

Head of Counselling

Job type Full time, fixed term

Start date Earliest convenience

Apply by 10 March 2026

Salary We offer a highly competitive remuneration package which includes:

- Private medical insurance
- Excellent Employee Provident Fund (EPF) savings contributions
- School places for staff children

Job Summary

The Head of Counselling is responsible for providing leadership in the administration, planning, implementation and evaluation of counselling services and other counselling-related activities or initiatives. These counselling services, such as individual and group counselling, outreach activities, and training sessions, are provided to promote students' personal growth and psychological wellbeing. This position involves supervision of other professional counsellors in the department to ensure the quality of counselling services, as well as the formulation of department policies and procedures.

Job Description

At KTJ, we believe 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 progressive thinking.

Key Duties

- Lead the KTJ Counselling Department in establishing effective counselling practices by developing and implementing a strategic vision aligned with the school's strategic plan;
- Develop the policies and procedures for the KTJ Counselling Department;
- Manage and supervise school counsellors' practice and caseloads through regular formal supervision meetings to ensure high professional standards, ethics, and compliance with competency frameworks so that student-clients are well monitored and supported both during counselling session and in school;
- Support and guide the professional work and career development of school counsellors to ensure clinical competence and continuous professional growth;
- Conduct initial interviews and assessments and allocate counselling cases across the department;
- Oversee and ensure accurate, up-to-date programme records and securely maintain confidential information of the department;
- Support and guide the safeguarding responsibilities of the school counsellors, including but not limited to advocating for students and reporting safeguarding concerns;
- Measure and monitor students' psychological wellbeing by leading and managing research processes or surveys, including data collection, analysis and storage;
- Create, implement and manage psychological wellbeing intervention plans and counselling programmes for students, staff and parents;
- Contribute to the development of the PSHE curriculum;
- Prepare and maintain records and reports related to counselling and wellbeing of students;

- Ensure equitable access to counselling services and consistent understanding and experience of counselling services for both Primary and Secondary students;
- Advise, train and support academic, boarding house and healthcare staff on how to identify and support vulnerable students, as well as responding to crisis situations;
- Collaborate with relevant departments, teams or staff to support students' counselling and wellbeing needs, e.g. Health Centre, KTJ Klinik, Learning Support Department, Safeguarding Team, Pastoral Team, and Houseparents;
- Coordinate, train and supervise the Uplift Ambassadors;
- Connect with, liaise and work alongside external specialists, agencies and service providers to support the wellbeing of the KTJ community.

Clinical responsibilities

- Provide professional and confidential individual and group counselling services in an ethical manner that promotes students' social, emotional, and psychological wellbeing;
- Perform crisis interventions and suicide risk assessments to help ensure the safety of student-clients and others at school;
- Share relevant knowledge to staff, such as Houseparents, Designated Safeguarding Leads, in the student-client's best interest, where appropriate;
- Engage with student-clients' families, teachers, and other staff when appropriate and beneficial;
- Provide support for students and, where possible, their families during times of crisis;



- Refer student-clients or family members to external specialists, agencies or service providers when necessary, and collaborate with them to ensure continuity of support;
- Participate in reflective practice sessions and/or clinical supervision sessions.

Safeguarding

- The Head of Counselling has a key responsibility to safeguard KTJ students and to report any concerns in line with the School's Safeguarding Policy;
- Participate in multidisciplinary meetings and contribute to the development and implementation of care plans.
- Advocate for the student-client's best interest, including but not limited to attending pastoral-related interviews as the student's request.

Personal characteristics and skills

- Minimum of 5 years' counselling experience with children and adolescents;
- Certification as a Clinical Supervisor by Lembaga Kaunselor Malaysia (LKM) is preferred;
- A strong alignment with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar;
- Sensitivity, understanding, empathy, and confidence in managing difficult counselling issues and handling privileged information with discretion and confidentiality;
- Willingness to listen, understand diverse perspectives, and value differences;
- Sensitive to KTJ's culturally diverse student and staff population;
- A strong committed to the safeguarding and the welfare of all students;
- A belief in the potential of every student and enthusiasm for their growth;



- Ability to build and maintain professional relationships and good rapport with students, parents, and staff;
- Ability to work independently, take initiative in solving problems, and adapt effectively to new situations;
- Ability to motivate and inspire other, and to work effectively as part of a team;
- Confidence to challenge decisions professionally when it serves students' best interests;
- High level of administrative efficiency;
- Committed to ongoing professional development and continual improvement of standards.

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 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 the Human Resources Department, via: recruitment@ktj.edu.my.