



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

**Music Teacher (Maternity Cover)  
November 2023**

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 inspirational and highly motivated teachers to join us. The successful candidate will be passionate about teaching and learning and be able to teach Music to students across the ability range at KS1, KS2, and KS3 level. He/she will be expected to make good use of technology and other innovative resources in his/her teaching and to convey a real enthusiasm for the subject.

KTJ is a friendly and supportive environment for students and staff alike. The position will suit both an experienced teacher as well as a newly qualified who would like to get more experience. Support from the Director of Music and the whole music team will be provided to help a smooth integration into the position. More information on the School can be found in our publication, Malaysian Staff Recruitment Brochure (available on the vacancies page of our website).

Applications should be made to Mr. Ragvinder Singh, Director of Human Resources, via email to [recruitment@ktj.edu.my](mailto: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



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**Reports to:** Director of Music

**Key Relationships:**

Students, Parents, Peripatetic teachers

**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;

Integrity

Empathy

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**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 and/or help with music co-curricular activities weekly;
- To cover lessons for absent teachers as required;
- To attend and contribute to weekly staff meetings and attend whole school and other meetings as required;

**Personal Characteristics and Skills:**

- An excellent, reflective music classroom practitioner, with a desire to continually improve teaching practice;
- Up-to-date knowledge and understanding of practices, trends and issues in music 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;
- 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.