

## **University Guidance Counsellor**

### **August 2026**

We are seeking to appoint a capable and highly-motivated counsellor to join our Sixth Form Team. The successful candidate will be passionate about providing students with first-class guidance and support as they explore university and career options. They will also be expected to take a leading role in all aspects of students' university applications and in supporting Sixth Form students. An expertise in US universities admissions is essential, as well as a good working knowledge of a range of other admissions systems, including UCAS.

Kolej Tuanku Ja'afar (KTJ) is a thriving international school 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. Most students go on to study at universities overseas, with the UK being the most popular destination. One of KTJ's greatest strengths is its Sixth Form, which consists of 300 students, almost all of whom board.

KTJ is a friendly and supportive environment for students and staff alike. A job description, as well as more information on the School, living in Malaysia and conditions for teachers, can be found on the vacancies page of our website.

The closing date for applications is 31 March 2026. Applicants applying before this date will be considered immediately. Applications should be made via email to [recruitment@ktj.edu.my](mailto:recruitment@ktj.edu.my) and marked 'private and confidential'. Please submit a letter and a completed application form (available on our website), including contact details of three referees, one of whom should be your current employer.

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.



## University Guidance Counsellor

### Job description

The University Guidance Counsellor plays a key role in the provision of quality advice, guidance and support to our students.

**Reports to:** Director of Sixth Form

**Key Relationships:** Sixth Form Team  
Sixth Form Tutors  
Houseparents  
House and Sixth Form Mentors  
Head of Secondary  
Admissions Staff  
Events Manager

### Responsibilities

#### *Higher Education*

- To provide an inspiring higher education service, with particular focus on students in Forms 4, 5 and 6.
- To guide and support students in their applications to higher education;
- To be the designated US counsellor and maintain the Common Application portal and other university admissions systems outside of the UK;
- To lead the support and guidance for students applying universities outside of the UK;
- To ensure all aspects of an application are of an excellent standard, providing feedback and guidance on personal statements and application essays;
- To keep thorough and accurate records of student applications, outcomes and final destinations;
- To liaise with the Director of Sixth Form and relevant Houseparents of any issues pertaining to an application;
- To deliver appropriate and timely workshops to parents and students on aspects of higher education and post-16 options;
- To attend the weekly Sixth Form Team meetings;
- To arrange interview practice and feedback to students invited for interview;
- To work with Sixth Form Tutors and teaching staff to write high quality references or recommendation letters;
- To write references for higher education candidates, as agreed with the Director of Sixth Form, and to ensure high quality, yet realistic applications are produced;
- To manage internal and external university visits and fairs;



- To build and continue to grow our relationships with universities and external support providers;
- To be a Sixth Form Tutor, delivering PSHEE and support for higher education applications.

**Personal characteristics and skills**

- Enjoys working with young people;
- Demonstrates a passion for engaging with young people to produce the best outcomes for their future;
- An excellent working knowledge of the contemporary higher education landscape;
- An excellent working knowledge of US application systems;
- A strong team member, who actively builds and promotes trust and openness;
- The ability to work independently, manage time well and work to deadlines;
- The ability to take the initiative;
- Excellent communication skills, both verbally and written;
- Excellent listening skills;
- Excellent organisational and administrative skills;
- The ability to form good working relationships with external providers, alumni and parents;
- Innovative and energetic;
- A high degree of ICT literacy;
- Excellent working knowledge of the Common App;
- An enthusiastic, self-motivated and flexible approach;
- Excellent customer focus and the ability to work positively with everyone in the school community;
- Affinity with the School’s boarding ethos and with the values of Kolej Tuanku Ja’afar.

**Qualifications and experience**

Requirement	Essential	Desirable
University degree	✓	
Teaching qualification		✓
Significant experience of providing higher education guidance and support to students, with a specialism in US higher education admissions	✓	
Experience of working with parents and students applying to highly competitive universities	✓	
Experience of working in a university admissions office		✓
Established network of university admissions contacts		✓



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