



KTJ PRIMARY
SECONDARY
KOLEJ TUANKU JA'AFAR

Senior Deputy Head of Sixth Form

- Job type** Full time, fixed term
- Start date** August 2024
- Apply by** 12 January 2024
- 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
 - Contract renewal incentives (expatriate families only)
 - Accommodation, including utility bills and maintenance (expatriate families only)
 - Relocation and annual flight allowances (expatriate families only).

Job Summary

The Senior Deputy Head of Sixth Form is responsible for assisting in the smooth functioning of the Sixth Form, including helping to oversee university entrance, in order that Sixth Form students have access to high quality education, as well as expert advice, support and guidance.

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

- To deputise for the Head of Sixth Form and other leadership staff when they are not available.
- To assist in liaising closely with the Director of Boarding, Assistant Heads of School and Counselling Team to ensure students are well looked after and kept safe, and their pastoral needs are met;
- To assist in monitoring the academic and pastoral progress of all students in the Sixth Form and to ensure effective intervention is put in place where it is necessary;
- To provide subject guidance to students entering the Sixth Form;
- To offer appropriate training, including in leadership and safeguarding, to Sixth Form students;
- To contribute to the School's university entrance procedures and processes;
- To provide advice and guidance to students in their university applications;
- To provide advice and guidance to students as they curate their pre university applications;
- To provide input and support to the provision for careers guidance;
- To assist in ensuring that there is a high quality, structured and appropriate program in place for Sixth Form Mentors to deliver, which meets students' needs;
- To assist in Sixth Form student induction programme;
- To contribute to the programme of Form 5 transition from IGCSE studies and the retention of Form 5 students into the Sixth Form;
- To liaise with parents in the absence of the Head of Sixth Form;
- To contribute to the planning and delivery of the academic enrichment programme of the Sixth Form;
- Being a mentor responsible for one specific mentor group;
- To contribute to external relations, including new initiatives, with current and potential sponsors and external partners;
- To assist the Careers Guidance Counsellor in creating and sustaining a programme for summer work placements.

Teaching

- To teach around one-third of a full-time teacher's timetable.

Recruitment Handbooks

[KTJ Recruitment Handbooks for Malaysian Staff](#)

[KTJ Recruitment Handbooks for International Staff](#)



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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.

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