Miftah An-Nur
ISLAMIC INTERNATIONAL SCHOOL

## JOB OVERVIEW

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| **JOB TITLE** | Assistant Head, Secondary (Teaching and Learning) |
| **ROLE** | Academic Leadership Position |
| **NEXT REVIEW** | July 2027 |
| **JOB LOCATION** | Bandar Seri Begawan, Brunei Darussalam |
| **GENERAL DESCRIPTION** | To provide strategic leadership for high-quality teaching, learning and academic improvement across Miftah, with a particular leadership responsibility within Secondary. The postholder supports the Head of Secondary and works collaboratively with Primary leadership and subject leaders to promote coherent curriculum progression, effective pedagogy, meaningful assessment and strong outcomes for all pupils. This is a whole-school academic leadership portfolio, not a subject-specific position. |
| **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

### Strategic Teaching and Learning Leadership

- Lead agreed whole-school priorities for teaching and learning, in consultation with the Head of Secondary, Head of Primary and senior leaders.
- Help translate the school improvement plan into clear, achievable academic priorities, monitoring implementation and evaluating impact.
- Promote a shared understanding of high-quality teaching, inclusive practice, curriculum ambition and assessment across phases and subject areas.
- Advise senior leaders on academic strengths, barriers to learning and areas for further improvement without assuming operational responsibility for every department.
- Ensure academic decisions reflect Miftah's Islamic ethos, pupil wellbeing and high expectations for all learners.

### Curriculum Coherence and Academic Standards

- Work with phase and subject leaders to review curriculum intent, sequencing, progression and appropriate challenge across the school.
- Support consistent approaches to assessment, moderation, feedback and reporting while respecting differences between phases and subjects.
- Strengthen Primary-to-Secondary transition through shared curriculum dialogue, attainment information and planned bridging support.

- Support Secondary subject leaders in planning for relevant external examination pathways and readiness, in coordination with examination staff.
- Promote literacy, numeracy, academic language and learning habits as shared responsibilities across the curriculum.

### Quality Assurance, Staff Development and Improvement

- Coordinate agreed, developmental teaching-and-learning review processes, including learning walks, work scrutiny, professional conversations and appropriate follow-up.
- Use assessment and attainment data alongside qualitative evidence to identify priorities and assess the impact of interventions.
- Support leaders and teachers through coaching, professional development, peer learning and sharing of effective practice.
- Help ensure support for pupils with additional learning needs and differing starting points is planned and evaluated collaboratively.
- Present concise academic updates and recommendations to the appropriate senior leadership forum.

### Leadership, Collaboration and Accountability

- Support the Head of Secondary in Secondary operational leadership, meetings and agreed delegated duties.
- Work in partnership with the Assistant Headteacher (Pastoral) to address barriers to learning, attendance, engagement and achievement.
- Maintain an agreed teaching commitment and model effective classroom practice.
- Communicate constructively with teachers, pupils and families about academic expectations and school-wide improvement priorities.

### 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.*