Miftah An-Nur
ISLAMIC INTERNATIONAL SCHOOL

JOB OVERVIEW

JOB TITLE	Early Years Teacher
ROLE	Academic Teaching Position
NEXT REVIEW	July 2027
JOB LOCATION	Bandar Seri Begawan, Brunei Darussalam
GENERAL DESCRIPTION	To provide high-quality, nurturing Early Years education that supports children's learning, development, wellbeing and readiness for the next stage of school. The postholder plans purposeful, play-based learning, maintains a safe and stimulating environment, builds strong relationships with families and colleagues, and models the Islamic ethos, adab and akhlaq of Miftah.
REPORTS TO:	Head of Early Years / designated Line Manager

PERSON SPECIFICATION

Qualifications & Experience

- Recognised teaching qualification and relevant degree or Early Years qualification appropriate to the appointment.
- Experience of, or a clear aptitude for, teaching and caring for young children in an Early Years setting.
- Knowledge of an appropriate Early Years curriculum/framework and child development; international-school experience is an advantage.

Skills and Knowledge

- Understanding of early childhood development, learning through play and developmentally appropriate teaching.
- Ability to plan and assess learning in communication and language, early literacy, early mathematics and wider developmental areas.
- Skill in observation, formative assessment and adapting provision for children with diverse developmental and language needs.
- Confidence in positive behaviour support, age-appropriate routines, safe supervision and effective partnership with parents.
- Sound awareness of safeguarding, hygiene, personal care, confidentiality and professional boundaries.

Personal Qualities

- Warm, patient, attentive and responsive to the individual needs of young children.
- Organised, creative and reflective, with a willingness to collaborate with Assistant Teachers and Learning Support Assistants.
- Committed to Miftah's Islamic ethos and to modelling kindness, respect, adab and akhlaq.

PROFESSIONAL ACCOUNTABILITIES

Teaching, Learning and Curriculum

- Plan and deliver rich, purposeful, play-based learning experiences aligned to the school's agreed Early Years curriculum.
- Develop communication and language, early literacy, mathematical understanding, physical development, creativity and personal, social and emotional skills.
- Provide an appropriate balance of child-initiated exploration, adult-guided experiences and structured routines.
- Create and maintain safe, engaging indoor and outdoor learning environments, with accessible, inclusive resources.
- Support children's growing independence, curiosity, resilience and confidence through positive relationships and responsive teaching.

Observation, Assessment and Progress

- Observe and document children's learning and developmental progress in accordance with school expectations.
- Use observations and assessment to identify next steps, plan additional support and provide suitable challenge.
- Maintain accurate and confidential records, learning evidence and reports for families and leaders.

- Work with Learning Support colleagues and families to identify and address emerging developmental or learning needs.
- Contribute to thoughtful transition arrangements into the next Early Years class or Primary year group.

Pastoral Care, Tarbiyyah and Family Partnerships

- Build secure, respectful relationships with children and promote their emotional wellbeing and sense of belonging.
- Establish consistent, age-appropriate routines and guide behaviour using calm, positive and developmentally suitable approaches.
- Embed Tarbiyyah, good manners, gratitude and care for others in daily interactions, learning and classroom routines.
- Communicate sensitively and professionally with parents about learning, routines, wellbeing and development.
- Respect each family's dignity, privacy, culture and circumstances within the school's Islamic ethos.

Teamwork and Professional Development

- Work collaboratively with Assistant Teachers, Learning Support Assistants and colleagues to provide consistent learning and care.
- Give clear day-to-day direction for classroom activities, supervision and preparation without exceeding delegated authority.
- Participate in planning, moderation, school events, professional development and improvement activities.
- Contribute to a positive working relationship with Primary colleagues to support continuity and school readiness.

Health, Safety and Safeguarding

- Maintain appropriate supervision and follow school requirements for collection, handover, attendance, personal care, hygiene and safe use of resources.
- Follow safeguarding and child protection procedures; promptly report concerns or disclosures to the Designated Safeguarding Lead through the agreed system.
- Maintain professional boundaries and confidentiality in relation to children and families.
- Complete all mandatory safeguarding, health and safety and relevant Early Years training.

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.