Miftah An-Nur
ISLAMIC INTERNATIONAL SCHOOL

JOB OVERVIEW

JOB TITLE	Secondary Teacher (English)
ROLE	Academic Teaching Position
NEXT REVIEW	July 2027
JOB LOCATION	Bandar Seri Begawan, Brunei Darussalam
GENERAL DESCRIPTION	To teach English across the Secondary phase, including preparation for IGCSE-level English qualifications as allocated. The postholder plans coherent learning in reading, writing, speaking and listening; supports learners with diverse language backgrounds; and contributes to strong academic progress, pastoral care and the Islamic ethos of Miftah.
REPORTS TO:	Head of Secondary / designated Head of Department

PERSON SPECIFICATION

Qualifications & Experience

- Recognised degree and teaching qualification (e.g. BEd, PGCE or equivalent), appropriate to the post.
- Relevant teaching experience or evidence of strong potential; familiarity with international-school practice is an advantage.
- Commitment to continued professional learning and to the school's Islamic ethos and values.

Skills and Knowledge

- Sound subject knowledge and ability to plan purposeful, well-sequenced lessons for learners with differing needs.
- Understanding of assessment for learning, feedback, differentiation and inclusive classroom practice.
- Effective classroom management, accurate record keeping and appropriate use of educational technology.
- Strong written and spoken English, professional communication and collaborative working.

Personal Qualities

- Positive, reflective and organised; maintains high expectations while caring for pupils as individuals.
- Reliable, adaptable and receptive to feedback and coaching.
- Respectful of diverse backgrounds and committed to modelling adab, akhlaq and professional conduct.

Subject Expertise

- Secure subject knowledge in English language and literature appropriate to Secondary and IGCSE-level teaching.
- Experience of, or readiness to work with, the specific Cambridge or other IGCSE syllabus adopted by Miftah, including assessment objectives, coursework or speaking components where applicable.
- Ability to teach analytical reading, effective writing, grammar, vocabulary and oral communication.

PROFESSIONAL ACCOUNTABILITIES

Teaching, Learning and Assessment

- Plan, teach and evaluate appropriately challenging lessons aligned to the school curriculum and agreed schemes of work.
- Use assessment information to identify misconceptions, adapt teaching, monitor progress and provide timely feedback.
- Make reasonable adjustments and work with learning support colleagues to meet a range of pupil needs.
- Maintain accurate planning, assessment and reporting records; contribute to moderation and curriculum review.

Pastoral Care and Professional Conduct

- Establish a safe, inclusive and purposeful classroom environment with consistent expectations for behaviour.
- Support pupils' social, emotional, moral and spiritual development in keeping with Miftah's Islamic ethos.
- Communicate constructively with parents and colleagues through agreed school channels.
- Maintain appropriate professional boundaries and protect confidential pupil and family information.

Safeguarding

- Follow all child protection, safeguarding and health and safety policies, including supervision and online safety requirements.
- Report concerns or disclosures promptly to the Designated Safeguarding Lead through the school's agreed procedures; do not investigate independently.
- Complete mandatory safeguarding training and contribute to a culture in which pupil welfare is paramount.

Secondary English and IGCSE Responsibilities

- Teach Secondary English through the year groups and examination pathways assigned, with appropriate challenge and differentiation.
- Plan against the current examination syllabus, assessment objectives, mark schemes and published specification relevant to the school's chosen IGCSE qualification.
- Prepare pupils for examination-style reading, directed writing, composition, speaking and listening, and literature components where applicable.
- Use formative and summative assessment, moderation and targeted feedback to develop exam readiness and independent literacy skills.
- Build reading culture, critical thinking and confident communication across a range of texts and audiences.
- Work with learning-support and EAL colleagues to help pupils develop the language needed to access the curriculum.

Departmental and School Contribution

- Collaborate on curriculum sequencing, resources, assessment standardisation and cross-curricular literacy.
- Support transition from Primary literacy expectations into Secondary study.
- Contribute to enrichment, school activities, meetings and professional development.

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.