



## School Counsellor

- Job type** Full time, fixed term
- Start date** September 2024
- Apply by** 22 August 2024
- 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

### Job Summary

A Counsellor is a key member of our Pastoral Care team, responsible for providing a professional and confidential counselling service to our students and advice and guidance to our teaching colleagues so that, as a school, we support the development of our students' social, emotional and psychological wellbeing as well as their academic achievements. A Counsellor plays an important leadership role in promoting our core values of integrity, empathy and mutual-respect.

### 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

- Provide individual and group counselling services in a professional and ethical manner which stimulates the emotional health and well-being of students;
- Keep and update confidential records;
- Conduct guidance curriculum that stimulates the emotional health and well-being of students;
- Communicate and liaise with school staff, in the best interests of the young person, whilst within the limits of client confidentiality;

Integrity

Empathy

Mutual Respect



- Share relevant knowledge to staff as appropriate, including House Parents and Designated Safeguarding Lead, which contributes to supporting students with mental health or personal issues, where necessary;
- Engage the young person's family, teachers and staff when appropriate and beneficial;
- Provide support for students and family of students experiencing crisis whenever necessary;
- Prepare and disseminate counselling and guidance information to all students via any suitable media;
- Liaise with staff in making referrals to and from other agencies;
- Take part in reflective practice sessions and/or clinical supervision sessions;
- To carry out any other reasonable duties assigned by the management.

### **Personal characteristics and skills**

- Passionate in helping and working with children and teenagers;
- Display professional integrity, good interpersonal skills and teamwork;
- Willing to learn and grow as a counselling professional;
- Ability to work independently and prioritise tasks effectively.
- Knowledge of safeguarding protocol and procedures is desirable
- A competent user of IT facilities and systems designed for school use;
- Effective communication skills, both verbal and written (ability to communicate effectively in English, Bahasa Malaysia, Mandarin and/or other languages will be an added advantage);
- An enthusiastic and flexible approach;
- An ability to work positively with everyone in the school community;
- A commitment to life-long learning;
- An 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 the Director of Human Resources, Mr. Ragvinder Singh, via: [recruitment@ktj.edu.my](mailto:recruitment@ktj.edu.my).

Integrity

Empathy

Mutual Respect