



JOB PROFILE

HOMEROOM TEACHER (PRE-K)

I. JOB IDENTITY

Location: Brookes Moscow, Russia

Reports to: Head of Primary

We are seeking an enthusiastic pre-K teacher to guide a classroom of young children in a variety of educational activities, including arts and crafts, free play, storytelling, and class outings. Your prime responsibility is to teach them the fundamental concepts they need to know for kindergarten, such as identifying numbers and letters, socializing well with others, and working effectively in a classroom structure.

Patience, compassion, and energy are all vital qualities of a successful pre-K teacher. You should be capable of inspiring, encouraging, and developing young children, each of whom will have different abilities, challenges, and personalities. The top candidates will also have a creative mindset and good administrative skills, in order to plan and execute lessons which are memorable, innovative, and achieve the desired learning outcomes.



Vision

Our vision is to create a world of self-confident lifelong learners connected and inspired to help others.

Mission

Students are supported in a caring environment and given opportunities to learn about themselves and to take action in areas in which they are passionate.



II. RESPONSIBILITIES

- Create a nurturing, safe, play-centered Early Years environment following developmentally appropriate practices and American early childhood education principles.
- Plan daily lessons targeting early literacy, phonological awareness, emergent writing, numeracy foundations, fine motor development, speaking and listening, and early inquiry skills.
- Set up learning centers, sensory activities, guided play experiences, STEAM corners, and outdoor exploration aligned with developmental goals.
- Conduct ongoing observations to track progress in cognitive, social-emotional, physical, and language domains.
- Differentiate activities for learners with varied developmental stages, learning styles, and language backgrounds (EAL support included).
- Foster social-emotional development through conflict resolution, routines, emotional literacy, and cooperative play.
- Communicate with parents regularly; provide learning updates, workshops, and transition support.
- Collaborate with specialists such as SENCO, OT, counselors, and language teachers.
- Maintain a clean, organized classroom environment and ensure all EY safety and health guidelines are followed.
- Instilling a sense of respect and discipline, so that children work effectively in a classroom setting.
- Supervising children outside of class time, such as during lunch, out on the playground, or on field trips.
- Making sure that the classroom is clean, safe, and well-organized.
- Supervise children during meals, playground time, naps, and transitions.
- Contribute to Early Years events, celebrations, and seasonal activities.

III. REQUIREMENTS

- Bachelor's Degree in Early Childhood Education, Primary Teaching, Child Development, or related field.
- Valid teaching certification preferred.
- Minimum 2 years of experience in Early Years (international school experience preferred).
- Deep understanding of early literacy development, play-based learning, behavior guidance, and developmental milestones.
- Strong EAL support ability and familiarity with language acquisition processes.
- Excellent communication and empathy with young children.
- Ability to work collaboratively in a multicultural environment.
- High patience, creativity, and emotional resilience. Strong safeguarding awareness.
- Patience, optimism, compassion, enthusiasm, and empathy.
- Mediation skills for resolving conflicts between children.
- Creative mindset to plan innovative, exciting lessons.
- Ability to stand as a positive role model for impressionable minds.

IV. BENEFITS

- Highly competitive salary and comprehensive compensation package.
- Annual performance-based and retention bonuses.
- Fully furnished housing provided.
- Relocation support, including visa sponsorship and travel allowances.
- Medical and dental insurance.
- Complimentary daily meals.

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