MISSION

Inspiring Minds – Active and engaging learning with high expectations
Shaping Values – A Culture of respect, tolerance and open-mindedness
Building Futures – A World Class Education promoting individual excellence

Secondary Teacher

Job Details

- **Position Title: Teacher In Secondary**
- **Line Manager: Head Of Faculty**
- **Reports to: Secondary Leadership Team (SLT)**
- **Salary Scale: ISB Teacher Main Scale**
- **Teaching Load: Maximum Teaching Target Load For A Secondary Teacher Is 22 Hours Per Week And Registration For A Tutor Group**
- **Contract Type: Fixed-Term**
- **Workplace Benefits:**
  - **School fee support for up to 3 children**
  - **ISB corporate discounts at network of outlets**

Background and Purpose

International School Brunei (ISB) is a leading international school committed to providing a high-quality, holistic education in a supportive and inclusive environment. With three established campuses across Brunei and plans to open a fourth, ISB serves a diverse community of learners from early years through to the IB Programme. The School prides itself on fostering academic excellence, creativity, and personal growth, underpinned by a strong ethos of respect, inclusivity, integrity, and cultural understanding.

ISB employs a dedicated team of over 300 staff, including teachers, administrative professionals, and support personnel across our campuses, all working collaboratively to ensure the best outcomes for students and to maintain a vibrant, safe, and nurturing school environment.

Key Responsibilities

Teaching and Learning

- Create a positive, inclusive classroom environment aligned with the school's mission and vision.
- Plan and deliver engaging lessons, ensuring differentiation so all students make progress.
- Work with the Head of Faculty and colleagues to update syllabi, schemes of work, and online learning resources (Microsoft Teams / ManageBac).
- Contribute to faculty policies on discipline, conduct, homework, assessment, feedback, coursework, fieldwork, and reporting.
- Set clear objectives and integrate planning into all teaching, following the school's Teaching and Learning Policy.
- Monitor and analyse student targets to support progress.
- Provide regular opportunities for self-assessment and reflection.
- Give timely, constructive feedback that shows students how to improve.
- Attend Parent–Teacher Evenings and keep parents informed of student progress.

Student Attainment and Progress

- Apply the school's assessment policies and practices consistently.
- Use assessment data to review lesson planning, schemes of work, and learning outcomes.
- Encourage students to review their own work using ISB feedback principles.
- Communicate regularly with parents regarding student achievement and development.

Pastoral Care

- Serve as a tutor and contribute actively to the year team.
- Attend secondary assemblies and the annual "Meet the Tutor" evening.
- Support the school's emphasis on pastoral care as a foundation of student wellbeing.

Management of Resources

- Assist the Head of Faculty in ordering subject-specific resources.
- Use and store materials responsibly, in line with ISB's eco-friendly philosophy.

Continuing Professional Development

- Engage fully in the school's appraisal process.
- Take part in internal and external CPD opportunities to enhance professional practice.

Whole-School Contributions

- Be a positive role model for students.
- Lead at least one extracurricular activity per week.
- Supervise students during break and lunchtime duties.
- Attend required meetings and school events.
- Provide cover for colleagues when necessary.
- Support school trips and activities.
- Contribute to CIS accreditation requirements.
- Occasionally undertake paid relief duties in the boarding programme (evenings/weekends).
- Carry out any additional duties reasonably assigned by the Executive Principal.

Safeguarding

- Always Uphold the school's Safeguarding and Child Protection policies.
- Ensure the safety and wellbeing of all learners.

Safeguarding Statement

The postholder will be required to safeguard and promote the welfare of children and young people and uphold the principles of the School's Safeguarding and Child Protection Policy and the Staff Code of Conduct.

Review and Sign-Off

This job description may be amended at any time in consultation with the postholder but will be reviewed annually.

Line Manager's Signature: _____ Date: _____

Postholder's Signature: _____ Date: _____