



**Position:** Middle School Assistant Principal – Academic

Applications are invited for a Middle School Assistant Principal – Academic at Marymount International School Rome.

Marymount is a private, Catholic, English speaking, co-educational school that welcomes over 800 students of diverse cultural and religious backgrounds, aged from 2 to 18 years, and offers them an excellent program of studies and extra-curricular activities.

The Middle School Assistant Principal – Academic is responsible for providing leadership and support in the design, development, implementation, monitoring, and evaluation of the Middle School curriculum, for ensuring student achievement, and for leading existing programs and staff development.

Having reviewed the contents of this document, interested applicants are invited to complete an Application Form, available on the Marymount website, and submit to the following address ahead of the January 31, 2020 deadline: [recruitment@marymountrome.com](mailto:recruitment@marymountrome.com)

**Contractual:**

- Working hours: 8am to 5pm
- 50% teaching responsibility

**Reports to:** Secondary School Principal

**Safeguarding:**

Marymount International School Rome is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and understand that the child's welfare is our paramount concern. Every child should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment. The School should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.



## **Job Duties:**

The primary responsibilities of the role are outlined below. The role also includes any duties other than those listed above which may reasonably be requested by the Head of School or Secondary School Principal.

### **Curriculum**

- Support faculty in the implementation and execution of all facets of curricular and related educational programming in the Middle School, in collaboration with the Principal.
- Assist faculty with the planning and development of relevant and appropriate curricular field trips and enrichment opportunities, in collaboration with the Principal.
- Coordinate faculty and support staff in production and publication of printed and digital copies of curricular materials, including the programmi di idoneità and Licenza Media.
- Oversee the administrative aspects of academic course preparation for Principal and faculty approval.
- Conduct curriculum research where required.
- Participate in the planning and delivery of curriculum training as appropriate.
- Direct and oversee curriculum review program in collaboration with the Director of Specialized Learning and Senior Leadership Team.
- Administer the Atlas curriculum mapping software in collaboration with the Director of Specialized Learning and Senior Leadership Team.
- Support the Director of Specialized Learning in ensuring the appropriate implementation of enrichment activities into the curriculum and continuously monitoring for students who may benefit from enrichment.
- Support the Director of Specialized Learning in appropriate curricular implementation of and placement of students into ELL and Learning Support.

### **School Administration**

- Support Principal with the preparation of class and student schedules in Middle School.
- Support Principal in supervision of ordering, purchasing, and maintenance of project supplies and materials for the curriculum.
- Provide training and/or guidance to employees, contractors, and volunteers as required.
- Develop and implement the Middle School exam schedule and organize proctoring.
- Oversee Media Program Coordinator in monitoring student progress and scheduling mock oral exams.



- Support the Principal with proof-reading and editing as required, including student report cards.
- Update relevant sections from student handbooks and other School documents as required.

### **Student Development & Programs**

- Collate student data to enable tracking and enhance student academic growth.
- Track and monitor student progress on a regular basis, in collaboration with the Middle School Assistant Principal – Pastoral and Pastoral Advisors, informing parents of any academic concern.
- Develop the ATL assembly program in collaboration with the Director of Specialized Learning, focusing on thinking and research skills.

### **RSHM Network of Schools**

- Develop and implement RSHM network events in collaboration with the Principal and Middle School Assistant Principal – Pastoral.
- Maintain contact with other RSHM schools on curriculum-related matters as required.

### **Person Specification:**

The ideal candidate for this role will demonstrate the following attributes:

- Familiarity with and understanding of the Italian Media Program.
- Prior experience operating at middle management level.
- International school experience preferred.

### **General Terms:**

- All employees are expected to embrace the Mission of the School and our values as stated in the Marymount Teacher and Learner Profile.
- All employees are required to comply with the School's Code of Conduct and all other School Policies.



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## INTERNATIONAL SCHOOL ROME

- In keeping with the School's aim to foster a lifelong love of learning, all employees are expected to seek out and participate in opportunities for their own professional development.
- The role benefits from the faculty vacation schedule with the following modifications: 3 additional working days after the last faculty day before the summer vacation; 5 additional working days before the first faculty day after the summer vacation; plus up to 5 additional working days throughout the year as required by the School.
- Given the seniority of the role, and notwithstanding Marymount's commitment to employee wellbeing, the School expects a degree of flexibility in working hours and vacation schedule.
- The School reserves the right to update this Job Description from time to time depending on evolving organizational needs

### **Data Protection:**

Marymount takes the protection of personal information seriously and is committed to compliance with Italian and European privacy laws. The information you provide when you apply for a position at our School will be processed and stored securely and confidentially. Your information will only be used for the purpose of reviewing your suitability to the role being advertised. If we require more information from you we will contact you and explain why.