Miftah An-Nur
ISLAMIC INTERNATIONAL SCHOOL

JOB OVERVIEW

JOB TITLE	Assistant Headteacher, Secondary (Pastoral, Wellbeing and Behaviour)
ROLE	Academic Leadership Position
NEXT REVIEW	July 2027
JOB LOCATION	Bandar Seri Begawan, Brunei Darussalam
GENERAL DESCRIPTION	To support the Head of Secondary in providing strategic and day-to-day leadership of pastoral care, pupil wellbeing, positive behaviour and a safe, nurturing Secondary culture. The postholder coordinates whole-phase approaches, working with staff, pupils, families and safeguarding colleagues to ensure consistent expectations, timely support and an environment shaped by Tarbiyyah, adab and akhlaq. This is a pastoral leadership portfolio rather than a subject-specific role.
REPORTS TO:	Head of Secondary

PERSON SPECIFICATION

Qualifications & Experience

- Recognised teaching degree and teaching qualification, with successful teaching experience in the relevant phase.
- Evidence of leading improvement, coaching colleagues or managing a significant school responsibility.
- Relevant middle or senior leadership experience is desirable.

Skills and Knowledge

- Strong understanding of effective teaching, curriculum, assessment, inclusion and school improvement.
- Confident use of evidence and pupil data to identify priorities, evaluate impact and report to leaders.
- Ability to lead colleagues, communicate sensitively and make sound, timely decisions.
- Working understanding of safeguarding, child protection and professional responsibilities in an international school.

Personal Qualities

- An approachable, calm and principled role model, committed to Miftah's Islamic ethos.
- Proactive, accountable and collaborative, with the capacity to handle sensitive matters discreetly.
- Committed to staff development, constructive feedback and high expectations for every pupil.

PROFESSIONAL ACCOUNTABILITIES

Pastoral Strategy and School Culture

- Lead the development and consistent application of Secondary pastoral, wellbeing and behaviour approaches aligned with Miftah's ethos.
- Strengthen a culture of belonging, positive relationships, respect, responsibility and restorative, proportionate responses to behaviour.
- Work with senior and phase leaders to ensure pastoral systems are coherent with whole-school safeguarding, attendance and pupil-support policies.
- Support transition into Secondary and between key stages, identifying pupils who may benefit from additional pastoral support.

Student Behaviour, Attendance and Wellbeing

- Coordinate responses to repeated or serious behaviour concerns within delegated authority, ensuring fair processes, accurate records and appropriate family engagement.
- Monitor attendance, punctuality, patterns of behaviour and indicators of wellbeing; agree timely actions with relevant colleagues.
- Oversee appropriate pastoral intervention and follow-up for pupils facing social, emotional or behavioural difficulties.
- Promote anti-bullying approaches, student voice, positive peer relationships and a safe, inclusive school environment.
- Ensure safeguarding concerns are referred promptly to the Designated Safeguarding Lead; do not substitute pastoral management for formal safeguarding procedures.

Pastoral Team Leadership and Family Partnerships

- Guide form tutors, Heads of Year and relevant staff in consistent routines, documentation and communication.
- Work sensitively with families on behaviour, attendance and wellbeing matters, maintaining confidentiality and appropriate boundaries.
- Liaise with learning support, counselling or external specialists as authorised, ensuring joined-up support and appropriate referrals.
- Coach colleagues in positive behaviour practices, pupil relationships and de-escalation within school procedures.

Monitoring, Improvement and Collaborative Leadership

- Use pastoral information, staff feedback and pupil voice to evaluate approaches and recommend improvements.
- Partner with the Assistant Headteacher (Teaching and Learning) to identify and address pastoral barriers to academic participation.
- Support the Head of Secondary in leadership meetings, delegated operational priorities and school events.
- Maintain an agreed teaching commitment and act as a visible, approachable role model for pupils and staff.

Professional Conduct and Safeguarding

- Uphold Miftah's Islamic ethos through conduct, decision-making and relationships with pupils, staff and families.
- Protect confidential information and observe clear professional boundaries.
- Follow child protection and safeguarding procedures, referring concerns promptly to the Designated Safeguarding Lead.
- Complete required safeguarding and leadership training and fulfil reasonable duties appropriate to the post.

SPECIAL CONDITIONS

- An agreed teaching allocation and duties, as directed by the relevant Head of School and consistent with the role.
- Attendance at parent meetings, school events, professional development and occasional out-of-hours activities may be required.
- The postholder may be required to undertake other reasonable duties appropriate to the nature and level of the position.

This job description is indicative of the nature and level of responsibility of the position and may be reviewed in line with school needs.