



POSITIONS VACANT – 2010

THE ISE GROUP

The International School of Milan is the founding member of the ISE Group (International School of Europe). It is still the largest school in the group with over 1000 students at our three sites in Milan, but we now benefit from links with a network of schools across Italy. We are directly responsible for management of International Schools in Monza, Modena and Siena, while we collaborate closely with other schools in Brescia and Palermo. Most of the schools recruit independently so the positions in this booklet relate specifically to Milan and Monza (which operate a close partnership) unless otherwise stated.

OUR RECRUITMENT PROCESS

These pages outline teaching positions that we expect to be available from September 2010, although some of the projected vacancies may be tentative when they are first advertised. We operate a rolling system for appointing new staff and we are prepared to interview and appoint as soon as a vacancy becomes definitive.

Information about vacant posts will be updated regularly during spring. Vacancies will be posted on the school's website (www.ism-ac.it), the *Eteach* website (www.eteach.com) and with the *Council of International Schools* (www.cois.org). We also attend the CIS Recruitment Centres in London.

Although we invite you to register a candidacy by writing to jobs@ism-ac.it, we ask you not to pose specific or personal questions as it is not always possible to reply individually to all those who contact us.

CONTRACTS AND CONDITIONS

The following pages should be read in conjunction with additional information explaining the contract options that are available. Please refer to the notes for new teachers which accompany this document.

We offer two contract options: one based on Italian legislation and the other based on UK legislation. Candidates are referred to the accompanying notes which outline the similarities and differences between these contracts.

NATIONALITY AND WORK PERMITS

Due to difficulties in obtaining visas and employment documents, we can only consider applications from European Community citizens, dual passport holders or teachers who have already obtained visas which enable them to be employed in Italy. We cannot obtain working visas for teachers who are citizens of countries outside the European Community.

MORE INFORMATION

The Headmaster will bring ample documentation to interview but further information about ISM can be found in the mean time from the school's website – www.ism-ac.it

APPLICATIONS

Applicants who are interested in the posts below should apply by sending to jobs@ism-ac.it:

- a full C.V. with a photograph
- a letter of presentation
- the names of three referees.

Additional material in printed and digital forms will be provided by the Head prior to interview.

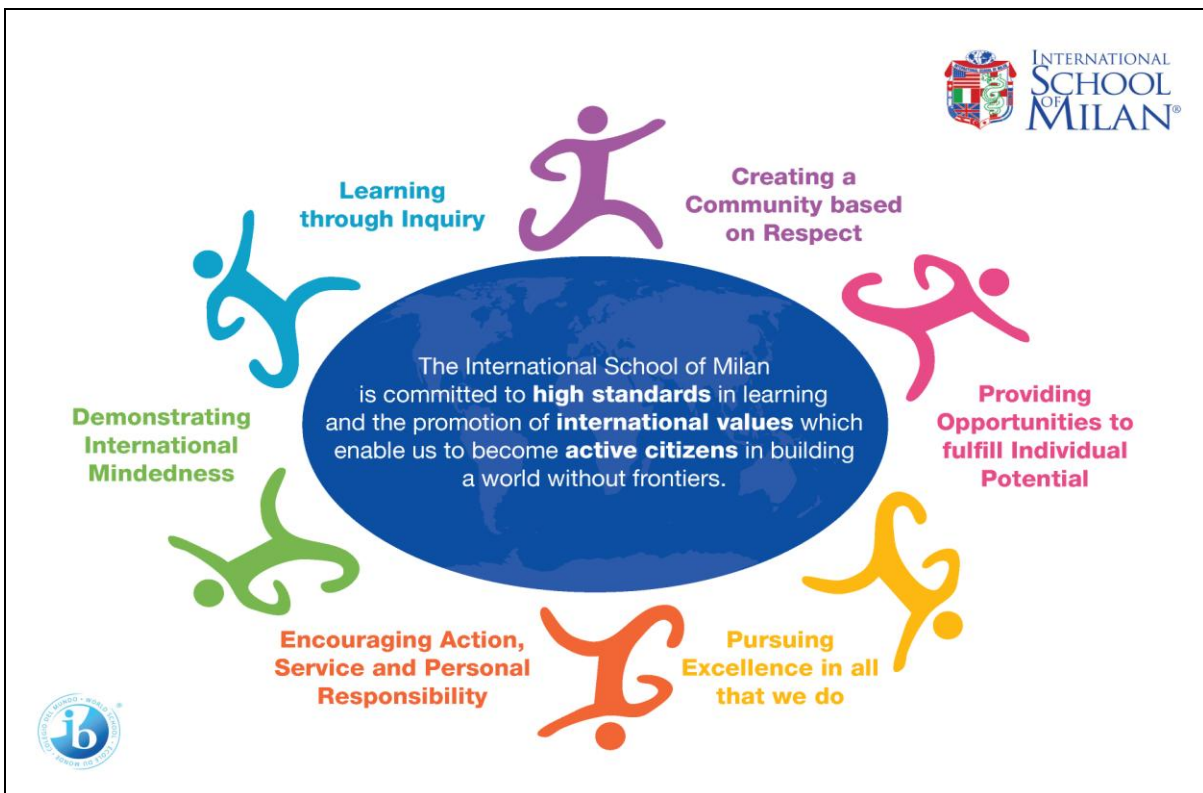
THE INTERNATIONAL SCHOOL OF MILAN (& MONZA)

Founded in 1958, ISM caters for over 1300 students drawn from about 60 nationalities. The Primary School (K-5), Middle School (6-9) and High School (10-13) are located in separate facilities to the west of the city centre while a parallel section serves the suburban area in Monza (K-9). ISM is managed by a Headmaster who reports to the Board of Directors, while Principals are responsible for running Primary School, Middle School, High School and the Monza Section. Curriculum and learning at ISM is entirely structured in terms of the International Baccalaureate and our sections are fully authorized for the PYP, MYP and Diploma Programme with the exception of Monza Middle School which is a candidate school for the MYP.

The Board has recently approved a project to construct a purpose-built campus which is scheduled to open in 2012 and which will merge the three Milan sections (Primary, Middle and High Schools) into a single site.

THE INTERNATIONAL SCHOOL OF SIENA

ISS will open for the first time in September 2010. Although it is operated and managed by ISE it is funded and supported by a consortium which includes the pharmaceutical company Novartis, the major Italian bank Monte dei Paschi di Siena and the Provincial authority of Siena. The school will share the same core values as ISM and will benefit from ongoing interaction with Milan, although local leadership and autonomy will ensure that it develops a unique identity in the coming years.



CORE VALUES

ISM promotes international understanding and internationalism in education. Although legislation in Italy restricts employment to EC nationals, we actively seek staff with international experience or dual passport holders. Teachers who are used to working in a modern educational setting with high standards in teaching and learning will feel comfortable with the approaches used in ISM. However, some features of ISM make it different from working in national systems, such as the pedagogical approaches inherent in the IB and the international ethos which permeates our educational process. We also work with multilingual students and expatriate families from different cultural backgrounds. ISM provides opportunities to gain expertise in these areas through on-going professional development.

Although we are mostly non-selective, academic targets are high. Mother-tongue English speakers are a minority but most students have attended English-speaking schools for all their education. There are EAL teachers in each site but all staff must be prepared to adapt their teaching to cater for a range of English capabilities. Over 95% of graduates go to university, especially the UK, USA, Italy and students' home countries. A guidance team provides counseling for all ages.

PRIMARY SCHOOL POSITIONS

PRIMARY SCHOOL (MILAN AND SIENA)

The Primary School in Milan caters for over 500 children with three-form entry from Kindergarten (3 years) to Grade 5 (10 years of age). Education is based entirely on the IB Primary Years Programme. Experience in PYP is not required as we arrange training in school and through events organized by the IB, but we expect all teachers to be interested in developing an international approach to curriculum and assessment. We are looking for teachers who have high standards and enjoy every aspect of involvement with children. Strong teaching skills are essential, as well as a commitment to ambitious targets and a flexibility to match teaching style to student needs based on cultural backgrounds and linguistic abilities. We believe in close cooperation with families and encourage teachers to liaise confidently with parents. The ability to work in a team is essential as this is a key feature of school, involving curriculum and extra-curricular activities, including trips such as the annual ski week, in which the participation of teachers is expected.

In Siena we expect to open with three mixed-age classes catering for children from 3-8 years of age. The school will be housed in a restructured villa just outside Siena which has been donated by the Provincial authorities. Class sizes will initially very small and we envisage no more than 10-15 students per class. On account of the special nature of this project, teachers interested in Siena should be flexible and prepared to take on a range of tasks and responsibilities and play a full part in establishing this new learning community. The programme will be initially based on the curriculum used in Milan, but from the first year all staff will be engaged in evolving a programme that reflects the unique location and character of this historic region.

More information about IBO, PYP and MYP can be found on www.ibo.org

Early Years Class Teacher – Milan or Siena

Most of our learning goals will be familiar to teachers of this age range experienced in the principles and practice of good education in the early years. Our programme is designed on the PYP with its emphasis on stimulating inquiry and we also make extensive reference to the Reggio Emilia system for young children. Many of the children enrolled in our Early Years classes do not have English as a mother tongue so we have developed an expertise in language acquisition at this level. We believe that collaboration with families is of particular importance and we are looking for teachers who work comfortably and confidently with parents as well as being imaginative and flexible classroom practitioners.

Primary Class Teacher – Milan or Siena

Most of our learning goals will be familiar to teachers from other progressive settings but our approach to curriculum and pedagogy is strongly characterised by the PYP in presenting an integrated programme with learning driven by student inquiry. Teachers should be keen to use this approach and to undertake training as appropriate. There is a strong support team which works with children who have EAL needs.

ICT– Monza

This is a full-time post which involves teaching across the PYP and MYP programmes in our Monza Section, with time also allocated for administrative and support roles. Elementary ICT classes are geared to establishing key skills that can be further developed through class inquiry and research. The administrative role involves assisting with the implementation of the Learning Platform (www.studywiz.com) and assisting the technician who runs the network. However, the emphasis is on learning and we are looking first and foremost for a teacher who can promote ICT education rather than a specialist in hardware or networking.

Primary Music - Milan

Music is an important and high profile part of the Primary programme. It operates partly as a stand-alone subject for specific skill development, but it is also widely integrated into the PYP scheme and the teacher plans actively to ensure cohesion with the overall programme of inquiry. Music is also used as a natural way towards international understanding and inter-cultural appreciation. There is a well equipped music facility and students participate in popular extra-curricular choral and instrumental activities (sometimes taught by external specialists). Besides contributing to the large productions in December, music is widely used in assemblies and there is a spring concert performances.

MIDDLE SCHOOL POSITIONS

MIDDLE SCHOOL (MILAN)

Middle School caters for students in grades 6-9 with about 270 enrolled in Milan and 70 in Monza. First and foremost we are seeking teachers who are committed to this age group. Candidates should enjoy working with young adolescents and be ready to take on pastoral roles as well as setting high standards in academic learning and inter-personal behaviours to act as role models during this critical phase of personal development. ISM provides an exciting learning environment and although Middle School caters for a breadth of ability, most students are academically successful thanks to our extensive support programme. Teamwork is a characteristic of the school and staff should contribute to harmonious collaboration on common tasks. They should also be willing to take part in and help to organise the week-long field trips that are a feature of Middle School – as well as other initiatives such as ski week. We are authorised for the MYP (7-8-9) and the PYP (grade 6), offering an ideal transition between these programmes in the same building.

New members of staff will find that curriculum development continues to be a feature of school and there is ample opportunity to gain experience and training. This can be done through courses at ISM, by visiting other schools or by attending IB conferences.

More information about IBO, PYP and MYP can be found on www.ibo.org

Science

Science is taught by 2 teachers in Middle School, each based in their own science lab. The person appointed will be responsible for all aspects of the MYP science programme in grades 7-8-9. This is a general and combined science course which is similar in content to the UK Key Stage 3 although the MYP requires a more extensive variety of assessment strategies and approaches to learning. The labs are well equipped and courses involve ample experimental and practical work. We would expect the person appointed to organize or support the Science and Ecology clubs and promote an interest in science outside of the curriculum.

Language and Learning Support

While learning support in our Primary School is mainly focused on language learning, we would like to offer a more articulate provision in Middle School. We are therefore looking to appoint a teacher with interest and experience in dealing with learning issues for young adolescents in general. This may include ESL but extends to identifying issues which assist or hinder personal and academic growth and to developing strategies for intervention so as to respond to a wide range of personal needs. The school has close links with a multi-lingual psychological support unit and we intend to maintain this link as we develop our ability to support students within the school.