



INTERNATIONAL SCHOOL OF FLORENCE

JOB DESCRIPTION: MYP Math and Math Intervention Teacher

Reports to: Principal

The position requires the planning, organising and implementation of an appropriate MYP Mathematics instructional program in a secondary learning environment that guides, supports and encourages students to develop and fulfil their academic potential in Math. Additionally, provide mathematics intervention support to students in coordination with the Learning Support team and the Math Head of Department. Work is performed under the supervision of the principal.

Mathematics Duties and Responsibilities include but are not limited to the following:

- Plan, prepare and deliver lesson plans and instructional materials in MYP Mathematics that facilitate active learning.
- Develop schemes of work, lesson plans and tests that are in accordance with established procedures and align with established standards.
- Establish and communicate clear objectives for all learning activities.
- Instruct and monitor students in the use of learning materials and equipment.
- Prepare the classroom for class activities.
- Utilise a variety of learning materials and resources for use in educational activities
- Assign and evaluate class work, homework, tests and assignments and provide appropriate feedback on student work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Update all necessary records accurately and completely, including information on student attendance and student progress and attainment in the courses taught, as required by laws, school policies and regulations.
- Use relevant technology to support and differentiate instruction.
- Manage student behaviour in the classroom by creating a welcoming and inclusive environment, establishing expectations, and enforcing rules and procedures.
- Prepare required reports on students and activities.
- Participate in department, school, parent meetings and schoolwide /division events and activities.
- Participate, monitor, support and deliver ISF's division wide Wellbeing programme and any special events held within the school
- Adhere to all child protection and safeguarding guidelines

- Undergo required child protection, safeguarding, health safety and emergency response training
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.

Mathematics Support Duties and Responsibilities include but are not limited to the following:

- Plan, deliver, evaluate and implement curriculum – including schemes of work and deployment of resources, which can include direct in-person student instruction and/or support for small groups of students engaging in online maths programs.
- Liaise with all relevant staff to ensure students are supported.
- Attend and contribute to curriculum departmental meetings providing subject specific strategies.
- Contribute to the process for placement and exiting of students in ISF courses and interventions who require mathematics support.
- With the Mathematics/Learning Support team, assess and monitor students' progress toward established standards
- In coordination with Learning Support, use data appropriately to set targets and expectations and to ensure effective differentiated instruction for students.
- For students with Individual Learning Plans, implement recommended accommodations and access arrangements in coordination with Learning Support staff.

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

- Demonstrate preparation and skill in working with students from diverse cultural, linguistic, economic and ability backgrounds.
- Use relevant technology to support and differentiate instruction
- Abide with all policies and processes of the school
- Cooperate with the Head of School, Principals, Heads of Department, Curriculum Coordinators and other teachers in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, and assessment and wellbeing care arrangements
- Ensure high standards of professional practice and quality of teaching and communicating, consulting, collaborating and cooperating with other members of the school staff
- Communicate effectively parents and staff on student progress
- Participate in appropriate professional 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 teacher experience in an international school environment
- Experience with the IB Middle Years Programme
- Experience in working with learners from diverse cultural and linguistic backgrounds
- Knowledge of one or more relevant community languages in addition to English.
- Prior experience working with students with educational needs preferably with adolescents in the 11-18 age range.
- A sound grasp of inclusive practices

Personal attributes and skills should include:

An expectation of all staff at ISF is to come with a positive 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 School's values of Respect, Responsibility, Relationships, and Resilience, the School's Vision and Mission as well as the Learner Profile of the IB; 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.

No job description can fully cover all aspects of this type of appointment, and consequently the ability to evolve and respond to future changes and job demands is an essential element of the post. This job description is not a contract of employment, or any part of one. It has been prepared only for the purpose of school organisation and may change either as

contracts change or as the organisation of the school is changed. Nothing will be changed without consultation.

Child Safeguarding at the International School of Florence (ISF), in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at ISF, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the Head of School and the ISF Board. With this in mind:

- *Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.*
- *ISF reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.*
- *ISF reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.*
- *Hiring is contingent upon successful criminal background checks.*

Applicants are asked to apply as early as possible, as ISF reserves the right to close the selection process at any time.