



## Recruitment Pack for the role of Special Educational Needs Teaching Assistant





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



ISI

Independent Schools Inspectorate



Leading  
Independent  
Schools



COBIS  
ACCREDITED  
MEMBER



Cambridge Assessment  
International Education  
Cambridge International School





# 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.

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.

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.

## 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. 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.

For further information on the school, visit:

[www.britishschoolmilan.com](http://www.britishschoolmilan.com)





# THE ROLE

## SPECIAL EDUCATIONAL NEEDS TEACHING ASSISTANT

Contract & Hours	Permanent – Full time
Important Information	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 or other relevant background checks.
Purpose and objectives of role	<p>We seek an inspiring, enthusiastic, and conscientious individual to join our thriving school as a Special Educational Needs Teaching Assistant.</p> <p>The successful candidate will be experienced in working with pupils who require additional support to access learning effectively. They will have the confidence to take a full and active role in working with across the school. It is a key requirement of the role to be a fluent English speaker.</p>
Duties and Responsibilities	<p><b>Purpose of job:</b></p> <ul style="list-style-type: none"><li>• To support the children's learning and to share in the care and wellbeing of the children at the school</li><li>• To support the emotional, behavioural and pastoral needs of pupils, specialising in children with SEND</li><li>• To support individual and small groups of children in the curriculum to accelerate their learning under the supervision of the SEND team</li><li>• To carry out specific administrative/procedural tasks to support the SEND team</li><li>• To be involved in the planning, development and delivery of intervention strategies</li><li>• To observe and monitor pupil progress and adapt agreed approaches to their needs</li><li>• To provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, the administration of an epipen)</li><li>• To assist in the maintenance of children's records, particularly in tracking progress and individual targets</li><li>• To promote the school's values</li></ul> <p><b>To undertake all of the following:</b></p> <ul style="list-style-type: none"><li>• Work as part of a team and assist the SEND team to ensure quality education for the children</li><li>• Promote the development of numeracy, language and speech, providing additional support to children with special needs or to bilingual learners, by working alongside the class teacher or within the SEND department</li><li>• Be aware of and support school policies and procedures</li><li>• Liaise and plan with the teacher to support pupils in their learning</li><li>• Work or play with individuals/small groups of children by planning and carrying out relevant activities that support and raise levels or achievement for pupils with SEND, under the guidance of the class teacher and the SEND team</li><li>• Assist the class teacher by receiving instructions directly from professional or specialist support staff involved in the children's education</li></ul>

# THE ROLE

## SPECIAL EDUCATIONAL NEEDS TEACHING ASSISTANT

### Duties and Responsibilities

- Report any concerns regarding children's welfare or education, to the class teacher, Head of SEND or the DSL. Be aware of suspected or actual cases of child abuse, referring such matters to the appropriate Designated Safeguarding Lead for further action
- Under the direction of the Head of SEND, liaise with parents as appropriate, always maintaining sensitivity and confidentiality
- Assist with the reception and departure of children when needed and assist in the bus lines
- Assist with always maintaining good discipline throughout the school, following school procedures. When directed, escort and supervise pupils on planned visits/journeys
- Assist with the preparation of resources e.g. photocopying, repairing books, filing of artwork, making games and the creation and mounting of displays for children's work for the SEND department
- Assist and attend with seasonal events e.g. concerts and celebrations
- Show commitment to school life e.g. by running an extra-curricular club
- Attend appropriate staff meetings and training days/events as requested
- Attend CPD sessions
- Follow the Professional Review procedures
- Respect privacy protocols if taking images of pupils
- Have due regard for social media protocols aligning practice with school policy

#### When covering classes:

- It is the class teacher's responsibility to plan the learning in their class
- Where possible meet with the teachers to discuss planning before covering classes
- Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests
- Monitor pupils' responses to learning tasks and modify their approach according to their individual or interventions
- Monitor pupils' participation and progress, providing feedback to teachers, pupils and parents, and giving constructive support to pupils as they are learning
- Participate in the writing and assessing of Individual education Plans
- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of pupils in the learning activities in which they are involved
- Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment, in class and in the SEND department
- Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant procedures and policies
- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility
- Ensure marking and feedback is in line with the school's policy

#### Other responsibilities:

Any other duties required by the teacher or Headteacher that arise to support the learning of the children in the care of the postholder. The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy.

# PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. In addition, it is expected that the successful applicant will have, and can demonstrate the following essential characteristics:

SPECIAL EDUCATIONAL NEEDS TEACHING ASSISTANT	
Education and qualifications	<ul style="list-style-type: none"><li>• A degree is not required for this role, but a teaching qualification or teaching assistant qualification may be an advantage</li><li>• Experience of working with children in a school</li><li>• Experience working with special educational needs</li><li>• A commitment to safeguarding and promoting the welfare of children and young people.</li></ul>
Skills and Experience	<ul style="list-style-type: none"><li>• English fluency</li><li>• Ability to prioritise and ensure important issues identified and addressed</li><li>• Follow personal convictions, while doing best to achieve consensus</li><li>• Lead with integrity and by example</li><li>• Address challenges in a pro-active way</li><li>• Efficient and able to work fastidiously to deadlines</li><li>• A resourceful and creative thinker who is able to bring an innovative approach to their work</li><li>• Excellent and demonstrable IT skills</li><li>• Good interpersonal and communication skills.</li><li>• Understanding of and commitment to the ethos and values of the school</li><li>• A respect for young people, as well as adults, that is demonstrable through positive attitudes and behaviour</li><li>• High degree of confidence, personal energy and dynamism.</li><li>• Personal warmth and the ability to develop strong, appropriate relationships with pupils, colleagues and parents.</li><li>• To be able to work as part of a team and with others.</li><li>• Exercising discretion around sensitive information</li><li>• Excellent attendance and punctuality</li><li>• A capacity for hard work and flexibility to work the hours needed to fulfil the role</li><li>• Ability to think long term whilst retaining attention to the detail</li></ul>
Other	Committed to safeguarding and promoting the welfare of children and young people

# HOW TO APPLY

Please [complete the job application form](#).

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

**Year 10 Student 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**

## 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



The British School of Milan

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