

Job Description *Secondary School Counsellor*

Guiding Statements

- **Our Vision:** To provide an innovative international education that inspires learners to make a positive impact on the world.
- **Our Mission:** To provide an inclusive learning community, embracing diversity by offering a challenging IB education which empowers its members to be caring, global citizens.
- **Our Motto:** “Igniting Minds, Impacting Lives”

School Context

IGB International School (IGBIS) is a vibrant Early Years to Grade 12 international school that provides a dynamic, innovative and inclusive learning environment where students are challenged to excel in both their learning and personal growth. An International Baccalaureate (IB) World School, IGBIS was the first school in Malaysia authorised for the full continuum of IB programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), and the Career-related Programme (CP). IGBIS is the only school in Malaysia accredited by the New England Association of Schools and Colleges (NEASC) and is also a member of the Association of International Malaysian Schools (AIMS), the East Asia Regional Council of Schools (EARCOS), the Council of International Schools (CIS) and Next Frontier Inclusion.

An IB education aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect. This philosophy underpins the curriculum, co-curricular and after-school programmes at IGBIS with the aim to inspire students to become principled, global citizens. IGBIS is committed to providing high-quality international education for our students in an inclusive learning community where they participate in a challenging, caring and holistic educational experience.

Pro-Diversity Statement

As a school with inclusiveness as a Pillar, we are committed to diversity and therefore aim to hire staff as diverse as the students we serve. Our goal is to create an organizational culture that gives voice to a variety of global perspectives from within Malaysia and across the world. We work with a wide range of people who are experienced, qualified and mission-aligned, including people from traditionally underrepresented backgrounds.

Child Safeguarding Commitment

Safeguarding the welfare of children and young people is a priority and we expect all staff to share that commitment. All IGBIS teachers and staff undergo child safeguarding screening including checks with past employers, law enforcement authorities, and other governmental agencies as required.

Reports to

Secondary School Principal

Main Working Relationships

Coordinators, Subject Leaders, Teachers, Associate Teachers, Student Services Team

Our Shared Responsibility

- Commit to, pursue and positively promote the School's Vision, Mission, Motto and Pillars.
- Model and encourage culture and climate in support of the IGBIS Guiding Statements and the IB Learner Profile to create a sense of belonging for all.
- Develop an environment in which students and staff are challenged, supported and provided with a sense of purpose so as to develop and maintain an enthusiasm for learning.
- Critically reflect on and constantly improve your own knowledge and skills through professional dialogue, collaboration and professional development.
- Build relationships with all stakeholders that promote the success of the School.
- Communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive and/or challenging.
- Have the ability to organize tasks and manage your time in order to meet deadlines with accuracy and professionalism.

Position-Specific Responsibilities

Position Overview

As the Secondary School Counselor at IGBIS, you play a pivotal role in promoting the academic, social, and emotional well-being of students in an international IB school environment.

Reporting to the IB Coordinator or Secondary School Principal, your responsibilities include providing individual and group counselling, supporting students' personal development, and assisting with academic and career planning.

You will collaborate with students, parents, teachers, and school administrators to foster a positive and inclusive school culture.

Areas of Responsibility

Under the guidance of the Diploma Program Coordinator, you will work to achieve these objectives by

- Keeping up to date with post-secondary options and how students gain access to them
- Informing students, parents and the school's wider community of such options and processes



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- Maintaining contact with receiving institutions, visiting and inviting them
- Providing impartial, data-based options' counsel to students and their parents
- Maintaining proper records of the college counselling programme and student interaction with it

Breakdown of Responsibilities

Individual and Group Counseling

- Conduct one-on-one counselling sessions with students to address academic, personal, and social challenges.
- Facilitate group counselling sessions on topics relevant to students' needs, such as stress management, study skills, and interpersonal relationships.
- Assist students in setting academic and personal goals and developing action plans to achieve them.
- Provide crisis intervention and support to students facing emotional or behavioural issues.
- Collaborate with teachers and parents to implement strategies for students with specific needs or challenges.

Academic and Career Guidance:

- Support students in selecting appropriate IB courses, considering their academic strengths, interests, and post-secondary goals.
- Assist students in navigating the IB curriculum, including Extended Essays, CAS (Creativity, Activity, Service), and Theory of Knowledge (TOK) requirements.
- Provide information and guidance on career exploration, college admissions, and scholarship opportunities.
- Help students develop study skills, time management techniques, and effective learning strategies.
- Organize and participate in college and career fairs, workshops, and information sessions.

Personal Development:

- Promote the development of essential life skills, including resilience, self-awareness, and decision-making.
- Facilitate discussions on cultural awareness, diversity, and global perspectives to foster a sense of belonging in an international community.
- Encourage students to engage in extracurricular activities, leadership roles, and community service to enhance personal growth.
- Address issues related to bullying, peer conflicts, and social dynamics to ensure a safe and inclusive school environment.



- Collaborate with school counsellors, teachers, and administrators to implement social-emotional learning (SEL) programs.

Academic Support:

- Identify students who may benefit from academic support services, such as tutoring or accommodations, and coordinate these services as needed.
- Monitor students' academic progress and communicate with teachers and parents to implement intervention strategies.
- Assist students in setting academic goals and developing study plans.
- Provide guidance on time management, organization, and effective study habits.

Collaborative Partnerships:

- Collaborate with teachers and school administrators to develop and implement programs that support students' academic and emotional well-being.
- Work closely with parents to provide resources and strategies for supporting their children's educational and personal development.
- Attend staff meetings, parent-teacher conferences, and other school events to stay informed about students' needs and progress.
- Participate in professional development opportunities to enhance counselling skills and stay updated on IB program requirements and developments.

Record Keeping and Reporting:

- Maintain confidential and accurate records of counselling sessions and student progress.
- Prepare reports and documentation required for individualized education plans (IEPs) and student support services.
- Generate data and reports to evaluate the effectiveness of counselling programs and interventions.

Ethical and Legal Compliance:

- Adhere to ethical guidelines and standards established by professional counselling organizations.
- Ensure compliance with relevant laws and regulations related to student privacy and confidentiality.

Post-Secondary Education

Communications

- Maintain, update and make available a library of post-secondary information in various forms of media
- Organise regular post-secondary information sessions inviting representatives from relevant institutions; arrange for parents and students to meet with college representatives.



- Organise relevant staff training, for example on reference writing for students etc
- Provide admissions and application workshops (e.g. essay writing, completing resumes and application forms in general)
- Liaise with the counsellors and other relevant personnel and structures to highlight concerns about the well-being of students
- Communicate information about the examinations other than IB and internal ones that the school may offer such as PSATs, SATs, ACTs, APs, TOEFL, IELTS etc
- Update and distribute the school's University Admissions Handbook and school profile
- Assist the Admissions Office in updating contact information for an alumni organization

Programme

- Coordinate the administration of PSAT, SAT, ACT, APs and other similar examinations
- Collaborate with other IGBIS Counsellors and their line manager to develop, maintain and implement a careers/college counselling program for students
- Keep up to date with the post-secondary options of our main destination countries, and be able to research other minor systems
- Attend meetings of College/University Counsellors and Admissions personnel
- Establish and maintain working relations with university admissions personnel and share contacts with students and colleagues when appropriate

Counsel

- The college counsellor will provide counsel through individual interviews, within the context of the pastoral programmes and in general information sessions.
- That is impartial and in the best interests of the student
- That uses relevant data, including data provided by Learning support, MYP, DP and ESL staff

Keeping relevant records

- Ensuring that parents are informed
- Ensuring that students are capable of making the best choices of programme and subject in Grade 11
- Ensuring students are capable of making the best choices among a wide range of post-secondary options
- Ensuring good knowledge of the school's subsidiary examinations such as PSATs, SATs, ACTs, APs, TOEFL etc



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- On how to find resources to prepare for PSAT, SAT, ACT, APs and other similar examinations
- Develop and maintain a process and workflow for counselling students; make sure this is recorded and that relevant stakeholders can access it

Applications

- Ensure that supporting documentation for post-secondary admission is processed and forwarded in a timely manner;
- Write letters of recommendation for students in support of the admissions and scholarship applications, and/or assist others in such writing
- Assist each student and his/her parent in gaining awareness and having access to all requirements and procedures for his/her post-secondary choice
- Raise awareness to each student of the implications of Grade 11 option changes
- Maintain proper records of applications
- Record, communicate and celebrate successful applications

Personal Attributes, Skills and Characteristics

- Honesty, integrity, and compassion, all with a good sense of humour.
- Outstanding interpersonal skills: a good listener who thrives in a collaborative environment.
- Fluency in English with strong oral and written communication skills.
- Have the resilience, flexibility, and energy needed to thrive in a growing and dynamic school.
- Ability to establish effective working relationships based on mutual respect with co-workers, students, and parents alike.
- Open- and internationally-minded with good intercultural understanding.
- Proven problem-solving skills and the initiative to act on them.

Required Qualifications

Minimum Academic/Professional Qualification

- Possess a university degree.
- Hold a recognized teaching certification.
- Have a minimum of three (3) years of teaching experience.
- Demonstrate expertise in their subject area through degree-level qualifications.
- Incumbents in teaching positions requiring a work permit must possess a Bachelor of Education (B. Ed.), Diploma in Education (DipEd), Postgraduate Certificate in Education (PGCE), Certificate in Education (Cert. Ed.), or a similar credential.



Related Experience

- A minimum of 3-5 years of relevant working experience, preferably in an IB or similar international educational setting, is often expected.
- Any experience related to student support services, such as academic advising, behaviour management, or counselling, is beneficial for understanding and addressing students' diverse needs.

Competencies (Knowledge, Skills & Abilities)

- Proficiency in individual and group counselling techniques, crisis intervention, and academic advising, with a specialization in post-secondary education, and counselling to guide students effectively.
- Familiarity with the International Baccalaureate (IB) curriculum, assessment requirements, and educational philosophy, coupled with expertise in helping students navigate IB-specific post-secondary options.
- In-depth knowledge of global post-secondary education systems, including universities, colleges, vocational training, and gap year programs, to provide informed guidance.
- Exceptional verbal and written communication abilities for clear and empathetic interactions with students, parents, and colleagues regarding post-secondary education choices.
- Strong cultural awareness and sensitivity to effectively support an international student body in making culturally informed post-secondary decisions.
- Demonstrated ability to collaborate with teachers, parents, and school staff to create a supportive and inclusive learning environment while fostering partnerships with post-secondary institutions and organizations.

Additional Notes

This job description details responsibilities but is not prescriptive. The incumbent may be required to undertake other duties and responsibilities commensurate with the scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

IGBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.



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