



## Technology and Innovation Coach

**Job type** Full time, fixed term

**Start date** August 2026

**Apply by** 3 April 2026

**Salary** We offer a highly competitive remuneration package which includes:

- 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 Technology and Innovation Coach will lead the development and delivery of a whole-school AI and Digital Innovation Strategy aligned with the school's priorities. They will promote the responsible and ethical use of technology to enhance high-quality teaching and learning, build staff capability through professional development, and position the school as a leader in research-informed digital innovation.

### 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 Responsibilities

### Strategic Development

- Lead a strategic review of current digital and AI practices across the school.
- Develop a three-year AI and Innovation Roadmap with measurable outcomes.
- Establish clear success criteria linked to teaching quality, student progress, and staff workload.

### Teaching and Learning

- Support departments in embedding AI tools meaningfully within schemes of work.
- Model innovative classroom practice that promotes critical thinking, creativity, and metacognition.
- Develop exemplars of AI-enhanced assessment and feedback strategies.
- Ensure AI use supports academic integrity and independent thinking.

### Professional Development

- Design and deliver a structured CPD programme on AI literacy and digital innovation.
- Provide one-to-one and departmental coaching.
- Create practical toolkits, guidance documents, and case studies.
- Differentiate training to meet the needs of novice and advanced users.

### Student AI Literacy and Digital Citizenship

- Develop a progressive AI literacy framework across year groups.
- Promote critical engagement with AI technologies, including bias, misinformation, and ethical considerations.
- Support student-led digital innovation initiatives.

### Safeguarding, Ethics and Compliance

- Work closely with safeguarding and data protection leads to ensure compliance with local and international guidance.
- Conduct risk assessments for new AI tools prior to adoption.
- Develop and maintain policies relating to AI usage, academic honesty, and data governance.
- Ensure equity of access and guard against digital exclusion.

### Evaluation and Impact

- Monitor and evaluate the impact of AI integration on student outcomes and staff workload.
- Use data and stakeholder feedback to refine strategy.
- Report regularly to Senior Leadership and Governors.

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