



Job Description: Early Years Homeroom Teacher

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 passionate and skilled Homeroom Teacher to join our Primary School. You will be responsible for the learning and wellbeing of a designated class, teaching Cambridge Primary English, Singapore Math, Singapore Science and Social Studies. You will work closely with your grade-level team and Grade Level Coordinator, and with our counsellors and learning support specialists, to support the academic progress and holistic development of every child.

English is taught by the homeroom teacher using the Cambridge Primary curriculum; the English Language Acquisition (ELA) teacher provides additional language support for students acquiring English, and you will collaborate with them.

The ideal candidate is creative, organised and committed to building a positive, inclusive classroom where children are curious and deeply involved in their learning.

Key Responsibilities

Teaching and Learning

- Plan and deliver well-structured, engaging lessons in Cambridge Primary English, Singapore Math, Singapore Science and Social Studies, aligned with the school curriculum.
- Differentiate instruction for all learners, including students acquiring English, students needing learning support, and students needing extension, using scaffolding, visuals and graphic organisers to make content accessible.

- Use play-based, hands-on approaches that suit young children's stage of development.
- Create a predictable, task-oriented and pleasant classroom climate in which students are deeply involved in their work.
- Plan units and lessons in line with school requirements.
- Plan and lead lessons during Co-Curricular Activities (CCA) and the After-School Programme (ASP).
- Develop in students a lifelong love of learning.

Assessment and Reporting

- Use pre-assessments, formative checks and summative evaluations to monitor progress and inform next steps in teaching.
- Contribute to the development of assessment strategies with the grade-level team.
- Maintain accurate records of student progress and complete term reports on student achievement.

Homeroom and Student Wellbeing

- Take responsibility for your homeroom class, including attendance, daily routines, and pastoral care and check-ins.
- Support student development, safety and wellness by following and contributing to student development policies and procedures.
- Carry out duty supervision and accompany classes on school trips and events as required.

Communication with Parents

- Communicate regularly with parents about their child's development, including at parent conferences.
- Discuss learning goals, achievements and areas for improvement clearly with students and parents, and talk confidently about progress in relation to curriculum goals and next steps.

Collaboration and School Life

- Work with grade-level colleagues to develop and improve curriculum, pedagogy, and teaching and learning.
- Collaborate with ELA teachers, counsellors and learning support specialists to meet individual student needs.
- Take part in and support the organisation of school events.

Safeguarding

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



- Maintain professional boundaries and uphold the safety and welfare of all students at all times.

Professional Responsibilities

- Demonstrate professionalism in all interactions with students, parents and colleagues.
- Take part in ongoing professional development to stay current with best practice in international pedagogy and language acquisition.
- Undertake other duties as reasonably assigned by the Divisional Principals.

Qualifications and Experience

Required

- Bachelor's degree in Education, Early Childhood Education or a related field.
- A recognised teaching licence or certification.
- A minimum of 2–3 years' early years or primary classroom teaching experience, preferably in an international school.
- Proficient English, with native fluency; excellent written and verbal communication skills.
- Demonstrated knowledge of current best practice in pedagogy and scaffolding techniques.
- Skilled in using technology for lesson planning, instruction and documentation.
- Ability to work collaboratively and build strong relationships with students and adults.
- Demonstrated commitment to the safeguarding and welfare of children and young people, and willingness to undergo background checks.
- A positive attitude, flexibility, and a proven ability to thrive in a dynamic, fast-paced environment.
- Willingness to reinforce the School Mission, Philosophy and Values.
- Ability to meet the requirements for a Chinese work permit, including verified qualifications and a clear criminal record check.

Preferred

- Experience teaching Cambridge Primary English and/or Singapore Math, or willingness to learn the approach.
- Early Years or early primary experience, with phonics and early literacy, and experience supporting children's transition into school and between levels.
- Experience teaching students who are learning English as an additional language.

