



Canadian School of Milan

Job Description

Job Title:	Primary School Teacher
Location:	Via Melchiorre Gioia 42, Milano
Starting date:	September 2025
Job type:	Full Time, Fixed Term

Job overview

We're looking for a passionate, inspiring, and dedicated teacher to join our Primary School.

The ideal candidate is a qualified and experienced educator who brings creativity and innovation into the classroom, eager to contribute fully to the wider team and actively engage in school life.

Free accommodation is provided for the first three months along with a competitive salary. Under current Italian law, employees may benefit from income tax reductions, and assistance will be provided for any necessary visa requirements.

The safety and well-being of our students are our top priorities. All applicants will undergo background checks, including references from previous employers and criminal record screenings.

Essential Requirements

- A teaching qualification (ie UK'S PGCE, Bachelor of Education, QTS) recognized in Canada, UK or USA
- Minimum 2 years class teaching experience
- Familiarity with the Ontario Elementary curriculum or 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 follow up to each referee

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 Principal it may be required that teachers give a presentation to parents e.g. Parent Information Meetings, Literacy or Math Workshops, etc.
- 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