MARYMOUNT INTERNATIONAL SCHOOL ROME

Educating the Whole Person – Excellence, Faith, and Global Citizenship

ROLE DESCRIPTION

Bringing Marymount's story to life, consistently and with pride, across every community touchpoint

Field	Details
Job Title	Faculty (SS and MS) Teacher
Reports To	Secondary School Principal
Location	Marymount International School Rome, Via di Villa Lauchli 180, Rome, Italy – on-site
Contract Type	Full time, Fixed Term
Probationary Period	As defined by Italian labour law and the School's contract of employment

1. Role Purpose

A Marymount faculty member is committed to the School's Catholic mission and philosophy, rooted in the tradition of the Religious of the Sacred Heart of Mary, and works to develop its goals. The teacher is dedicated to educating the whole person. The teacher is aware of the individual needs of each student and strives to help each student develop their full potential. The teacher works with students both inside and outside the classroom and is committed to active involvement in the whole school programme. The teacher cooperates with colleagues to ensure a fully integrated curriculum and regularly takes part in activities directed towards their own professional development.

2. Key Responsibilities

Teaching and learning

- Provides opportunities for learning which are stimulating and varied and which take into account student needs and abilities.
- Adapts teaching for students with different learning needs, including students learning in English as an additional language, working with the learning support team where appropriate.
- Establishes a classroom atmosphere which is creative and disciplined.
- Creates a school and classroom environment conducive to learning through visual displays and classroom order.
- Maintains written lesson plans (with evidence of advance planning) in hardcopy or electronic form, for viewing by the section Principal.

Curriculum and planning

- Develops and organises the content of courses in relation to the philosophy of the School and the curriculum frameworks it follows, 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.

Assessment and reporting

- Assesses student learning regularly, gives timely and constructive feedback and uses assessment results to plan future teaching.
- Takes attendance in all classes and maintains an accurate record of student attendance and progress.
- Submits examinations, grades and written comments on time.

Pastoral care and student support

- Initiates individual student conferences, helps each student improve study habits and challenges each student to set high personal standards for achievement.
- Carries out homeroom or advisory duties as assigned.
- Works with counsellors, the school nurse and the learning support team to support student wellbeing.
- Carries out supervision duties as assigned, including break, lunch and school trips.

Communication with families

- Communicates with parents regularly and professionally about student progress and wellbeing.
- Attends parent–teacher conferences and responds to parent enquiries within the timeframes set by the School.

School life and community

- Attends all regular school events such as assemblies, liturgies, drama productions, sports events, sports day, concerts and graduation.
- Leads or supports at least one co-curricular activity, as agreed with the Principal.
- Takes an active role in assisting with organising and participating in service learning, especially in the Abana-Zambia for Marymount Project.

Professional growth

- Stays aware of current trends in their 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 organisations.
- Attends all faculty meetings and workshops.
- Takes part in the School's professional growth and appraisal process.

Administration and professional conduct

- Becomes knowledgeable of all school regulations and enforces them.
- 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.
- Uses technology as required by the School (Google Classroom, PowerSchool, Atlas curriculum mapping).

- Sets a good example for students through a high standard of personal conduct, courtesy, good manners and professional attire.
- Undertakes any other responsibilities at the request of the Head of School.

3. Qualifications and Requirements

- A university degree in the relevant subject area.
- A recognised teaching qualification.
- Experience teaching students at middle or secondary level; experience in an international school is desirable.
- Fluent English; a working knowledge of Italian is desirable.
- Eligibility to work in Italy.
- A satisfactory criminal record check and references, in line with the School's safer recruitment procedures.
- Respect for and support of the School's Catholic identity and mission.

4. Health and Safety

Employees are responsible and accountable for:

- Compliance with school policies and procedures for risk identification, risk assessment and risk control, including in laboratories, during physical activity and on school trips.
- Active participation in activities associated with the management of health and safety at school.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage.
- Correct use of appropriate safety equipment where required.

5. Safeguarding Commitment

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.

The teacher is expected to:

- Complete the School's safeguarding training on appointment and at the required intervals.
- Follow the School's Safeguarding Policy and Staff Code of Conduct at all times.
- Report any safeguarding concern without delay to the Designated Safeguarding Lead.

6. Data Protection

The teacher handles student and family information confidentially and in line with the School's data protection policies and the EU General Data Protection Regulation (GDPR).

7. 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.

Accepted by: _____

Date: _____