



INTERNATIONAL SCHOOL OF FLORENCE

JOB DESCRIPTION: English Teacher

Reports to: Principal

To plan, organise and implement an appropriate instructional program in a middle and secondary learning environment that guides and encourages students to develop and fulfil their academic potential. Work is performed under the supervision of the principal.

Duties and Responsibilities include:

Essential functions of the job may include but are not limited to the following:

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behaviour in the classroom by collaboratively establishing and reinforcing expectations, prioritising the wellbeing of the student and employing a positive discipline approach.
- Nurture respectful relationships within the classroom through the application of positive discipline techniques.
- Encourage and uphold the school's values of respect, relationships, responsibility, and resilience through consistent promotion and reinforcement.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, parent meetings and schoolwide open days and events.
- To participate, monitor, support and deliver ISF's Well-being programme and any special events held within the school
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare the classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.

Other functions of the job include but are not limited to the following:

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- To abide with all policies and processes of the school
- Co-operating with the Head of School, Principals, Heads of Subjects, Curriculum Coordinators and other teachers in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, and assessment and well-being care arrangements
- Ensuring high standards of professional practice and quality of teaching and communicating, consulting, collaborating and cooperating with other members of the school Staff
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organisations as directed.
- Participate in Open Days and School-wide events/activities
- Other duties as assigned.

Salary, Benefits and Conditions of Employment:

An official salary grid is applied to determine the employee's gross salary dependent on experience, qualification, and current role. Please contact the HR Office for full details of your salary and how this is broken down from gross to net on a monthly/annual basis.

Teaching staff at ISF work to the Italian National Teaching Contract, applicable to teachers in Italy with any modifications agreed within the school. Versions of the contract in Italian and in English translation are available from HR.

Preferred Education and Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A relevant first degree and teaching qualification
- Minimum 3 years of full time English teacher experience in an international school environment
- Experience with the IB PYP, MYP, DP strongly preferred
- Experience in working with learners from diverse cultural and linguistic backgrounds
- Knowledge of one or more relevant community languages

The candidate must include:

- An up to date CV with 3 relevant professional references and contact details.
- A maximum 2 page A4 statement of motivation, clearly indicating why you are interested in working at ISF and your suitability for this position.
- Child protection certificate indicating training at least to Level 2 prior to commencement (ECIS CP training provided during induction).

Personal attributes and skills should include:

An expectation of all staff at ISF is to come with an open mindset and the disposition and willingness to demonstrate drive, curiosity, ingenuity, and commitment to student learning wherever that takes place. Indeed, you will naturally regard the fostering of student agency as one of your main priorities. Your disposition will naturally align with the Learner Profile of the IB and you will have the ability to demonstrate pedagogical understanding in an IB context, and a clearly articulated philosophy around what it takes to get the best out of students. You will understand the need for high levels of collaboration, collegiality, and collective responsibility.