



Director of Boarding

- Job type** Full time, fixed term
- Start date** August 2025
- Apply by** 24 January 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

We are seeking an inspirational, highly motivated and experienced candidate for the role of Director of Boarding. The Director of Boarding oversees all aspects of house life, ensuring a safe, inclusive, and supportive environment for students. The role involves leading the house team, fostering a strong sense of community, and promoting student wellbeing and personal development. It also ensures that all houses align with the school's values and highest standards of care.

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

- Communicate the school's vision and strategic goals to all house staff, ensuring alignment with the school's values;
- Lead and manage Houseparents and House Coordinators, ensuring consistency, quality, and high standards across all houses;
- Oversee all aspects of house life, including the pastoral care, safety, and wellbeing of students, in collaboration with the Director of Pastoral Care;
- Manage the daily operations of houses, including the organisation of duty rotas and cover for house staff when required;
- Support student academic progress and leadership development through effective interventions and initiatives within houses;
- Lead the boarding component of CIS accreditation, ensuring compliance with international standards and excellence in provision;
- Maintain and regularly update all house-related policies, handbooks, and welcome materials, ensuring they are clear and relevant;
- Foster collaboration among house staff and promote a strong team ethos, with clear roles, responsibilities, and open communication;
- Organise and oversee house competitions in conjunction with the Director of Sport and ensure a vibrant programme of house activities in collaboration with the Director of Co-Curricular;
- Ensure effective communication with parents regarding student welfare, academic progress, and house related matters;
- Oversee disciplinary processes within houses, working with the Pastoral Team to ensure timely interventions and accurate record-keeping;
- Maintain accurate welfare records and manage risk assessments, fire practices, and safety protocols for all houses;
- Lead staff induction, appraisals, and professional development programmes to enhance the house team's skills and effectiveness;
- Work with the Deputy Head of Secondary to oversee the implementation of the Boarding Development Plan and coordinate events and trips within the school calendar;
- Chair regular meetings with Houseparents and House Coordinators to ensure consistency, alignment, and effective communication across all houses;
- Undertake any additional duties commensurate with the role, as reasonably directed by the Principal.



Teaching

- To teach around a one third timetable (this is dependent on whether or not the post holder also fills the role of a houseparent).

Secondary Senior Leadership Team (SSLT) Membership

- All members of SSLT are expected to contribute fully to the life of the School, taking a share of required duties and supporting school events. They are expected to:
 - Lead continuing professional development;
 - Develop staff;
 - Take accountability for budgeting and financial controls;
 - Contribute to the marketing of the School.

Personal characteristics and skills

- 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 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](#)



KTJ PRIMARY
SECONDARY
KOLEJ TUANKU JA'AFAR

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 Ms. Anne Soosay, via: recruitment@ktj.edu.my.

Integrity

Empathy

Mutual Respect