

Teacher of Design Technology

- Job type** Full time, fixed term
- Start date** August 2026
- Apply by** 17 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
 - 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 Expressive Arts are thriving at KTJ, where creativity, collaboration and passion take centre stage. Our vibrant faculty brings together a wonderfully talented and enthusiastic team of specialists in Dance, Drama, Music, Art and Design Technology, who work together to inspire students to explore their imagination, develop their skills, be creative and express themselves with confidence in all areas. Whether through performance, design or innovation, the Expressive Arts at KTJ play a central role in enriching school life and nurturing well-rounded, creative young people.

You would be joining a dynamic team that is always looking to improve, share ideas and push the boundaries of teaching and learning. Professional growth is paramount at KTJ, and colleagues benefit from a strong culture of collaboration, reflection and continuous professional development.

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

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;
- To attend parent-teacher meetings and provide oral reports to parents;
- To provide references for students, as requested;
- To assess and report on prospective students, as requested;
- To prepare examinations and tests for students, including common examinations and tests;

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 two extra-curricular activities weekly;
- To play a role in marketing the School to prospective students and parents;
- To cover lessons for absent teachers as required;

Secondary School

- To attend and contribute to department meetings and other staff meetings, as required;
- To contribute to department development plans and schemes of work, and to undertake tasks as delegated by the Head of Department;
- To act as a mentor or Sixth Form Tutor for a group of students, providing guidance and advice on education, careers and social matters and leading PSHE lessons;

Professional Development

- To continue to develop professional skills, through CPD, further reading, etc.;
- To participate in the School's focused development programme and performance management annually;
- To take part in CPD initiatives run by the School, e.g. observation fortnight.

Personal Characteristics and Skills

- An excellent, reflective classroom practitioner, with a desire to continually improve teaching practice;
- Up-to-date knowledge and understanding of practices, trends and issues in 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;
- The ability to take the initiative;
- High degree of ICT literacy;
- 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.

Expatriate staff who apply should have a basic degree, PGCE/PGDE qualifications and at least two years' teaching experience. In the absence of a PGCE/PGDE qualification, the candidate should provide a letter from their current/former employer certifying ten years of teaching experience.