

Role Profile

Preschool Teacher

Location: Florence Bilingual School

Function: School Classroom Teaching

Reporting To: Preschool School Coordinator

What you'll be doing

Role purpose

All teaching staff are responsible for developing a learning environment in which students become independent learners, within a climate of creativity, innovation, and challenge, promoting the Learner Habits of FBS. They encourage positive, collaborative partnerships with parents to ensure they feel able to understand and support their children's progress and personal development. They harness new technologies and pedagogical research to ensure a cutting-edge and highly effective learning environment.

Their goal is to maintain an exceptional and highly effective environment aligned with FBS Values, Vision, and Mission.

All employees work in alignment with relevant school documentation, including:

- Regolamento di Istituto
- Code of Conduct
- School Policies

Key responsibilities

- To identify clear teaching objectives and specify, within classroom and annual planning, how these will be delivered and assessed.
- To set tasks and expectations that challenge students and ensure high levels of engagement.
- To know individual students within the class group and remain informed of any specific or sensitive situations.
- To identify students with specific learning difficulties or high intellectual abilities, using a variety of teaching methods as appropriate.
- To ensure effective teaching and the best use of available time.
- To promote learning and maintain discipline in accordance with school policies and procedures.
- To prepare classroom materials in advance to support planned learning activities.
- To inform coordinators in a timely manner of any modifications to programme timelines.
- To provide each child with the opportunity to reach their full potential and meet high expectations.
- To maintain regular communication and meetings with parents.
- To contribute actively to school life by participating in activities, meetings, and established management systems.
- To report any identified deficiencies in facilities or equipment.
- To supervise, evaluate, record, and report on student learning.
- To mark and monitor pupils' work, set progress targets, record progress, and report to coordinators and parents.
- Additional duties may be assigned as necessary in line with the requirements of the role.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.

- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

What you'll bring

Essential	Desirable
Skills • Clear and effective verbal and written communication skills. • Strong classroom management skills to foster a positive learning environment. • Effective organisation of lessons, materials, and schedules. • Adaptability in teaching methods to support different learning styles. • Strong subject knowledge and expertise. • Patience and emotional resilience. • Empathy and the ability to understand and address student needs and challenges. • Creativity in designing engaging and innovative learning experiences. • Assessment skills, including the ability to evaluate progress and provide constructive feedback. • A collaborative approach when working with colleagues, parents, and the wider school community.	
Qualifications • University graduate with a recognised teaching qualification.	
Experience • Minimum of two years' experience as a class teacher.	
Other • Native-level proficiency in the language required for teaching.	Other • Knowledge of Italian.

Key Stakeholders you'll be working with

- **Internal:** Preschool Coordinator, Head of Primary and Middle School, Teaching and support staff.
- **External:** Parents and carers, external professionals and educational partners.
- **Direct line manager:** Preschool coordinator.
- **Indirect line manager:** Head of Primary and Middle school.

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA