

SENIOR SCHOOL

Canadian School of Milan



Candidate Information Pack



Educate for Today.
Inspire for Tomorrow.



School's Mission and Vision

“Our mission is to educate for a changing world through an inquiry-based learning approach, to promote academic excellence and intercultural mindedness, and to inspire a growing passion for learning.”

Globalization and technology are creating a far more connected world. To flourish in an evolving international landscape, our children need to know multiple skills, languages and learn the nuances of world cultures. We will provide each child with the social and academic skills needed to interact and explore the world as a confident learner.

A rich, interdisciplinary curriculum will be focusing on inquiry, discovery, creativity and building community. Though we understand that the most important function of primary education is the acquisition of academic and study skills, we believe that if done in isolation they do not create enthusiastic students and life-long learners.

Our curriculum aims to provide children with real and meaningful opportunities to use their skills both as a member of a community and as independent learners. We set clear expectations for learning, and approach instruction with the understanding that each child's development is unique and individual. Through the use of differentiated instruction, we help ensure academic success.

Location

Vivaio Campus

High School

Via Vivaio 7

20122 Milano

Ph: +39 02 67074775

Email: info@canadianschool.it

Gioia Campus

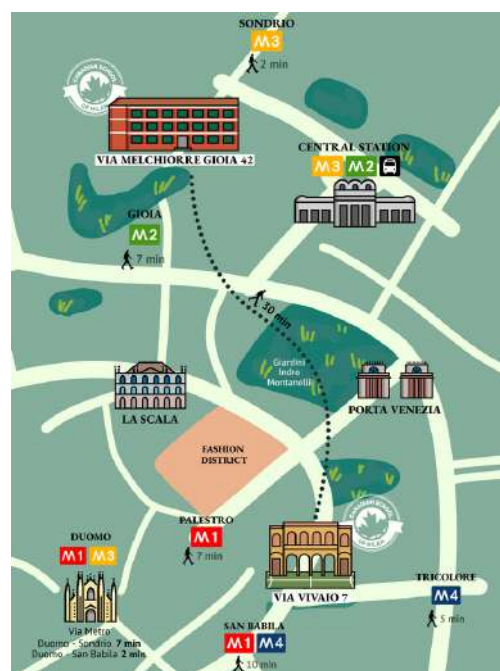
Primary and Middle School

Via M. Gioia 42

20124 Milano

Ph: +39 02 67074775

Email: info@canadianschool.it





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Mathematics Teacher Job Description

Grade level/s: iGCSE, MYP and DP (Senior School)
Reports to: Head of Division/Head of Department

We seek a well-qualified and dedicated **Mathematics Teacher**, confident in teaching IB IB Diploma, MYP and iGCSE students, to join our exciting Maths Department. Experience of the IB curriculum is an advantage, as would the ability to offer a second subject. Applicants must agree to undergo child protection screening. This will include checks with previous employers as well as criminal records checks.

Professional Qualifications and Qualities:

- Bachelor's degree or equivalent
- A teaching qualification (UK PGCE, Bachelor of Education, QTS) recognized in Canada, UK or USA
- A minimum of two years recent and relevant experience in a comparable school environment
- Knowledge of the IB programmes
- Previous experience working with students for whom English is not a first language
- English Mother tongue or outstanding communication skills in English, both oral and written
- Strong communication and presentation skills
- Excellent interpersonal and organisational skills
- IT competence and experience as well as the ability to acquire knowledge of the school database and other teaching applications, such as Google Apps for Education, will be required;
- Able to demonstrate flexibility, reliability and initiative both individually and as a team member in support of school activities both within and outside of the classroom
- Adaptability and flexibility
- Strong work ethic
- Demonstrate authentic engagement with own growth and development as a teacher and contribute to that of colleagues

Planning, Teaching, and Assessment Responsibilities

- Teach across a range of ages and abilities, in iGCSE curriculum, the IB Middle Years Programme (Grades 9- 10) and the IB Diploma Programme (Grades 11-12)
- Identify and adopt the most effective active, creative teaching approaches for all students in line with current best practice and the ethos of our school
- Chaperone or lead student field trips
- Contribute to the development of curriculum (the production and ongoing review of units and/or schemes of work), ensuring both diversity and inclusivity are incorporated to student learning experiences

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- Work with other members of the Faculty to apply consistent standards in the following: curriculum planning and delivery; formative and summative assessment through classwork, homework, and formal examination; standardisation and moderation
- Identify and teach study skills/strategies that will develop students' ability to work independently
- Set, communicate, and assess homework/formative work regularly in line with school and department policy
- Effectively teach classes, as allocated, to a mixed-ability class (or classes), drawn from a wide range of cultural and educational backgrounds, including students for whom English may not be their first language
- Adopt strategies and monitor teaching and learning activities to support individuals with Learning Support or EAL needs
- Seek ways to take learning outside the classroom; identify opportunities and take advantage of resources to contextualize learning locally, regionally, and/or globally
- Monitor, assess and report on learners' work and progress, in accordance with 's policy and procedures on assessment and reporting
- Demonstrate and pursue excellence in teaching and best practices in education, including teaching and learning in a 'Bring your own Device' environment
- Keep professionally current on developments in the field of education, through reading and participating in in-service courses and workshops
- Participate in annual evaluation and professional growth, taking full advantage of professional development opportunities
- Support the school's sanctions and rewards system
- Supervise, and as far as practicable teach, any class of students whose teacher is absent
- Attend all assemblies, staff meetings, Parent/Teacher meetings, planning and preparation days as scheduled

Duties and Responsibilities

- Fulfil the Teachers Code of Conduct as outlined by CSM's Staff Handbook
- Ensure adherence to IB and iGCSE regulations, meeting internal and external deadlines, and managing the accurate and timely upload of required documentation to IBIS or Cambridge.
- Model and promote the IB learner profile
- Actively contribute to **Mathematics Department** to enhance student learning opportunities for all students
- Play an active role in all aspects of the safeguarding of students, focusing on their social and emotional development. To include but not limited to:
 - carrying out attendance, according to school policy
 - handling all communication between students, staff and parents in a professional manner
 - supporting students with the development of organizational skills and study skills
 - carrying out academic monitoring, such as checking diaries, the completion of homework etc.
 - upholding the expectations outlined in the Student Code of Conduct and Dress Code

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- Be fully aware of both the school's and **Mathematics Department's** health and safety policies, ensuring that departmental health and safety requirements is followed at all times
- Attend staff meetings, planning and prep days, and participate in group committee work as required
- Abide by school decisions and policies which will be evolving from time to time
- Be actively involved in school-related activities, such as concerts, sports events, graduation, etc. some of which may take place outside of the school day
- Create a stimulating learning environment, including displays of student work
- Carry out supervision duties on a rota basis
- Supervise students for the CAS or Extended Essay, as required
- Provide relevant information about student or parental concerns or conflicts to the appropriate line manager
- Expect to contribute to the holistic life of the school through their involvement in our Extra-Curricular programme
- Expect to be a Homeroom teacher should that be required by the School
- Carry out additional activities, as requested, in line with the general expectations of this job description.

Pastoral Duties

- Be a class teacher / form tutor to an assigned group of pupils
- Promote the general progress and wellbeing of individual pupils and of the class as a whole
- Liaise with the Head of Division to ensure implementation of the College pastoral system
- Register pupils, accompany them to assemblies, encourage their full attendance and their active participation in all aspects of CSM life
- Alert appropriate staff to any problems being experienced by pupils
- Communicate as appropriate with parents of pupils and persons concerned with the welfare of the individual pupils after consultation with appropriate staff
- Contribute to PSHEE through the weekly programme as appropriate
- Lead Division and class collective worship as required.

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