



Director of Co-Curricular

- Job type** Full time, fixed term
- Start date** August 2025
- Apply by** 3 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 Co-Curricular. The Director of Co-Curricular leads the planning and delivery of a diverse range of co-curricular and super-curricular activities, trips, and events in the Secondary School. The role ensures these programmes align with the school's values, promoting student development, academic success, and community engagement.

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

- Serve as a member of the Secondary Senior Leadership Team, contributing to the strategic and operational direction of the school;
- Oversee the planning, implementation, and management of co-curricular activities, trips, and events across the Secondary School;
- Ensure the provision of a comprehensive range of co-curricular and super-curricular opportunities that align with the strategic objectives of the programme;
- Collaborate with key staff to monitor student participation in co-curricular and super-curricular activities, ensuring the offerings meet the diverse needs of all students;
- Monitor and evaluate the performance of students, staff, and external providers involved in delivering co-curricular and super-curricular programmes;
- Lead the renewal process for contracts with external providers, ensuring quality and value;
- Work in partnership with the Outreach & Sustainability Officer to deliver a broad range of service opportunities and charity fundraising initiatives throughout the academic year;
- Develop and maintain a well-structured programme of weekend activities for boarding students;
- Chair the 'Weekend & Holiday Entertainment' committee, a student led committee involved in planning student events;
- Liaise with the IT Manager to ensure a seamless and efficient sign-up process for co-curricular activities for parents and students;
- Provide effective line management to the Director of Sports and the Director of Performing Arts;
- Fulfil the role of Educational Visits Coordinator (EVC), ensuring the safe and compliant organisation of school trips and visits;
- Oversee the quality assurance of all aspects of co-curricular provision and prepare termly reports on performance and outcomes;
- To ensure all trip, event and Co-Curricular policies are reviewed and up to date;
- Collaborate with the Director of Finance to set, monitor, and manage budgets related to co-curricular programmes;
- Manage the co-curricular content on the school's website and oversee the production of co-curricular publications;
- Undertake any additional duties commensurate with the role, as reasonably directed by the Principal.



Teaching

- To teach around a one-quarter timetable.

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

- Approachable, charismatic, and able to inspire trust and collaboration across the school community;
- Highly organised, resourceful, and motivated, with a commitment to 'going the extra mile' in a vibrant boarding school environment;
- Passionate about co-curricular activities as essential for fostering student self-esteem, school values, and academic excellence;
- Enthusiastic, self-motivated, and flexible, with a genuine interest in the wellbeing and development of young people;
- Outstanding communication skills, both written and verbal;
- Strong organisational and administrative abilities, supported by effective use of technology;
- Critical and creative thinking skills to support sound decision-making and proactive problem-solving;
- Strong leadership and team-building skills, with the ability to manage staff sensitively and challenge underperformance effectively;
- Strategic thinking, planning, and change management expertise;
- Up-to-date knowledge of trends and issues in international education;
- Affinity with the boarding ethos and 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