

APPLICATION PACK FOR THE POST OF

## **CO-DIRECTOR**

BILINGUAL EUROPEAN SCHOOL

MILAN, ITALY

2-14 years | Coeducational | Day | 565 students



**For April or August 2018 (or as soon as available)**



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## CO-DIRECTOR

BILINGUAL EUROPEAN SCHOOL, MILAN, ITALY

Bilingual European School (BES) was founded in 1999 as a natural continuation of the British American Pre-School (BAPS), which opened in 1987. The school is now very highly respected as an outstanding international school, an institution with solid foundations that stays abreast of current research in education and one which is committed to seeking excellence in teaching and learning.

The school is located only a few kilometers from the heart of Milan and accommodates an Early Years section for children aged from 2 years old, a Primary School for children in Years 1-5 and a Middle School for students in Years 6-8. Nurturing the potential of each child's formative years in an environment full of inspiration, challenge, and achievement, the Bilingual European School provides a stimulating dual language education within the context of a forward-looking instructional approach, based upon the constructivist theory of education. With a talented and dedicated international faculty of inspiring teachers, the school encourages children to develop their full potential in both English and Italian, to achieve personal excellence and to become informed global citizens committed to life-long learning.

Bilingual European School currently has approximately 300 pupils in the primary school and 95 in the middle school with a further 170 children in the Early Years. There is additional room for growth in student numbers and the school is continually extending and improving its excellent facilities to provide for the increase in student roll.



The British American Pre-School follows the British Early Years Foundation Stage (EYFS) curriculum and operates a full immersion English programme. As an IB World School, the primary school teaches the IB Primary Years Programme (PYP) and is also fully recognised by the Italian Ministry of Education. In the Middle School, students follow the core requirements of the Italian Ministry of Education including Italian Language and Literature, Humanities, Science and Maths. The program in the primary school is taught 50% in English and 50% in Italian to ensure complete bilingualism, but this increases in the middle school to 60% Italian and 40% English, so as to consolidate and extend English proficiency while also ensuring that students are well prepared for excellent results in the Year 8 national examination and for admission to the best Italian high schools. The school's mission is to develop the intellect and character of each learner by providing the opportunity for an outstanding bilingual education with a global perspective. The mission is focused on three specific areas: learning, character and community.

### Learning

BES provides a challenging dual language program that engages learners through inquiry and collaboration. The school encourages its students to think critically, to take risks and to be creative. It challenges learners to strive for personal excellence, and values the intellectual, social, artistic and physical development of each student, which have a significant impact on their academic achievements and personal growth. The school aims to provide a stimulating environment that fosters a life-long love of learning.

### Character

BES assists students in developing strength of character by learning to make appropriate choices and by taking responsibility for their actions. The school expects its students to embody the attributes of the IBO Learner Profile, to take thoughtful and appropriate action, and to develop their unique potential. It seeks to inspire the compassion and international mindedness necessary for learners to contribute responsibly to the global community.



## Community

Respect for individual differences and appreciation of cultural diversity are central values of BES. The school celebrates the open exchange of ideas between its learners and the community and strives to create a climate of inclusiveness. BES encourages all members of its learning community to contribute actively to the energy and enthusiasm for learning that characterizes the BES experience. BES is committed to creating a caring and supporting learning environment by establishing a partnership of collaboration among children, teachers, staff, parents and members of the community.

The school has an ongoing strategic plan with continual initiatives for improvement, such as the one-to-one iPad programme which was introduced throughout the school over the past year.

The Bilingual European School is owned by Co-founders Deborah Chilver and Luca Paloschi who, together with a wider Board of Directors, take responsibility for the strategic growth and development of the school. The Board consists of Luca Paloschi (President), Deborah Chilver, Carlo Florenzi and Monica Tonini. On an operational level, Deborah Chilver takes responsibility for the leadership of the school's Early Years section (BAPS) and Luca Paloschi is the school's CEO, taking responsibility for the school's finances and administration.

Community and global-mindedness is central to BES's mission. The school has an ongoing relationship with its sister school in Kenya, a school for local orphans set up and led by Deborah Chilver, and this is representative of their commitment to helping their students acquire a global perspective and to assume responsibility for others.

The Board are currently seeking to appoint a Co-Director to lead the Bilingual European School from April or August 2018, or as soon as possible. Due to the bilingual nature of the school, the leadership structure will comprise two co-Directors, one of them being Mr Mauro Spicci, who has been the Coordinator of the BES Middle School for three years. Mr Spicci benefits from a strong international background and a deep knowledge of the Italian Ministry of Education requirements. He played a key role in the accreditation of the BES Middle School by the Ministry of Education. The other Co-Director will be an English-speaking education professional who has a deep understanding of the PYP and MYP philosophy. Together, the Co-Directors will be responsible for the leadership of the school and will work together closely and collaboratively, supported by the Board as well as a strong senior leadership team including the PYP Coordinator, Mary Marjerisson.

The successful candidate will be a highly qualified educational leader, with substantial experience and demonstrable success in school leadership and with a deep understanding and knowledge of the IB PYP and MYP curricular. He/she will be a collaborative, flexible, inspiring leader and team player, with a real passion for teaching and learning. Experience with bilingual education would be a distinct advantage, but most importantly they must have a global mindset and a desire to support young people in taking action and shaping the world.

For an informal discussion about this opportunity, please contact Edward Clark on +44(0)1256 862840 or +44 (0)7718 588616, or email at [edward@lsceducation.com](mailto:edward@lsceducation.com). To apply for the post, please visit [www.lsceducation.com](http://www.lsceducation.com) and submit your up-to-date CV and a letter of application, quoting code 'BES'. The letter should incorporate how you meet the person specification, why you are applying for the position and what particular attributes and qualities you would bring to the role.

### Key dates:

**Closing date: 16 February 2018**

**Longlist interviews: 19-21 February 2018 (by Skype)**

**Shortlist interviews: 19,20 March 2018 (in Milan, Italy)**

*The Bilingual European School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo relevant background checks.*



## CO-DIRECTOR

BILINGUAL EUROPEAN SCHOOL, MILAN, ITALY

### Job Description

#### Role

To work substantially and effectively as the Co-Director of the BES Educational Leadership Team to create and maintain a climate that encourages collaboration and team learning and to develop systems that will lead the school in the achievement of its Mission.

#### Performance Responsibilities for Primary and Middle School:

- Work cooperatively with other school administrators to integrate and coordinate individual efforts and to maximize learning capacities within the school community.
- Provide leadership in the areas of instructional services and serves as a resource to all members of the school community.
- Be responsible for developing, establishing and refining the curriculum, program of studies, instruction, administrative services, as well as student and personnel services.
- Devise comprehensive and effective systems of assessing, monitoring and recording student progress and achievement in accordance with the specific needs of the school and the policies, regulations, and laws affecting the school.
- Plan and administer an efficient system for recruiting, hiring, training, supervising and evaluating all school personnel.
- Provide professional development activities that are coordinated with the goals and Mission of the school.
- Work with the Board of Directors to create a strategic plan for the development of the school and program.
- Keep informed of Italian regulations, rules and policies applicable to the school in conjunction with the Italian Co-Director and the Board of Directors.
- Work with the Board of Directors to develop the school budget and long-term financial planning, to implement the budget in school operations and to review it periodically with the Board of Trustees.
- Assure that all educational expenditures are coordinated with the goals and mission of the school.
- Provide leadership in the review and implementation of internal policies.
- Facilitate and coordinate the work of all assigned faculty and staff.
- Prepare and submit reports to the Board of Directors as requested.
- Interpret the programs, philosophy and policies of the school to faculty and staff, students and the community at large.
- Work with the ELT, the Board of Directors, the Parent Council, parents and other community groups to maintain constructive communication, encourage positive involvement and disseminate information about the school's programs, aims and direction.
- Remain abreast of developments and innovations in the field by reading current literature, attending professional association meetings and conferences and by discussing developments and issues of mutual interest with others in the field.
- Perform such other tasks and assumes such other responsibilities as may from time to time be assigned by the Board of Directors in the interest of the school and its program.

#### Responsibilities Specific to the Primary Years Program, Years 1-5:

- Provide leadership for promoting the PYP philosophy and methodology.
- Direct and facilitate the process of authorization by the IBO.
- Direct and facilitate the process of integrating the PYP and the Italian National Program.
- Responsible for maintaining PYP authorization and Italian government accreditation.

*These job details are guides to the duties, professional responsibilities and core competences. They do not form part of the contract of employment.*



## Person Specification

### The successful candidate will be/have:

- Relevant qualifications for the post, preferably with a Masters Degree in Educational Administration or equivalent.
- Minimum of ten successful years in teaching and school leadership, preferably in an international setting.
- Substantial knowledge and experience of the IB PYP and MYP and a commitment to the IB philosophy and approach.
- A profound knowledge of international education and global best practices in education.
- An outstanding communicator with the ability to inspire and engage a range of audiences.
- A collaborative and flexible team player.
- Culturally sensitive, open and respectful towards others' views, ideas and opinions.
- Emotionally intelligent.
- Fluent in English, spoken and written (essential)
- Proficient in Italian (desirable, but not essential)

## Remuneration Package

- Competitive Salary
- Accommodation allowance
- Annual return flights
- Relocation allowance
- School fees discount for dependent children
- Medical insurance



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### APPLYING FOR THIS POST

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If you are keen to apply for the post:

- Visit the LSC Education website at [www.lsceducation.com](http://www.lsceducation.com).
- Click in the Vacancies section.
- Click into the posting relevant to this job.
- At the bottom of the page click on 'Apply Now'
- Complete the brief Job Application Form and attach your CV (with contact details of Referees) and Letter of Application quoting code BES.
- Click on 'Submit'.
- We will be in contact with you shortly after your application has been reviewed.
- If you encounter any problems with this process, please contact [edward@lsceducation.com](mailto:edward@lsceducation.com).

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### References

Please include within your application (in your CV) the names, job titles, work email addresses and telephone numbers of a minimum of three professional referees. These need to include your current and all past employers/line managers that you have worked for within at least the past 6 years.

We will need to collect full references before shortlist interviews but if you have a specific preference that we do not contact one or more of your referees, please notify us of this. Please rest assured that no referees will be contacted until LSC Education has received your specific consent to do so.

### Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications as part of LSC Education's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the organisation's recruitment and safeguarding procedures.

### Safer Recruitment Practice

LSC Education is committed to safeguarding and promoting the welfare of children and young people. We ask all our candidates and clients to share this commitment. Further details of our recommended safe recruitment practices can be found at [www.lsceducation.com](http://www.lsceducation.com).

### LSC Education

LSC Education supports schools and education organisations, globally, to attract and recruit outstanding leaders. Our search and selection service includes complete creation and management of the recruitment process and we aim to provide an excellent service to our clients and candidates.

For further information about LSC Education, please visit our website at [www.lsceducation.com](http://www.lsceducation.com)