



**KTJ** PRIMARY  
SECONDARY  
KOLEJ TUANKU JA'AFAR

## University and Careers Guidance Counselor

- Job type** Full time, fixed term
- Start date** August 2025
- Apply by** 31 December 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
  - 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 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.

### 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.

Integrity

Empathy

Mutual Respect



## Key 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.

## **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



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[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](mailto:recruitment@ktj.edu.my).

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