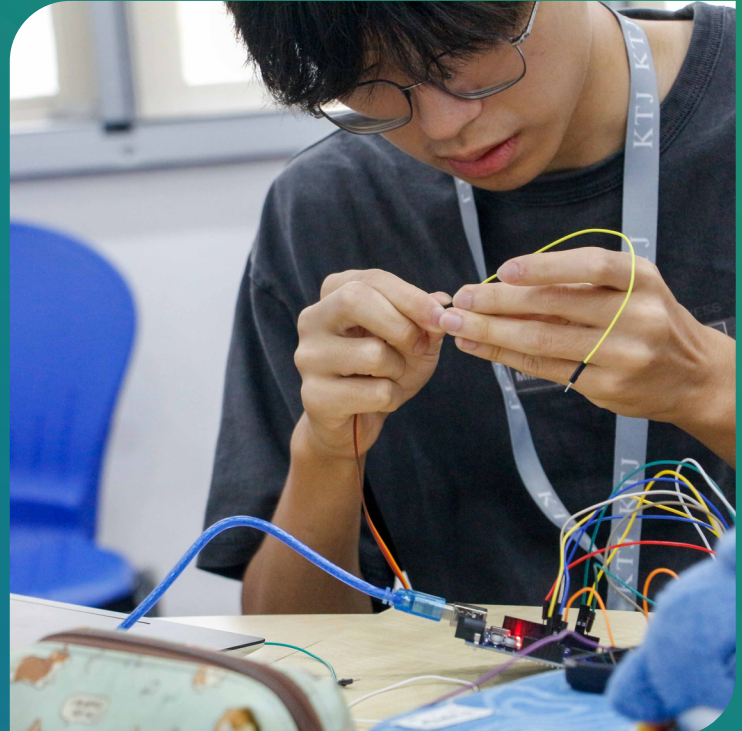




KTJ PRIMARY SECONDARY KOLEJ TUANKU JA'AFAR



Director of Sixth Form
August 2025

About KTJ

Kolej Tuanku Ja'afar (KTJ) is a thriving international day and boarding school, with state-of-the-art facilities set in the 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.

This is an exciting opportunity to lead one of the best Sixth Forms in the region. KTJ is highly regarded for its excellent A Level results and impressive range of offers from world class universities. In 2023 and 2024, the School was rated the third best high school in the world outside of the US and the UK in the HSBC Hurun Education league table (click [here](#)).

The School's Sixth Form consists of 300 students, all of whom board.

We are seeking an exceptional individual to oversee this section of the School and to continue its development. The successful candidate will have a passion for helping young people to fulfil their aspirations, as well as considerable experience of A Level programs and the UK universities applications. A good understanding of US universities admissions would be an advantage.

KTJ Sixth Form and the Role

The Sixth Form Team comprises the Director of Sixth Form, a Senior Deputy Head of Sixth Form, four Deputy Heads of Sixth Form, a Higher Education Guidance Counsellor, a Careers Guidance Counsellor, an EPQ Coordinator, and a Sixth Form Administrative Assistant. Apart from the Administrative Assistant, all these posts are held by teachers on a reduced timetable. In addition, the team is supported by around 20 teachers who act as Tutors to small groups of students.

The Director of Sixth Form is responsible for careers guidance throughout the Secondary School and the academic progress of Sixth Form students. They liaise closely with the School's pastoral team on PSHEE, wellbeing and the behaviour management needs of the Sixth Form.

The School has a dedicated Sixth Form Centre, which was refurbished in the summer of 2023.

KTJ offers International A Levels in the Sixth Form. Almost all subjects follow the CAIE board, though the Mathematics Department uses Pearson Edexcel. In addition, the School offers the Extended Project Qualification through AQA. Our Sixth Form Curriculum Booklet is available [here](#).

Students achieve exceptional results at A Level as the results table from 2019 - 2024 demonstrates below:

| Grade | 2024 | 2023 | 2022 | 2021 | 2020 | 2019 |
|----------------|------|------|------|------|------|------|
| A* | 45% | 32% | 41% | 61% | 51% | 38% |
| A* and A | 68% | 61% | 65% | 81% | 83% | 74% |
| A*, A and B | 86% | 81% | 81% | 90% | 95% | 91% |
| A*, A, B and C | 93% | 93% | 91% | 96% | 98% | 97% |

In recent years, almost all of KTJ’s Sixth Form students have gone on to university. The majority of students choose to study at universities in the UK. Typically, they take up places at Russell Group universities, with those in London being most popular.

The second most popular university destination is the US and the School’s Higher Education Guidance Counsellor has a particular expertise in applications to this country. However, our students also apply to a range of other countries, including Australia, Singapore, Hong Kong, South Korea, Canada, Ireland and the Netherlands. In recent years, Malaysian universities have also become popular.

For 2024 entry, seven KTJ students secured Oxbridge offers and a further three students had offers to study at Ivy League colleges. Amongst other highlights were 26 offers for LSE, 15 for LSE, six for Melbourne, five for Toronto, four for UCLA and two for Berkeley.

We have an excellent reputation with university admissions departments from around the globe, and typically we host around 80 engagement sessions annually.

In September 2020, the School successfully underwent its five-year re-accreditation with the Council of International Schools (CIS). CIS’s report was extremely positive. Amongst the many commendations, were commendations for the Sixth Form Team for ‘the excellent academic achievements, culminating in student placements in many of the world’s top 100 universities’, ‘the increasing systematic development and expansion of a careers and university guidance programme that is set against benchmarks that allow for the measurement of impact’ and ‘efforts to link students with the most appropriate leadership opportunity provided at KTJ, so that all students develop their levels of independence, self-reliance, and the ability to organise and lead’.

The School was named the International School of the Year by the Boarding Schools’ Association (BSA) in 2021 and 2023. As well as CIS and BSA, the School is a member of HMC, COBIS and ISBA.

In late 2019 the School published a new, 10-year strategic plan, Vision 2030 (click [here](#)). The current Head of Sixth Form has been instrumental in its development and it is hoped that her successor will continue to play a central role in driving it forward. The plan is an ambitious one, and at its heart is our vision to be the school of choice in South East Asia.

Job Description and Person Specification

The Director of Sixth Form is responsible for ensuring the smooth functioning of the Sixth Form, including overseeing university entrance, in order that Sixth Form students have access to high quality education, as well as expert advice, support and guidance.

| | |
|--------------------------|---|
| Reports to: | Head of Secondary |
| Direct reports: | Senior Deputy Head of Sixth Form Deputy Heads of Sixth Form Higher Education Guidance Counsellor Sixth Form Administrative Assistant |
| Other key relationships: | Deputy Heads of Secondary Assistant Heads of Secondary Director of Finance and School Services Head of Student Support Services Sixth Form Tutors |

Key responsibilities

- To liaise closely with the Secondary Leadership Team to ensure students are well looked after and kept safe, and their pastoral needs are met;
- To monitor the academic progress of all students in the Sixth Form and to ensure effective intervention is put in place where it is necessary;
- To liaise with the Head of Secondary over the academic progress of students in the Sixth Form;
- To provide subject guidance to students entering the Sixth Form;
- To offer appropriate training, including in leadership and safeguarding, to Sixth Form students;
- To oversee and administer the School's university entrance procedures and processes;
- To run a lively and diverse academic enrichment programme for Sixth Form students, including the EPQ programme;
- To administer, monitor and regularly review the Secondary School's provision for careers guidance;
- To ensure that there is a high quality, structured and appropriate programme in place for Sixth Form Tutors to deliver, which meets students' needs;
- To work with the Head of Secondary on the selection of Sixth Form Scholars;
- To assist in Sixth Form student induction programme;
- To lead the retention of Form 5 students into the Sixth Form;
- To promote the KTJ Sixth Form and ensure it maintains its outstanding reputation;
- To organise an annual residential trip for Lower Sixth which challenges students and builds their confidence.

Teaching

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

Personal characteristics and skills

- Excellent understanding of the global universities admissions landscape and detailed understanding of UK universities admissions;
- Strong team member, who actively builds and promotes trust and openness;
- Strong leadership skills, including the ability to manage staff effectively and sensitively and to challenge unsatisfactory conduct or performance;
- Excellent communication skills, both verbally and written;
- Excellent organisational and administrative skills;
- An enthusiastic, self-motivated and flexible approach;
- The ability to take the initiative;
- 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;
- Excellent customer focus and the ability to work positively with everyone in the school community;
- Up-to-date knowledge and understanding of practices, trends and issues in international education;
- High degree of ICT literacy;
- A genuine interest in young people and their wellbeing;
- Affinity with the values of Kolej Tuanku Ja'afar.

Qualifications and experience

| Requirement | Essential | Desirable |
|--|-----------|-----------|
| University degree | ✓ | |
| Teaching qualification | | ✓ |
| Leadership qualification | | ✓ |
| Experience in successfully leading and managing a team | ✓ | |
| Experience of creating a culture of high expectations in middle and/or senior management | ✓ | |
| Experience of guiding students through universities admissions for UK | ✓ | |
| Experience of guiding students through universities admissions for USA | | ✓ |
| Experience working in international and/or independent schools | | ✓ |

Salary, Benefits and Contract

A salary commensurate with the position and the experience of the successful candidate will be offered. In addition, there is an attractive package of benefits. Further details of the benefits we offer can be found in the brochures we publish on our website for [Malaysian](#) and [international](#) candidates.

All staff can contribute to the Malaysian Government's pension scheme (EPF), which offers an annual return of around 6%. Employees must contribute at least 11% of their salary; while KTJ makes a 19% employer contribution. International staff can opt out of this scheme and take the additional 19% as part of their salary.

Suitable accommodation will be provided, close to the School, and KTJ will meet the cost of all bills (excluding internet and satellite television).

The Director of Sixth Form and their family are welcome to make use of the School's extensive facilities, including swimming pool, squash courts and tennis courts. The School sits next to a beautiful 27-hole golf course, Staffield Country Resort, which offers special rates to KTJ staff on particular days of the week.

The School will cover relocation costs, up to an agreed limit, at the beginning and end of the contract. A tax-free payment of GBP5,000 will also be made to the Director of Sixth Form at the start of the contract.

It is anticipated that the initial contract will be for two years, with the option of renewal if both parties agree.

Living in Malaysia and at KTJ

Malaysia is a wonderful place to live, with its variety of cultures, obsession with good food and relaxed way of life. The School has produced brochures with further details for international candidates ([click here](#)) and Malaysian candidates ([click here](#)).

Please also see a recently-produced promotional video for the School ([click here](#)), and a collection of videos of our Sixth Form ([click here](#)).

Application Process

The closing date for applications is **Friday, 15 November 2024**. Applications should be made to Mr. Ragvinder Singh, Director of Human Resources, at the school address or via email to recruitment@ktj.edu.my and marked 'private and confidential'. Please submit a letter and a completed application form ([click here](#)), including contact details of three referees, one of whom should be your current employer. There is no requirement to complete the 'Personal Statement' section of the application form, if the information is provided in the cover letter.

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.



ktj.edu.my

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