



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

### **Subject Lead (SENDCO)**

<b>Job type</b>	Full time, fixed term
<b>Start date</b>	August 2024
<b>Apply by</b>	5 January 2024
<b>Salary</b>	We offer a highly competitive remuneration package which includes: <ul style="list-style-type: none"><li>• Comprehensive private medical insurance</li><li>• Excellent Employee Provident Fund (EPF) savings contributions</li><li>• School places for staff children</li><li>• Contract renewal incentives (expatriate families only)</li><li>• Accommodation, including utility bills and maintenance (expatriate families only)</li><li>• Relocation and annual flight allowances (expatriate families only).</li></ul>

### **Job Summary**

We are seeking an inspirational, highly-motivated and experienced teacher to lead the Learning Support (LS) Department through the next stage in its development. The Subject Lead oversees the provision for Learning Support across both our Primary and Secondary Schools. They lead a team of learning support assistants, and provide support for teachers in other departments to support SEND learners in their subjects. For the right candidate we would consider the leadership role of Director of Student Services liaising with and facilitating the work of the English as an Additional Language Subject Lead.

### **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.

Integrity

Empathy

Mutual Respect



## **Key Duties**

### ***People***

- To line manage teachers within the department, ensuring all teachers aspire to high standards in teaching and learning, reflect regularly on their practice, and follow policies and procedures set out by the School and by the department;
- To monitor the quality of teaching and learning, assessment and feedback within the department, seeking constant improvement and addressing issues;
- To ensure the views and needs of students and student feedback are central to planning of teaching and learning within the department;
- To line manage other members of staff within the department, including technicians and assistants, and to ensure they follow policies and procedures set out by the School;
- To ensure all members of staff within the department have the opportunity to contribute to its improvement and success;
- To chair regular department meetings in line with school expectations;
- To oversee the CPD and focused development of each member of the department;
- To assist in the recruitment of new staff, as required;
- To take a lead in the induction to the School of new staff within the department;
- To take responsibility for health and safety of all staff, students and visitors within the department and to report any issues promptly;
- To ensure all risky activities and equipment within the department and departmental trips and activities are properly risk assessed in line with school procedures;
- To ensure all students applying for university courses related to the department's subject areas are fully supported in their preparation and application;
- To ensure students have access to academic enrichment activities in areas related to the department;

### ***Assessment and Reporting***

- To ensure the department collects, analyses and uses internal and external data to help improve outcomes for all students;
- To coordinate the setting, marking and moderation of internal examinations and entrance tests, as required;
- To ensure all teachers in the department provide reports and references on students which are accurate, personalised and constructive;



- To ensure examination entries and predicted grades are submitted accurately and on time;
- To analyse external examination outcomes, and to present this analysis as required;

### ***Curriculum***

- To ensure the department has an appropriate written curriculum which caters for the needs of all students in the KTJ community and implements this effectively, in line with school policies;
- To review of departmental units of work and lesson plans annually;
- To liaise with parents, as required, about the curriculum and its implementation within the department;
- To update curriculum information for school publications, as requested;
- To promote the subject within the department, encouraging uptake at IGCSE and A Level;
- To provide opportunities for out-of-class, cross-curricular and extra-curricular learning in the department's subject areas;

### ***Resources***

- To ensure that the department has the appropriate resources to deliver high quality teaching and learning;
- To ensure all department areas are well-presented and emphasise a 'love of learning';
- To ensure the visibility of the department's subjects around the School;
- To submit an annual budget bid which reflects the needs of the department;
- To manage the department's annual budget, ensuring that limits are adhered to;
- To manage the department resources to ensure they are kept secure and are well-maintained;

### ***Planning, procedures and policies***

- To produce and implement a department development plan annually;
- To engage with and contribute to the School's strategic plan;
- To set procedures and policies for the department and to ensure they are adhered to;
- To propose staffing arrangements for the department;



### ***Professional knowledge***

- To keep up-to-date with research, innovations and trends in the department's subject areas and in teaching and learning;
- To keep up-to-date with the requirements for university entrance in subjects related to the department;

### ***Other***

- To advise the Trustees, Principal and Senior Leadership Team on matters related to the department and its subjects, as requested;
- To perform other reasonable duties as requested by the Head of Secondary (Academic) or the Principal.

### **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.



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### **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](mailto:recruitment@ktj.edu.my).

Integrity

Empathy

Mutual Respect