



## Canadian School of Milan

### Job Description

<b>Job Title:</b>	<b>Kindergarten/Primary Class Teacher</b>
Reports to:	Primary Coordinator/Principal
Purpose of Job:	Kindergarten and Primary Class Teachers are responsible for delivering the highest possible standards of education - socially, emotionally, physically, and intellectually, and ensuring that each child in their class makes the maximum possible progress based on their potential and within the ethos and policies of the School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description.

### Essential Requirements

- A teaching qualification (UK PGCE, Bachelor of Education, QTS) recognized in Canada, UK or USA
- Minimum 2 years class teaching experience
- Familiarity with the Ontario Elementary Curriculum and the National Curriculum of England
- Passion for teaching and commitment to educate the whole child
- Previous experience working with students for whom English is not a first language
- Capable of correct professional etiquette and courtesy with students, staff, and parents
- Strong communication and presentation skills
- Flexibility and proactivity to participate constructively in school activities
- Acceptance to undergo criminal checks and child protection screening
- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

### Planning, Teaching, and Assessment Responsibilities

- Use teaching methods which engage children, stimulate intellectual curiosity and maintain challenge
- Mark and assess children's class and home work, record their development, progress and attainment providing constructive oral and written feedback, and ensuring the children meet their individual targets
- Develop nurturing and trusting relationships with children that are conducive to optimum learning
- Supervise, and as far as practicable teach, any class of students whose teacher is absent
- Contribute to the extra-curricular programme
- Discipline and promote respect for others among children
- Support the school's sanctions and rewards system
- Any other duties as may reasonably be required and that fall within the scope and range of the job.

### Duties and Responsibilities

- Work within the framework of CSM's aims and principles, curriculum, organization, policies and guidelines and ensure their effective implementation
- Work in liaison and co-operation with other members of staff, parents, management and local community
- Attend all assemblies, staff meetings, Parent/Teacher meetings, planning and preparation days as scheduled
- Responsible for the supervision of the work of teaching assistants and supply teachers
- Undertake other duties appropriate to the post that may reasonably be required from time to time
- Be responsible for teaching materials and classroom equipment and participate in the review and on the allocation of these resources within the school
- Ensure that classroom and hallway displays are well presented and maintained, in content and aesthetics
- Maintain accurate data records in the school systems

- Interact on a professional and productive level of relationship with colleagues and the School community and promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school
- Build and maintain co-operative relationships with parents, and communicate with them on children's learning and progress, paying close attention to special skills and talents as well as to problems or difficulties
- Support new members of staff and supply teachers with the school's policy and guidelines, and to assist them in practical implementation when appropriate
- Participate in in-service workshops, meetings, sessions and activities with other members of staff
- Prepare and present informative reports to parents in a professional manner based upon monitoring procedures adhered to within the school
- Facilitate parental engagement by ensuring home tasks are presented comprehensively and detail how parents can assist their children
- Treat parents with respect and in a professional manner at all times and go through the proper channels of school communication, using line managers if necessary
- At the request of the Head it may be required that teachers give a presentation to parents e.g. Parent Information Meetings, Literacy or Math Workshops, etc.
- Play a proactive part in curriculum development work undertaking key tasks and responsibilities as agreed within the curriculum group
- Work with curriculum leaders to ensure that there is continuity across grade group and phase

### **Personal Attributes**

- High level of personal integrity
- Flexible and positive at work
- Well organised with excellent time-management skills
- Adaptable to a fast paced environment
- Able to work under pressure while remaining calm
- Willing to take on multiple tasks
- Self-motivated and enthusiastic
- Team player