JIS Jakarta Intercultural School

JOB OPENING

POSITION:	Schoolwide Therapist/Mental Health Counselor and Child Safeguarding Coordinator
REPORTS TO:	Head of School
CONTRACT TERM:	2 School Years (2027-2029)
CONTRACT START DATE:	1 July 2027
JOB OPENING:	20 November 2026

External: We reserve the right to end the recruitment process once a suitable candidate is found.

POSITION OVERVIEW

Jakarta Intercultural School (JIS) is seeking an experienced and qualified mental health professional to serve as **Schoolwide Therapist/Mental Health Counselor and Child Safeguarding Coordinator**. Candidates may come from backgrounds in clinical psychology, educational psychology, social work, or related therapeutic fields. This dual-function position combines direct mental health support for Middle and High School students with schoolwide child safeguarding leadership.

This position plays an integral role in supporting student mental health and well-being through ongoing therapeutic relationships with students and close collaboration with families, counselors, faculty, and school leadership. With a strong understanding of adolescent development and mental health, the role brings specialized clinical expertise to the school's broader student support services.

Complementing this clinical work, this position serves as JIS's schoolwide lead for child safeguarding, providing professional guidance and oversight across all divisions. This responsibility requires close collaboration with school leadership, balancing direct involvement in sensitive safeguarding matters with broader responsibility for maintaining a consistent and effective approach to child protection throughout the school.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

School Therapist/Mental Health Counselor

1. Minimum Master's degree in Social Work, Clinical Psychology, Educational Psychology, or a closely related clinical field.
2. Current professional license or registration qualifying the individual to provide therapeutic services.
3. At least five (5) years of post-qualification clinical experience, including direct experience providing therapeutic services in a school setting.
4. Demonstrated experience providing individual therapy to children and adolescents, with professional training and competency in family and group therapy.
5. Strong knowledge of adolescent mental health, including anxiety, depression, trauma, self-harm, suicidal ideation, and crisis intervention.
6. Experience collaborating with multidisciplinary student support teams, families, and external mental health professionals.
7. Sound understanding of clinical ethics, confidentiality, professional boundaries, and appropriate referral practices.

Child Safeguarding Coordinator

8. Demonstrated knowledge and experience in child safeguarding, child protection, and the management of safeguarding concerns within an educational or child-serving environment.
9. Knowledge of international child safeguarding standards, reporting procedures, and risk management practices.
10. Experience developing or coordinating safeguarding policies, procedures, and professional training.
11. Strong understanding of safeguarding case management, risk assessment, documentation, and referral processes.

12. Ability to provide professional guidance and leadership in sensitive, complex, and potentially high-risk safeguarding situations.

General Qualifications and Attributes

13. Excellent interpersonal, communication, and collaborative skills, with cultural sensitivity and the ability to work effectively within a diverse, multicultural school community.
14. Strong organizational skills, professional judgment, discretion, and the ability to manage competing priorities and respond effectively to urgent situations.
15. Demonstrated commitment to student well-being, inclusive practices, and the highest standards of professional and ethical conduct.

DUTIES AND RESPONSIBILITIES

Therapeutic Services and Student Mental Health Support

- Provide individual therapeutic services and crisis intervention to Middle and High School students experiencing mental health and emotional challenges.
- Assess student therapeutic needs, establish appropriate treatment plans, and manage an ongoing clinical caseload.
- Consult with students, families, and outside service providers regarding therapeutic needs, available services, and appropriate external referrals.
- Maintain confidential clinical records and documentation in accordance with professional and school requirements.

Family, Faculty, and Professional Consultation

- Collaborate with counselors, school psychologists, faculty, and divisional leadership to coordinate appropriate support for students.
- Participate in Student Support Team meetings and contribute clinical expertise to student support planning.
- Provide consultation and guidance to families, teachers, counselors, and administrators on student mental health concerns and appropriate support strategies.
- Liaise with external mental health professionals and maintain a vetted network of therapeutic and psychiatric referral resources.

Schoolwide Child Safeguarding Leadership

- Lead and coordinate the JIS Child Safeguarding Program across all school divisions and programs.
- Promote consistent implementation of safeguarding policies and practices across the school.
- Collaborate with the Risk Management Advisor and school leadership on safeguarding concerns, emerging risks, and schoolwide safeguarding practices.

Safeguarding Case Management and Response

- Coordinate and oversee responses to reported child safeguarding concerns, working with Child Safeguarding Officers, divisional leadership, and multidisciplinary teams to assess concerns, coordinate interventions, and monitor follow-up actions.
- Provide safeguarding expertise and support during investigations involving students, in collaboration with designated school personnel.
- Maintain and oversee confidential safeguarding records, documentation, and reporting systems.
- Coordinate with external authorities, embassies, and child protection professionals as appropriate and in consultation with school leadership.
- Provide safeguarding consultation and support for incidents arising outside regular school hours, including school trips, weekends, and school breaks.

Safeguarding Policy, Procedures, and Governance

- Lead the development and review of JIS Child Safeguarding policies and procedures in collaboration with the Risk Management Advisor, Child Safeguarding Committee, and school leadership.
- Chair the Child Safeguarding Committee and coordinate its ongoing review of safeguarding concerns, policies, and practices.
- Review safeguarding incident data, identify trends and areas of concern, and recommend improvements to schoolwide safeguarding practices.
- Contribute safeguarding expertise to the development of student safety, mental health crisis response, and return-to-school protocols.

Safeguarding Training and Education

- Develop, coordinate, and deliver the schoolwide Child Safeguarding training program for employees, Child Safeguarding Officers, volunteers, and other relevant individuals.
- Develop and maintain safeguarding training materials and resources, including online training modules.
- Provide specialized safeguarding training for designated roles, school activities, and student programs.
- Advise divisional counselors and leadership on student safeguarding education and awareness.

Professional Development and Evaluation

- Maintain current professional knowledge and competencies in clinical therapeutic practice and child safeguarding through ongoing professional learning.
- Participate actively in professional development, accepting and acting on professional feedback.
- Engage with the JIS Growth and Appraisal process to continuously refine practices

Professional Dispositions and Responsibilities

- Embrace and promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.
- Adapt therapeutic services, consultations, and safeguarding responsibilities to virtual or online formats when necessary.
- Perform other related duties and assume other responsibilities as assigned by the Head of School

TO APPLY

Interested candidates should apply directly by email to **leadershipapplicant@jisedu.or.id**.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references, including each reference's name, position, relationship to you, phone number, and email address. *References will not be contacted without the candidate's permission*.

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence and the candidate's country of origin.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.