

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](mailto:info@canadianschool.it)

### Gioia Campus

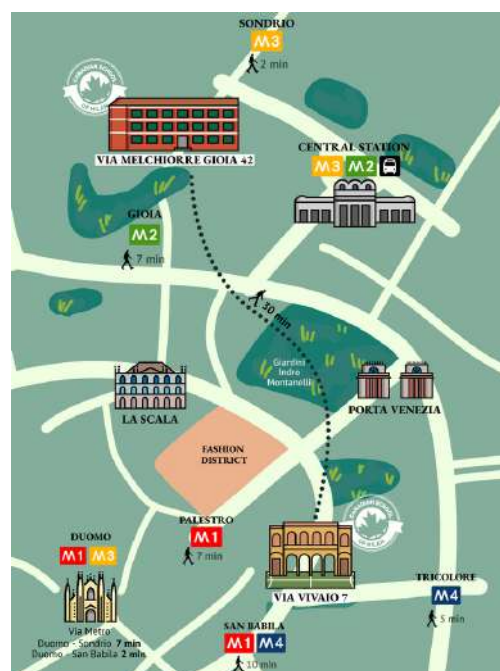
*Primary and Middle School*

Via M. Gioia 42

20124 Milano

Ph: +39 02 67074775

Email: [info@canadianschool.it](mailto:info@canadianschool.it)





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## Head of Mathematics Job Description

Grade level/s: (Senior School)  
Reports to: Principal/Head of Division

### Role Overview

In addition to the role and responsibilities for the subject teacher, the Head of Department (HoD) is accountable to the Principal, Heads of Division and Director of IB for curriculum matters, and collaborate with the Head of Student Wellbeing and Principal for student discipline. HoDs meet weekly or every fortnight to discuss academic matters and make recommendations.

### Responsibilities:

1. **Academic Leadership:**
  - o ensure high standards of teaching and learning and manage 6-12 curriculum delivery
  - o maintain compliance with the MYP and DP standards, promoting high expectations
2. **Staff Leadership & Development:**
  - o Assist in staff hiring, ongoing evaluations, and professional growth, advising on training needs
  - o Oversee target setting and improvement plans.
3. **Mentorship & Observation:**
  - o provide support to new departmental staff, meeting quarterly to review progress, addressing difficulties, giving advice, and ensuring they have the necessary resources.
  - o observe teaching practices at least once a term, and give feedback twice per semester during Learning Walks, and encouraging members to observe their HoD where possible.
4. **Policy and practice Development:**
  - o communicate departmental policies, regularly monitoring curriculum maps, plans, and marking records to ensure that syllabi is clearly articulated, effectively taught, assessed and timely recorded
  - o in conjunction with department members, to develop, implement and review department 4-year plans as part of the curriculum review cycle
  - o implement policies on curriculum assessment, rubrics, methodology, and use of technology
5. **Curriculum content and progression:**
  - o advise the Heads of Division/MYP-IB coordinators on curriculum content, choice of texts, etc., as required;
  - o observe teaching and checking records to ensure that syllabi are being implemented.
  - o ensure syllabi are well-communicated, teaching is effective, assessments are valid, and grading is timely recorded.
6. **Staff welfare:**

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- o maintain personal contact with department staff and organize occasional social activities
- o work with the Principal / Head of Divisions to deal with problems and concerns that arise in a timely way

**7. Classrooms and teaching:**

- o ensure departmental teaching is well-supervised and that equipment classrooms and bulletin boards are in order and regularly updated
- o promote the work of the department through special displays in halls and other areas to celebrate department achievements.
- o Regularly report department success across school and community via various media

**8. Assessment & Standardization:**

- o ensure consistent grading practices, standardize assessments, and set formative feedback expectations, monitoring data and reporting through Managebac.
- o ensure up-to-date syllabi and exam resources are available, brief staff on exam procedures, and annually review departmental results, reporting findings to stakeholders.

**Management and operational**

- People manage teaching and support staff in the department.
- Establish clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability
- Lead on Performance Development in the department as required by school policy and use the process to develop the personal and professional effectiveness staff in the department
- Act as Performance Development team leader for identified teachers in the department
- Ensure Performance Development arrangements are effectively discharged by other team leaders in the department
- Order the required resources for the department, and store and maintain them in good condition.
- Keep a catalogue of departmental resources.
- Organise the return of loaned resources at appropriate times and charge for any non-return.
- Prepare (with the help of the Head of Division) and control the department budget.
- Liaise with the School Librarian to ensure that there are the appropriate resources for the subject available in the library.
- Submit timetable requests in an accurate, timely manner.
- Allocate the department's rooms and workspaces in an equitable and fair manner.
- Use the department's accommodation to create an effective and stimulating environment for teaching and learning.
- Organise, where necessary, departmental detentions in line with school and departmental policies.

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- Ensure that there is a safe working and learning environment in which risks are properly assessed (Health and Safety)
- Ensure the lab adheres to regulations and standards, is properly equipped and taken care of

### **Pastoral Care**

- Consult with tutors and house staff over individual pupil needs and co-operate in any agreed courses of action
- Communicate with the parents of pupils and with external agencies concerned with the welfare of individual pupils, after consultation with appropriate staff
- Alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.

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