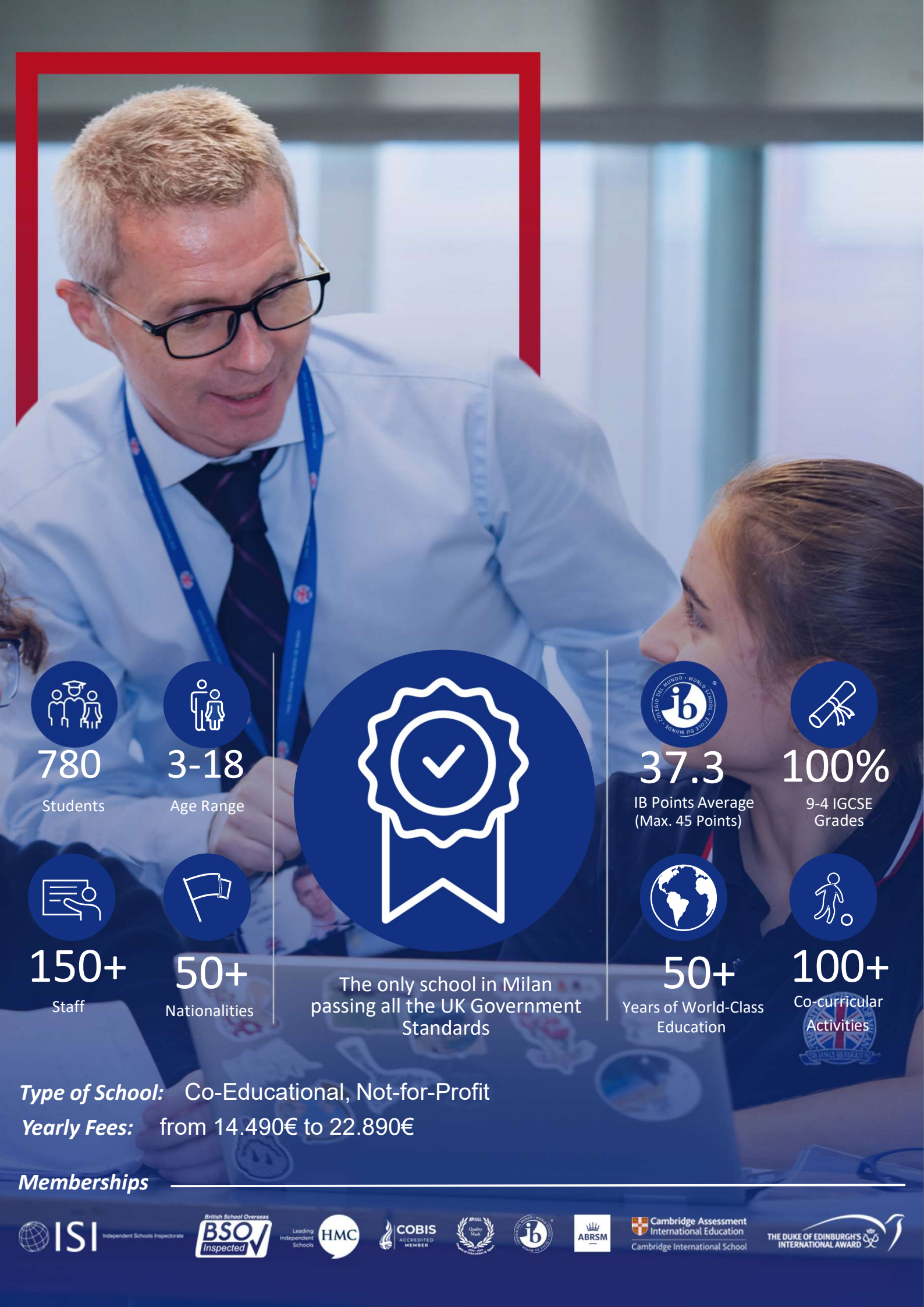




Recruitment Pack for the role of

Primary Cover Teacher (Fixed-Term)



780
Students



3-18
Age Range



The only school in Milan
passing all the UK Government
Standards



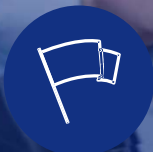
37.3
IB Points Average
(Max. 45 Points)



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



Leading
Independent
Schools





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



THE ROLE

PRIMARY COVER TEACHER (FIXED TERM)

Contract & Hours	1 year fixed-term contract – Full time (Nurse to year 6)
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	The Cover Teacher in Primary School plays a vital role in ensuring continuity of learning during staff absence, whether due to illness, planned leave, or leadership responsibilities. The successful candidate would be responsible for maintaining a positive and structured classroom environment, delivering pre-prepared lessons, and supporting pupils to stay engaged and on task. They would need to manage behaviour in line with school policies, providing reassurance and stability for children, helping minimise disruption to their education. This role requires flexibility, strong communication skills, and a commitment to safeguarding and supporting the wellbeing and progress of all pupils. The Primary Cover Teacher will be encouraged to contribute to all aspects of teaching and learning across the Primary School, including to the wider life of the school such as the co-curriculum, ensuring pupils can find their passions and develop knowledge and skills beyond the traditional curriculum.
Duties and Responsibilities	Set out below are the main responsibilities: Teaching and Learning • establish a safe and stimulating environment for pupils, rooted in mutual respect • set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions • demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils. Promote good progress and outcomes by pupils • be accountable for pupils' attainment, progress and outcomes • be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these • guide pupils to reflect on the progress they have made and their emerging needs • demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching • encourage pupils to take a responsible and conscientious attitude to their own work and study.

THE ROLE

PRIMARY COVER TEACHER (FIXED-TERM)	
Duties and Responsibilities	Demonstrate good subject and curriculum knowledge • have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils’ interest in the subject, and address misunderstandings • demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of learning • demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher’s specialist subject Plan and teach well-structured lessons • impart knowledge and develop understanding through effective use of lesson time • promote a love of learning and children’s intellectual curiosity • set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired • reflect systematically on the effectiveness of lessons and approaches to teaching • contribute to the design and provision of an engaging curriculum within the relevant subject area(s). Adapt teaching to respond to the strengths and needs of all pupils • adapt teaching appropriately in real time to meet the needs of diverse learners • demonstrate flexibility in responding to unfamiliar classes and varying pupil needs • support pupils with SEND, EAL, high ability, and a range of learning profiles • show awareness of developmental differences from Nursery through Year 6



THE ROLE

PRIMARY COVER TEACHER (FIXED-TERM)	
Duties and Responsibilities	Make accurate and productive use of assessment • provide feedback to pupils in line with school policy • communicate relevant information about pupil progress to class teachers following cover sessions
	Manage behaviour effectively to ensure a good and safe learning environment • implement school behaviour policies consistently across all year groups • establish clear routines quickly when entering new classroom environments • use appropriate behaviour management strategies to engage and motivate pupils • maintain a positive and orderly learning atmosphere throughout the school day
	Fulfil wider professional responsibilities • contribute positively to the wider life and ethos of the school • communicate well with staff teams to ensure cover lessons are effectively taught • build strong professional relationships with colleagues across all phases • work collaboratively with teaching assistants and support staff • demonstrate flexibility, reliability and responsiveness in meeting daily cover needs • communicate effectively with staff regarding lesson outcomes and any concerns
	Personal and Professional Conduct Teachers are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career at the British School of Milan. Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: 1. Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position 2. Having regard for the need to safeguard pupils' well-being, in accordance with the school's policies and guidance 3. Showing tolerance of and respect for the rights of others 4. Upholding and promoting fundamental democratic values, including the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs 5. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
	Teachers must have proper and professional regard for the ethos, policies and practices of the British School of Milan, and maintain high standards in their own attendance and punctuality.

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:

PRIMARY COVER TEACHER (FIXED-TERM)	
<i>Education and qualifications</i>	• A good and relevant degree • A recognised teaching qualification • At least 1 year experience teaching in a school • A commitment to safeguarding and promoting the welfare of children and young people.
<i>Skills and Experience</i>	• English fluency • 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 a pro-active way • Efficient and able to work fastidiously to deadlines • 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. • Understanding of and commitment to the ethos and values of the school • A respect for young people, as well as adults, that is demonstrable through positive attitudes and behaviour • High degree of confidence, personal energy and dynamism. • Personal warmth and the ability to develop strong, appropriate relationships with pupils, colleagues and parents. • To be able to work as part of a team and with others. • Exercising discretion around sensitive information • Excellent attendance and punctuality • A capacity for hard work and flexibility to work the hours needed to fulfil the role • Ability to think long term whilst retaining attention to the detail • Experience of working in UK or International schools • Ability to teach another subject
<i>Other</i>	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.

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**

“

'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



The British School of Milan

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