



Director of Studies

- Job type** Full time, fixed term
- Start date** August 2025
- Apply by** 4 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 Studies who is responsible for overseeing teaching and learning in the Secondary School, including the academic curriculum and academic monitoring/data, in order to ensure that students receive a high quality of education.

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

- To oversee all elements of teaching and learning in the Secondary School;
- To oversee the content and structure of the academic curriculum and to review regularly the Secondary School's provision;
- To line manage some of the Heads of Department and chair regular meetings of the Heads of Department Committee;
- To liaise with the Head of Primary and other key staff to ensure continuity of education from Primary School to Secondary School;
- To oversee the production of reports and grades, ensuring parents are kept well informed on the progress of their children;
- To monitor the academic progress of all students in the Secondary School and to ensure effective intervention is put in place where it is necessary;
- To liaise with the Director of Sixth Form over the academic progress of students in the Sixth Form;
- To oversee and coordinate the production of admissions and scholarship tests for the Secondary School;
- To oversee, in co-ordination with the AHoS (KS4), students' subject choices;
- To oversee the use of technology in the classroom and to encourage its effective use throughout the Secondary School.

Teaching

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

Secondary Leadership Team Membership

- All members of the Secondary Leadership Team 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 their budget;
 - 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 British and international education;
- High degree of ICT literacy;
- A genuine interest in young people and their wellbeing;
- Strong academic profile;
- Excellent classroom practitioner;
- 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](#)

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 PRIMARY
SECONDARY
KOLEJ TUANKU JA'AFAR

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.