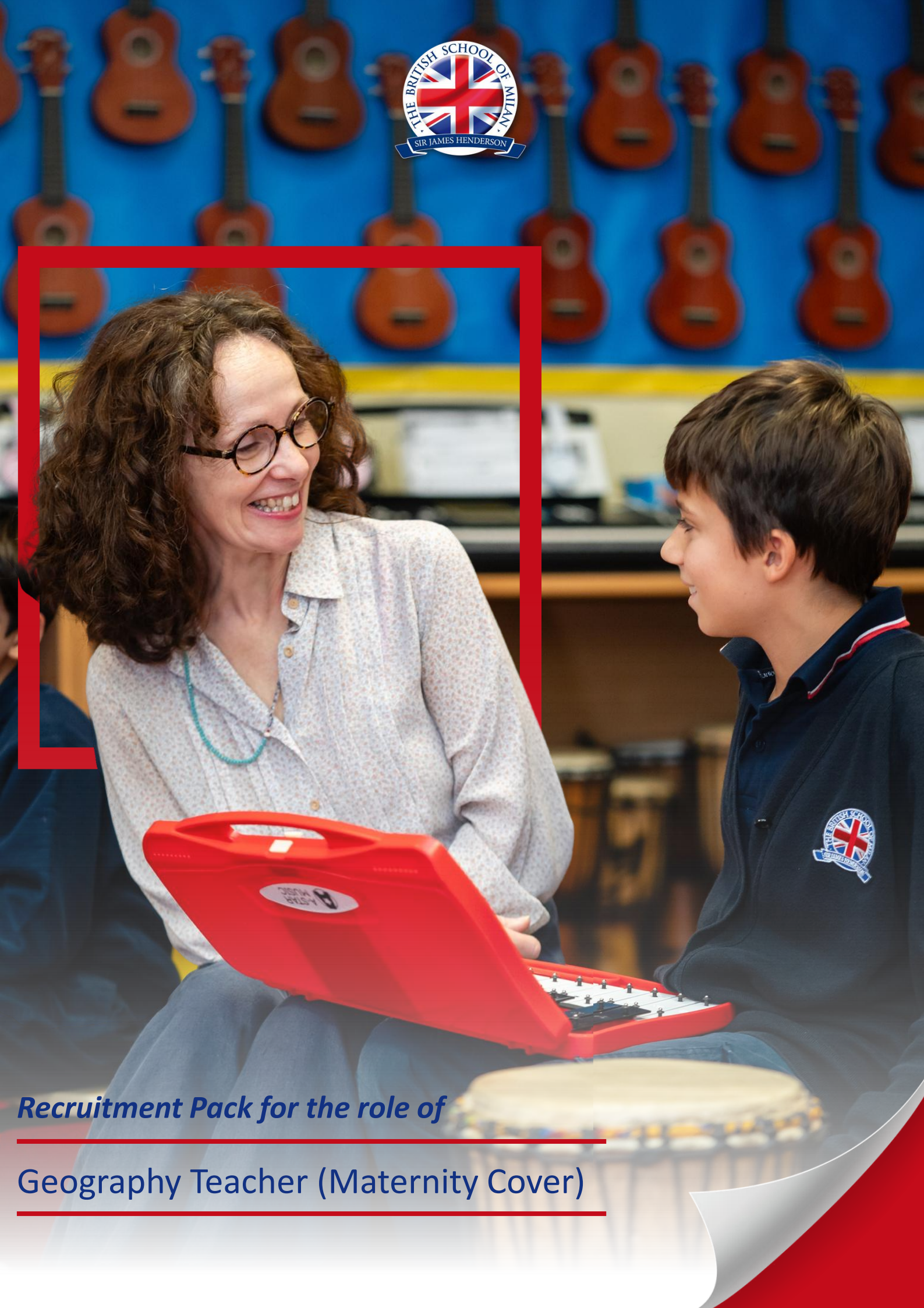

Recruitment Pack for the role of

Geography Teacher (Maternity Cover)

780
Students

3-18
Age Range

150+
Staff

50+
Nationalities

The only school in Milan passing all the UK Government Standards

37.3
IB Points Average (Max. 45 Points)

100%
9-4 IGCSE Grades

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 · British School Overseas BSO Inspected · Leading Independent Schools HMC · COBIS Accredited Member · Quality Mark · IB World School · ABRSM · Cambridge Assessment International Education Cambridge International School · The Duke of Edinburgh's International Award

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

GEOGRAPHY TEACHER (MATERNITY COVER)	
Contract & Hours	Temporary contract (minimum 2 terms) – 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	Teachers teach their subject(s) with passion and enthusiasm that inspires pupils of all ages and abilities to develop a love of learning and to make excellent progress. Teachers plan and deliver varied and interesting lessons and provide pupils with high quality feedback, enabling pupils to develop the knowledge, attributes and skills that prepare them to be successful beyond school. The Teacher of Geography will be an outstanding teacher and able to contribute to all aspects of teaching and learning across the department, from Key Stage 3 up to and including the IB Diploma. The Teacher of Geography will report to their Head of Department/Faculty and will implement school curriculum and assessment policies with their classes. Teachers contribute to the wider life of the school including the academic super-curriculum and/or 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** • Set high expectations which inspire, motivate and challenge pupils • Promote excellent progress and outcomes by pupils • Teach challenging, well-organised lessons and sequences of lessons across the age and ability range in Key Stage 3, Cambridge IGCSE and IB Diploma • Inspire a love of the subject • Organise effective teaching materials and classroom displays • Set homework according to the timetable and mark it accurately and promptly • Maintain accurate data records in the school system, and use data to plan effective learning activities • Assess students in line with department policy • Provide academic support for students as appropriate • Complete reports and write special reports on pupils as required • Support the wellbeing and personal development of all students, particularly those in their tutor group • Contribute to the co-curricular programme • Contribute to the university preparation programme

THE ROLE

GEOGRAPHY TEACHER	
Duties and Responsibilities	**Curriculum, Co-Curriculum, and Assessment** • Keep up-to-date with IB/IGCSE curriculum proposals and developments • Suggest any innovative revisions to the curriculum to the Head of Department/Faculty • Ensure, as far as possible, that assessment policies are consistently applied with all classes taught • 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 • Use relevant ICT software and hardware to promote students' learning • Support or lead relevant educational visits or are exposed to outside speakers to promote learning within the Faculty and beyond the classroom • Contribute to the programme of co-curricular clubs and societies • Ensure the availability of relevant Super Curricular provision for students (including in the form of lunchtime or after school clubs related to the Faculty) • Support the wellbeing and personal development of all students, particularly those in their tutor group **Administration** • Ensure work is marked, marks are recorded and students are provided with high quality feedback that leads to student progress • Attend parent/teacher meetings and any special after school meetings when required (e.g. staff meetings, departmental, subject, year group meetings) • Complete reports and write special reports on pupils as required • Use non-contact periods for preparation, marking, discussions/meetings • Undertake other duties appropriate to the post that may reasonably be required from time to time. **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:

GEOGRAPHY TEACHER	
Education and qualifications	• A good and relevant degree • A recognised teaching qualification to the equivalent of IB Diploma level • At least 1 year experience teaching in a school • A commitment to safeguarding and promoting the welfare of children and young people.
Skills and Experience	• 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 • Experience of teaching the IBDP • Has been an Examiner at IGCSE, A Level or IB • Ability to teach another subject
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 start your application through eTeach website or 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.

'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

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

Year 10 Student Testimonial

'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

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