



Counsellor & Head of Discipline

Job Title: Counsellor & Head of Discipline

Location: DPS International School, Kovan

Department: Student Welfare & Activities

Reports To: Principal / Vice Principal

Job Summary:

We are looking for a compassionate, proactive, and disciplined **Counsellor & Head of Discipline** to support students' emotional well-being and ensure a structured, respectful environment across the school. The ideal candidate will lead student counselling sessions, implement school discipline policies, and oversee co-curricular, extracurricular, and physical education programs—including the development of school sports teams.

Key Responsibilities:

Student Counselling & Well-being:

- Conduct regular counselling sessions with students to support their emotional, social, and academic well-being.
- Help students overcome stress, stigma, or behavioural challenges.
- Provide guidance to students on personal development, conflict resolution, and school life adjustments.

Discipline Management:

- Enforce and promote school discipline policies among students.
- Create a positive and respectful school environment.
- Address behavioural concerns in a constructive and educational manner.

Activity Supervision:

- Ensure smooth planning and execution of all **PE (Physical Education)** activities.
- Oversee **ECA (Extracurricular Activities)** and **CCA (Co-curricular Activities)** to ensure maximum student participation and learning outcomes.
- Ensure accurate grading and documentation for all ECA and CCA activities.
- Monitor and ensure that all substitution periods are properly assigned and conducted.



DPS International School

Sports Team Formation:

- Build and manage the **DPS Boys and Girls Cricket Teams**.
- Form and supervise the **Kabbadi Teams for Boys and Girls**.
- Form and supervise girls and boys Basket ball teams
- Organize regular training sessions, trials, and inter-school competitions.

Requirements:

- Master's degree in Psychology, Counselling, Education, or related field.
- At least 3–5 years of experience in student counselling and discipline management (preferably in a school environment).
- Strong interpersonal and communication skills.
- Leadership abilities with a passion for student development and sports.
- Knowledge of ECA/CCA frameworks and experience in sports team coordination is a plus.

To Apply:

Please send your resume to recruit@dps.edu.sg