



## JOB DESCRIPTION

### **Position: Faculty**

### **Reports to: Secondary School Principal**

### **Safeguarding:**

Marymount International School Rome is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and understand that the child's welfare is our paramount concern. Every child should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment. The School should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

### **Job Summary:**

A Marymount faculty member is committed to the school's philosophy and works to develop its goals. He/She is dedicated to educating the whole person. The faculty member is aware of the individual needs of each student and strives to help each student develop his/her full potential. She/he works with students both inside and outside the classroom and is committed to active involvement in the total school program. She/he cooperates with colleagues to ensure a fully integrated curriculum and regularly participates in activities directed towards her/his own professional development.

### **Duties and Responsibilities:**

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- Provides opportunities for learning which are stimulating and varied and which take into account student needs and abilities.
- Established a classroom atmosphere which is creative and disciplined.
- Initiates individual student conferences, helps each student improve study habits and challenges each student to set high personal standards for achievement.
- Takes attendance in all classes and maintains an accurate record of student attendance and progress.
- Submits examinations, grades and written comments on time.
- Creates a school and classroom environment conducive to learning through visual displays and classroom order.
- Becomes knowledgeable of all school regulations and enforces them.



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- Develops and organizes the content of courses in relation to the philosophy of the school, in consultation with the administration.
- Submits course outlines defining the objectives and major areas of intended study
- Communicates with colleagues to coordinate an integrated curriculum.
- Assumes responsibility for being aware of current trends in her/his field by attending teachers' conferences and workshops, by reading the relevant literature. By visiting other schools and by exploring the cultural and social environment of Rome.
- Maintains membership in appropriate professional organizations.
- Attends all faculty meetings and workshops.
- Notifies the office of the Principal when absent and provides appropriate lesson plans for the substitute teacher.
- Notifies the school nurse and the Business office of any accident or injury involving students or staff that occurs on school premises or at school events.
- Attends all regular school events such as assemblies, liturgies, drama productions, sports events, sports day, concerts, graduation.
- Sets a good example for students by a high standard of personal dignity expressed through good manners, good deportment, good grooming and appropriate attire.
- Uses technology as required by the school (Google classroom, PowerSchool, Atlas curriculum mapping)
- Maintains written lesson plans (with evidence of advance planning) either in hardcopy or electronic version, for viewing by the section Principal.

### **Health and Safety:**

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

### **Acknowledgement:**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.