

Learning Assistant

Job type Full time, fixed term

Start date January 2026

Apply by 30 November 2025

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 Learning Assistant. The Learning Assistant supports students, enabling them to learn in a positive and safe environment and access the holistic educational experience provided by the School.

Job Description

At KTJ, we believe 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 progressive thinking.

Key Duties

Teaching and Learning

- To assist in the educational and social development of students under the direction and guidance of the Primary Leadership Team and classroom teacher;
- To work with a range of students and learning groups as directed by the classroom teacher to appropriately challenge and support students in all school activities;
- To support and work in partnership with teachers to prepare and present learning resources and displays of students' work to a high standard.

Other Duties

- To act upon any concerns about students' wellbeing, ensuring appropriate records are kept and alerting the Safeguarding Team, where necessary;
- To support students with emotional or behavioural needs and to help to develop their social skills;
- To communicate with parents and other key stakeholders, where appropriate, helping to build and maintain positive relationships within the KTJ community;
- To complete duties as required and as defined on the duty roster;
- To accompany students on school trips and residential;
- To perform other duties as may reasonably be required by the classroom teacher, Deputy Head of Primary and Head of Primary.

Professional Development

- To take an active role in the School's performance development cycle, and to work towards agreed areas for development;
- To have a working knowledge of current school policies and procedures, ensuring that any updates or changes are read and understood.

Personal Characteristics and Skills

- An enthusiastic, self-motivated and flexible approach;
- Works effectively and efficiently under pressure and can prioritise across multiple tasks;
- Excellent organisational skills and attention to detail;
- Ability to take the initiative to assist in the smooth running of school activities;
- Strong team member, who actively builds and promotes trust and openness;
- Excellent work ethic and both punctual and adaptable to help meet the daily needs of the School;
- Possesses effective communication skills, both verbally and written;
- Reflective practitioner who is committed to continuous professional development and self-improvement;
- 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.

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 HR Department via: recruitment@ktj.edu.my.