

## DEPUTY HEAD OF PRIMARY

**August 2026**

Kolej Tuanku Ja'afar (KTJ) is seeking to appoint a dynamic and capable individual with experience in school leadership and an understanding of international education to be our next Deputy Head of Primary from August 2026. This is an exciting opportunity to join the leadership team at one of South East Asia's pre-eminent schools and to play a leading role in the next phase of its development.

KTJ is a thriving international, day and boarding school, with an expansive campus in 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, Mathematics and Science, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and International A Levels. Most students go on to study at UK universities.

More information about the role is available on the careers page of the KTJ website at [www.ktj.edu.my](http://www.ktj.edu.my).

The closing date for applications is Monday, 2 March at 12 noon GMT. Applications should be made to Dr. Glenn Moodie, Principal, at the school address or via email to [recruitment@ktj.edu.my](mailto:recruitment@ktj.edu.my) and marked 'private and confidential'. Please submit a letter and a completed application form (available on our website), including contact details of three referees, one of whom should be your current employer. References will be taken up only for short-listed candidates.

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.

## Deputy Head of Primary Job Description

The Deputy Head of Primary works closely with the Head of Primary to lead and manage teams in their implementation of the mission, vision and values of the School and to establish the school culture, expectations and policies, ensuring the highest quality of education is provided to all students.

**Reports to:** Head of Primary

**Direct Reports:** Learning Assistants

**Key Relationships:** Primary teachers

Primary administrative staff

Assistant Head of Secondary (Timetable & Data)

## Key responsibilities

- To lead and manage staff teams as agreed with the Head of Primary;
- To work with the Head of Primary and other senior leaders to drive the strategic development of the Primary School;
- To keep up to date with all aspects of curriculum development and help ensure the effective delivery of the curriculum and extra-curricular activities whilst being an exemplar of good teaching practice in the classroom;
- To manage the Primary School timetable and liaise with Secondary colleagues on timetabling;
- To be responsible for assessment across the Primary School and liaise with all relevant personnel to ensure that students' needs are catered for;
- To manage behavioural matters across the Primary School;
- To oversee and help manage the organisation of the year group residentials and organise and run events for students;
- To communicate appropriately with parents as and when necessary;



- To support teachers in their professional duties;
- To assist with the meeting of new families, recruitment, induction of new students and transition of students from stage to stage and when they leave the School;
- To deputise for the Head of Primary as and when required;
- To perform other duties as may reasonably be required by the Head of Primary.

### **Teaching**

- To provide cover for teachers, up to 0.4 FTE.

### **Personal characteristics and skills**

- Committed to and demonstrates the KTJ values of mutual respect, integrity and empathy;
- Commitment to the safeguarding and welfare of all students;
- A strong team player, leader and manager who motivates others and actively builds and promotes trust and openness;
- An enthusiastic, self-motivated and flexible approach;
- A genuine interest in young people, their learning and their wellbeing;
- Up-to-date knowledge and understanding of practices, trends and issues in international education;
- The ability to think and plan strategically, and to lead and manage change;
- Creativity in problem solving and the ability to anticipate issues before they arise;
- Sensitivity in dealing with challenging issues;
- High level of accountability and consistency;
- High degree of ICT literacy;
- Motivation to continually improve standards and achieve excellence;

- Excellent communication skills, both verbally and written;
- Commitment to continuous professional development.

### Qualifications and experience

Requirement	Essential	Desirable
Leadership and management experience in a primary school	✓	
Experience of leading curriculum development in a primary school	✓	
Excellent primary school teacher	✓	
University Degree		
Teaching qualification		✓
Educational leadership/management qualification and/or experience		✓

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