocated duty day, supervising prep time, checking rooms regularly throughout the evenings and at bed times, reviewing and recording any relevant documentation on Orah and ISAMS.
- Evening patrol duty on two or three evenings a term.



KTJ PRIMARY
SECONDARY
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.

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.

Integrity

Empathy

Mutual Respect