



AN INTERNATIONAL SCHOOL AS UNIQUE AS YOU

JOIN THE KLASS TEAM

Are you a courageous and curious pedagogue who has a range of cultural and educational experiences? Would you like to work with a supporting and innovative community which strives to push the boundaries of education? If you are someone that works well in an ever-changing environment to inspire a better world, we would like to hear from you. We provide an excellent benefits package and exciting opportunities for professional learning.

Secondary Higher Education and Careers Advisor

Start Date : August 2024

The Kuala Lumpur Alice Smith School

The Kuala Lumpur Alice Smith School (KLASS) is one of the oldest not-for-profit international schools in Asia, catering for over 1,500 students from Preschool to Year 13, with approximately 750 at the Primary Campus and 800 at the Secondary Campus. Our school is internationally diverse and welcomes students from all over the world, attracted by a holistic, values-based and purpose-driven education focused on student success, wellbeing and happiness. KLASS is embarking on an exciting period of transformational change and are looking for educators that are committed to nurturing and sustaining a learning organisation.

KLASS Educators

Our purpose is embedded through our three strategic pillars, one of which is Our People: "We are a diverse collective of experts and curious minds, working together to push the boundaries of education to lead learning for an ever-changing world." We take an evidenced-based approach to our practice and are excited by robust professional dialogue. We are collaborative and have a growth mindset with the belief that we can unleash the potential in all. If you believe that you would thrive in a purpose-driven organisation, we would love to hear from you.

KLASS Benefits Package

The KLASS benefits package includes a highly competitive salary, excellent medical insurance, contract renewal incentives, relocation flights & allowances and free school places for up to three dependent children.

The Alice Smith Schools Association 195001000092 (1923-A)

Primary Campus No. 2 Jalan Bellamy, 50460 Kuala Lumpur, Malaysia **Tel** +603 2148 3674
Secondary Campus No. 3 Jalan Equine, Taman Equine, 43300 Seri Kembangan, Selangor Darul Ehsan, Malaysia **Tel** +603 9543 3688

www.alice-smith.edu.my

The HE and Careers candidate we are looking for

We are looking for a forward thinking and collaborative counsellor of Higher Education and Careers to prepare our students to follow successfully their future pathways, whether they be educational or work-related. The Higher Education and Careers Counsellor supports on all elements of the Higher Education and Careers programme.

The successful candidate will need to demonstrate evidence of the following skills, experience and attributes:

- A strong belief in the potential of every child.
- An undergraduate degree from a recognised institution.
- Experience of working with young people aged 11-21 in a school or university environment.
- An understanding of Higher Education and Careers advice and development, both within the international market and in Malaysia and South East Asia.
- Knowledge of international standards regarding Higher Education and Careers advice for young people and families and the ability to research and scan the horizon to lead practice.
- Excellent verbal and written communication skills, including communicating complex, highly technical and sensitive information to students, families and colleagues.
- An ability to use, produce and understand complex data.
- Outstanding organisation skills, including the ability to prioritise and multitask.
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background, and an appreciation of the importance of intercultural literacy.
- A positive and solution-focused attitude to working life and their own professional growth.
- A flexible approach to working hours, practices and responsibilities.
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children.
- Appropriate references from current Headteacher and previous employers, corroborated by personal phone calls made to each referee.

Please see the [Candidate Information Pack 2024-2025](#) and [Job Description](#) which will provide further information.

To apply, please visit the advert on [TES](#), [Schrole](#) and [Search](#) job portal and ensure that your online application and supporting statement clearly show how you meet the job description and requirements for this role at Alice Smith and why you believe Alice Smith is the right school for you. You should consider your supporting statement to be a full letter of application. Please also upload a photo in PDF form in the supporting evidence section at the end of the application form. To be considered for this role, please fully complete all sections

of the application form. Being an internationally diverse community, applications from qualified candidates from all cultural and educational backgrounds are welcomed.

In case of query, contact Ms Aileen Oon: tsrecruitment@alice-smith.edu.my

Closing date for applications: Thursday, 29th February 2024

Please note that we encourage early applications as we will be shortlisting and interviewing candidates as soon as possible and may appoint before the closing date.

The recruitment process and safer recruitment statement

Longlisted candidates will be asked to complete a beliefs and dispositions questionnaire and an initial automated video interview on 'Modern Hire'. Following this, shortlisted candidates will be invited to take part in the final interview process, which will be online or face-to-face interview in Kuala Lumpur.

The Alice Smith School is committed to safeguarding children and young people through safer recruitment practices. The school's recruitment protocols adhere to the highest international standards. Candidate references will be checked and qualifications attested. Disclosure and Barring Service (DBS), International Child Protection Certificate (ICPC) or local police checks are required, together with a Statement of Medical Fitness.

