



Job Description: Early Years Teacher – Family Class (ages 2-3)

Reports to	Early Years & Primary Principal and Assistant Principal
Start Date	2027
Teaching Hours	Up to 24 contact hours with students per week, including homeroom time, CCA and ASP. Duties are additional.
Curriculum	Cambridge Primary English; Singapore Math; Singapore Science; Social Studies
Works with	Grade-level teachers, Grade Level Coordinator, Divisional Principals, ELA Teachers, Counsellors

About Our School

Founded in 1996, the Shanghai Singapore International School (SSIS) aims to develop each student into a responsible global citizen with strong character, preparing them for success in any life or career path they choose. Our philosophy, vision, and mission are to educate students in an environment that equips them not only with strong content skills and knowledge but also with the behaviours associated with global citizenship and the values of humanitarianism and caring.

Position Overview

We are looking for a warm, patient and skilled Early Years Teacher to lead our Family Class for children aged 2–3. You will create a safe, nurturing and stimulating environment where very young children feel secure, build confidence and enjoy learning through play, exploration and everyday routines.

You will work alongside a Chinese partner teacher and Governess. Together you will support each child's development in communication and language, social and emotional growth, physical development and early thinking skills, and build a strong partnership with every family from the very first day.

Key Responsibilities

Teaching and Learning

- Plan and deliver play-based learning experiences, indoors and outdoors, that support each child's development in language and communication, social and emotional growth, physical development, early number and creative expression.
- Set up a safe, calm and stimulating classroom with sensory, open-ended and age-appropriate materials.

- Support early language development through talk, songs, stories and rhymes, including for children who are new to English.
- Adapt activities and routines to the individual needs, interests and pace of each child.
- Develop in young children a lifelong love of learning.

Observation and Assessment

- Observe children regularly and use observations to plan next steps in learning.
- Maintain accurate records of student progress and complete term reports on student achievement.
- Share concerns about a child's development with the Early Years & Primary Assistant Principal and, where appropriate, with the counsellor or learning support team.

Care and Wellbeing

- Provide consistent, caring routines for arrival, play, snack and meals, rest, toileting and nappy changing, and departure, following school health and hygiene procedures.
- Help children settle and separate from their families with sensitivity, and help them build trusting relationships with adults and other children.
- Guide children's behaviour with patience, using positive and age-appropriate strategies.
- Supervise children closely at all times and follow school procedures for health, safety, allergies and medical needs.

Partnership with Families

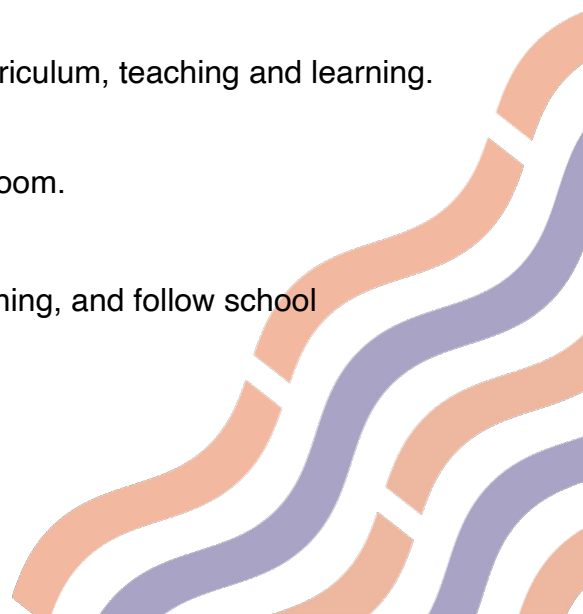
- Build warm, respectful relationships with families from diverse cultures and backgrounds.
- Communicate regularly with families about their child's day, wellbeing and progress, including at parent conferences.
- Support families with routines and developmental milestones such as language, toilet learning and settling into school.

Collaboration and School Life

- Work in close partnership with your Chinese partner teacher to plan, deliver and reflect on children's learning and care.
- Work with the Early Years team to develop and improve curriculum, teaching and learning.
- Take part in and support the organisation of school events.
- Maintain a high standard of care and learning in your classroom.

Safeguarding

- Complete all required safeguarding and child protection training, and follow school procedures for reporting concerns.



- Follow school procedures for intimate care and maintain professional boundaries at all times.

Professional Responsibilities

- Demonstrate professionalism in all interactions with children, families and colleagues.
- Take part in ongoing professional development in early childhood education.
- Undertake other duties as reasonably assigned by the Early Years & Primary Assistant Principal and/or Principal.

Qualifications and Experience

Required

- Bachelor's degree in Early Childhood Education or a related field.
- A recognised early years teaching licence or certification.
- A minimum of 2 years' early years teaching experience, preferably with children aged 2–3 and in an international school.
- Sound knowledge of child development from birth to five and of play-based approaches to learning.
- Proficient English, with native fluency; excellent written and verbal communication skills, including with parents.
- Experience working with children and families from other cultures and nationalities.
- A warm, patient and positive manner, and willingness to collaborate regularly with colleagues in a constructive way.
- Demonstrated commitment to the safeguarding and welfare of children, and willingness to undergo background checks.
- Willingness to reinforce the School Mission and the SSIS Learner Attributes.
- Ability to meet the requirements for a Chinese work permit, including verified qualifications and a clear criminal record check.

Preferred

- Master's degree in Early Childhood Education or a related field.
- Experience supporting children who are learning English as an additional language.

