



Recruitment Pack for the role of

HEAD OF ENGLISH

Required for September 2025



780
Students



3-18
Age Range



The only school in Milan passing all
the UK Government Standards



37.3
IB Points Average
(Max. 45 Points)



100%
9-4 IGCSE
Grades



150+
Staff



50+
Nationalities



50+
Years of World-Class
Education



100+
Co-curricular
Activities

Type of School: Co-Educational, Not-for-Profit

Yearly Fees: from 14.490€ to 22.890€

Memberships





WELCOME FROM THE PRINCIPAL & CEO



Dear Candidate

Thank you for your interest in applying to work at The British School of Milan - Sir James Henderson. It is an enormous privilege to lead this exceptional school, where all members of our school community share a common purpose to nurture and justify the aspirations of the young people at our school.

At the BSM you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to a holistic education. We aim to inspire pupils and instil in them a love of learning through our educational ethos: **Communication, Curiosity, Challenge, Creativity, Collaboration, and Character.**

From your first day at the BSM, you will have access to some of the best facilities and you will be encouraged to take part in the many activities here and to contribute to the life of a busy school.

BSM is a co-educational, not-for-profit day school for 3-18 year olds with an international constituency extending across the city of Milan and beyond. As a not-for-profit organisation, all the revenue is reinvested back into the school and does not go to shareholders or private equity. We are a family school, and parents are engaged and supportive.

Located in the vibrant city of Milan, BSM offers a diverse and dynamic working environment that fosters an inclusive and supportive atmosphere.

We welcome applications from the creative, passionate, kind, and those keen to contribute fully to our community. If this sounds like the ethos and culture in which you will flourish, then we look forward to receiving your application.

Simon Lockyer

Principal & CEO

The British School of Milan- Sir James Henderson



MISSION

To inspire learning within a caring, creative and international community, to pursue excellence, and to enable students to fulfil their ambitions.



ABOUT THE BSM

HISTORY

The British School of Milan (BSM), formerly Sir James Henderson School, was founded in 1969.

The original objective of the school was to serve the British community of Milan and provide its members with a British education from the age of 3 to 18 years. In 1969 the school had just over 90 pupils. In 1996, when its enrolment was around 350 pupils, BSM moved to its current site on Via Pisani Dossi, a pleasant suburban area close to Linate Airport and not far from the historic city centre.

Teaching and playground facilities improved significantly in the Pisani Dossi site and academic results have consistently improved. Recognised by the Italian Ministry of Education, pupils are now able to transfer to other Italian schools and are accepted into Italian universities as well as universities across the world.

THE BRITISH SCHOOL OF MILAN TODAY

Today, the BSM is a British international, not-for-profit, independent school and a flourishing IB World School.

It houses approximately 780 students aged 3 - 18 years drawn from a diverse range of over 51 nationalities. This successful mix gives the school an international dimension which enhances all that the school does. Currently, the school is composed of about 30% English mother tongue pupils, 50% with an Italian Passport and 20% International pupils.

Almost all of our teachers are UK trained and turnover is low.

An emphasis on caring for the individual is very much at the heart of the school. This emphasis provides the secure foundation for the pupils to discover and develop their talents through the broadest possible range of opportunities that support the holistic education. An education at the school extends far beyond a set curriculum into a true exploration of the creative, intellectual, personal and spiritual potential for academic excellence and takes great pride in the achievements of the pupils.

In summary, BSM seeks to distill and emulate the very best features of the British education system and embed them in our own context.

ABOUT THE BSM



A TRADITION OF EXCELLENCE

The founding members of the school shared a vision which continues to drive the school today: **to provide a high-calibre British education in Milan in a truly international environment.**

The school continues to strive for excellence in academics, music, art, sports and community service while providing pupils with the opportunity to advance themselves in every field. Pupils also grow as individuals and develop a strong sense of who they are and of their capabilities.

BSM gives its pupils a solid foundation for pursuing their university studies in the country of their choice, be it the UK, Italy, North America, or elsewhere.

A TRADITION OF COMMUNITY SPIRIT

The BSM is a community that embraces pupils from many diverse backgrounds and cultures. Everyone is linked by the shared commitment to learning and the desire to achieve excellence.

Each member of the community plays a role in creating the school's unique atmosphere and character:

- Teachers and staff create a stimulating and supportive environment
 - Parents and teachers work together to spread school spirit through the work of 'The Friends of BSM'
 - The House system and the Student Council in both the Primary and Senior Schools allow pupils to play an active role in carrying on school traditions and foster a sense of community
 - Musical events and Sports department activities create a contagious school spirit and give pupils the opportunity to travel to other schools to perform and compete.
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CURRICULUM

The school has a broad ability range and achieves excellent academic results. The school follows the English National Curriculum with the General Certificate of Secondary Education (IGCSE) taken by Year 11 pupils.

For Sixth Form students (Year 12-13) the IB Diploma serves further to underline the on-going commitment to high academic standards and openness to the global society within which the pupils will live and work.

CREATIVE & PERFORMING ARTS

The school is the centre for the **Associated Board of the Royal Schools of Music (ABRSM)** for the North of Italy. Over one third of the student body studies a musical instrument and takes ABRSM examinations.

The BSM excels in **Music**, and the **Art Department** is a centre for excellence for **Edexcel**. The **Drama Department** is very much in the forefront of the Performing Arts programme.

An extensive range of **co-curricular activities** completes the educational programme.

GOVERNANCE, SCHOOL LEADERSHIP AND MANAGEMENT

The British School of Milan (ETS - Ente Terzo Settore) is a not-for-profit organisation with the goal of establishing, organising, and managing high-quality British education, while also promoting other educational activities in Italy. The members and owners of the ETS are the parents of current students, with each family allowed up to two memberships. The ETS owns 100% of the shares of The British School of Milan Srl, a commercial entity responsible for all teaching activities.

The Whole-School Senior Leadership Team (WSLT) is led by the Principal, who also serves as CEO, and includes the Head and Deputy Head of the Senior School, the Head and Assistant Head of the Primary School, along with the Chief Financial Officer.

The school employs over 150 highly qualified staff, with 95% of the teachers trained in the UK and being native English speakers. Modern foreign languages are predominantly taught by native speakers. The British School of Milan provides support for Special Education Needs and Disabilities (SEND) and English as an Additional Language (EAL) for pupils whose first language is not English.

FUTURE PLANS

The current premises provide little scope for further student growth and so there are exciting plans for the school's relocation to a different site in the coming years.

FOR FURTHER INFORMATION
ON THE SCHOOL, VISIT:

www.britishschoolmilan.com



THE ROLE

HEAD OF ENGLISH

Summary of the Role

Job Purpose	The Head of English reports to the Deputy Head and, in terms of curriculum and assessment policy, line-manages the members of his/her Faculty.
Hours	Full time
Role Summary	The Head of English will be an outstanding teacher and able to lead all aspects of teaching and learning across the department. As a Head of Faculty, there will be an expectation that the individual will contribute to and support key strategic objectives and decisions and support academic aspects of the School Development Plan.

General

- Generate a positive ethos within the Faculty
- Take initiative and inspire the members of the Faculty to aim for the highest possible standards of teaching and learning
- Lead and uphold high standard of teaching, feedback and assessment
- Actively promote the work of the English Faculty through displays, educational visits and trips, presentations, competitions and super-curricular enrichment

Teaching and Learning

- Manage members of the Faculty, including the Head of ESL
- Establish a strong sense of teamwork within the Faculty
- Represent the views of members of the Faculty at relevant meetings
- Offer suggestions to senior management regarding staff development and training
- Help senior management to recruit, through interviews and lesson observation, new members of the Faculty
- Help to undertake the Professional Review of allocated reviewees
- Encourage members of the Faculty to involve themselves in external IB/IGCSE assessment
- Liaise closely with the Librarian and make recommendations on library resources
- Collaborate with Year 6 teachers and the Primary School English Subject Lead to aid a smooth transition for students coming into Year 7
- Curriculum, Co-Curriculum, and Assessment
- Keep up-to-date with IB/IGCSE curriculum proposals and developments
- Oversee, when necessary, revision of the curriculum within the Faculty
- Ensure, as far as possible, that assessment policies are consistent within the Faculty
- Analyse assessment data, review progress of students and use this in order to plan support programmes for gifted students as well as those who are under-performing
- Support students to produce IB Internal Assessments that are commensurate with their potential

Duties and Responsibilities

THE ROLE

HEAD OF ENGLISH

Duties and Responsibilities	<ul style="list-style-type: none"> • Have a strategic oversight of relevant software and hardware to promote students' learning through ICT • Ensure that students have the opportunity to attend relevant educational visits or are exposed to outside speakers to promote learning within the Faculty and beyond the classroom • Take a strategic overview of the delivery of relevant co-curricular clubs and societies that promote the Faculty • Ensure the availability of relevant Super Curricular provision for students (<i>including in the form of lunchtime or after school clubs related to the Faculty</i>) • Ensure interview practice is provided for students aiming to apply to competitive universities • Support the wellbeing and personal development of all students, particularly those in their tutor group
	<p>Administration</p> <ul style="list-style-type: none"> • Prepare the annual Faculty budget, making projections and bids for forthcoming needs • Arrange and chair regular scheduled meetings with within the Faculty, publishing minutes and Action points • Attend all relevant meetings requiring the participation of Heads of Faculty and Heads of Department • Maintain records necessary for Inspection and ensure these are up to date across the Faculty • Advise senior management on the strategic development of the Faculty • Manage and coordinate the key content on Faculty pages and other relevant areas of the school website • Promote university courses and keep abreast of requirements for relevant courses, advising students and staff accordingly

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the organisation. In exceptional circumstances, the post holder will be required to undertake other duties and responsibilities to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

PERSON SPECIFICATION

The person specification highlights the skills, experience and qualifications that are required for this role. If you feel that although you do not meet all of these requirements you would still perform well in the role, we encourage your application.

HEAD OF ENGLISH		
	ESSENTIAL	DESIRABLE
Education and qualifications	<ul style="list-style-type: none"> • A good and relevant degree • A commitment to safeguarding and promoting the welfare of children and young people. 	<ul style="list-style-type: none"> • Additional teaching/educational leadership qualification • Experience of working in middle leadership or senior leadership in a UK or International School • Experience of teaching the IBDP • Has been an Examiner at IGCSE, A Level or IB
Skills and Experience	<ul style="list-style-type: none"> • Ability to prioritise and ensure important issues identified and addressed • Follow personal convictions, while doing best to achieve consensus • Lead with integrity and by example • Address challenges in pro-active way • Efficient and able to work fastidiously to deadlines; • A strong desire to support others and to take on board feedback and suggestions; • A resourceful and creative thinker who is able to bring an innovative approach to their work; • Excellent and demonstrable IT skills; • Good interpersonal and communication skills • A capacity for hard work and flexibility to work the hours needed to fulfil the role • Excellent interpersonal skills and a proven team player • Ability to think long term whilst retaining attention to the detail 	

BENEFITS



RELOCATION ASSISTANCE

Upon arrival to Milan, you will temporarily stay at a full serviced apartment (to be organized by the school) which is a 5-minute walk to school. The BSM works in collaboration with a relocation agency that will assist you in finding your ideal apartment, and setting up your bank account and SIM card.



EXTENDED HOLIDAYS

Working in Milan allows you to truly embody the “work-life” balance lifestyle. This means, that teaching staff benefit from extended holidays (*i.e. 2 weeks for Christmas, 2 weeks for Easter, and 2 months for Summer*)



MILAN AS A CYCLE CITY

Milan is a bike friendly city and there is no shortage of bike-sharing apps and bike paths on your way to the BSM



TAX BREAK FOR FOREIGNERS

Current Italian law allows professionals coming from abroad

to benefit from a significant income tax reduction for a number of years.



HEALTH PROVISION

Working in Milan will allow you access to Italy's Public Healthcare

System, which is one of the most reliable public health systems in the world.



PROFESSIONAL DEVELOPMENT

There are lots of opportunities for staff development, from regular INSET and CPD, to external trainings.



LUNCH VOUCHER

In addition to your salary, you will be entitled to lunch vouchers that you can use in the school canteen and also in many restaurants and supermarkets.



SCHOOL CAFETERIA

The school cafeteria offers a variety of Italian food. It also encourages social interaction with your colleagues with

the traditional Italian coffee break. They also offer convenience to you by providing balanced meals without the need for packed lunches.



COMMUNITY

With a large proportion of teaching staff coming from outside of Italy, you are joining a like-minded community where people are more than just colleagues.



VISA AND OTHER ITALIAN DOCUMENT ASSISTANCE

The school will provide full assistance in getting your VISA and any other Italian documents needed for your long term stay in the country.

TOP 5 THINGS ABOUT MILAN



WORLD'S FASHION CAPITAL

Home to many global clothing and luxury brands, such as Bulgari, Prada and Versace



MULTI-CULTURAL CITY

People from all over the world move to Milan each year, making it Italy's most multi-cultural and international city.



LEISURE TIME IN THE CITY

Milan offers a variety of leisure activities, including a vibrant artistic scene, an impressive culinary scene, lively nightlife, and its green spaces for relaxing strolls and picnics.



WEEKEND GETAWAYS

Milan is well connected to several other Italian cities by high-speed trains. Even cities like Rome and Naples can be accessed relatively quickly. Other towns in Northern Italy and on the Ligurian coast can be reached by regional and local trains in a few hours.



QUALITY OF LIFE

Milan offers a high quality of thanks to the city's dynamic lifestyle and international atmosphere providing a welcoming environment to foreign residents.

HOW TO APPLY

Please complete the **employment application form online** and include the following:

- Cover Letter + Comprehensive CV (upload in PDF)
- Information related to your current salary
- Names and email addresses of two Referees

Your Referees will not be approached until the final stages and not without prior permission from candidates

If you have any questions regarding this role, or require any assistance with the application process, please contact employment@bsm.school.

The British School of Milan is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including comprehensive criminal record checks.



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'We are absolutely happy with the progress of our son at the BSM. He has easily settled, after a very short period of time he was calling other children 'friends'. That was amazing! I think this is the best international school in Milan. I strongly recommend it!'

Parent Testimonial

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'What drew me here really was the reputation of the school. It has a reputation for academic excellence, but also its reputation for the quality of pastoral care and the support that it offers the students... And you see the quality of education each and everyday, you see the quality of care that happens every single day and it's brilliant to be part of this fantastic team.'

**Jonathan Massey
Director, Sixth Form**

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'Teachers support me to make sure that I can do my best - even though I need more help than others.'

Year 10 Student Testimonial

NOTE

Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate and child protection screening is successful.

PERSONAL DATA

In line with GDPR, we ask that you do NOT send us any information that can identify any of your Sensitive Personal Data (*racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data*) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as our express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion



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