

ANDERSEN SCHOOL, MILAN

APPLICATION FOR A POST AT ANDERSEN SCHOOL

Thank you for your interest in working at Andersen School. Also, please see our website www.andersenschool.it and www.cobis.org.uk/andersen-school-milan.htm
Please can you read the following notes before sending your application?

Andersen School appoints **teachers** for children aged 4 to 13. Teachers of three-year-olds must have a suitable **nursery qualification**. The school appoints assistants to help in EYFS (children up to 5) and EAL teachers to work as assistants/EAL teachers in KS1, KS2 and KS3 (children aged 5-13).

Teachers must be mother-tongue-English and have QTS. We welcome NQTs, but please note that it is not possible to do your induction year in Italy. We particularly welcome teachers who have initial training in the National Curriculum.

EAL teachers must be mother- tongue-English and have a relevant qualification.

Assistants must be either mother-tongue English OR have a **high** standard of English. **Assistants** must also have either a relevant child care/nursery qualification or a degree.

Italian teachers must be mother-tongue-Italian and preferably speak good English.

P.E. and Music teachers should have a relevant qualification. They may be Italian, but preferably should speak good English.

N.B. Applicants should be living in the EEC. Applications from Australia, Canada, New Zealand, South Africa and USA etc. can only be accepted if the teacher already has *Permesso di Soggiorno* (a work permit).

All new teachers are given a one-year-contract in the first instance. After the first year it can be transformed into a permanent contract. (Those who already have a permanent contract in Italy may have a permanent contract at Andersen straight away.) Hours of attendance are 8.30 until 4.30. Occasionally there is a later meeting. Attendance is also required at a number of parent evenings during the year and at the International Day which is held on a Saturday in June. In Service Training is held on staff days, which usually occur at the beginning or end of term, particularly the end of August/beginning of September and the end of June/beginning of July.

Interviews can be held in London or Milan, or possibly by Skype. In certain circumstances some expenses can be paid, but this does not include flights and accommodation. Any expenses of successful candidates will be paid only when they take up the post.

Please complete all sections of this form in lower case letters and attach a photo. Please note that we only accept applications on our application form.

NAME SURNAME

DATE OF BIRTH

NATIONALITY

ADDRESS

HOME TELEPHONE NUMBER (with international code)

MOBILE NUMBER E-MAIL

For which job are you are applying? (Delete those not applicable)

HEAD OF TEACHER EAL TEACHER ASSISTANT
 ITALIAN TEACHER PE TEACHER MUSIC TEACHER

WHERE DID YOU FIND OUT ABOUT THE VACANCY?

ARE YOU ENGLISH-MOTHER-TONGUE? Yes/ no

IF "NO," DO YOU SPEAK GOOD ENGLISH?

ARE YOU EUROPEAN (from EU)? Yes/no

IF YOU COME FROM OUTSIDE THE EEC DO YOU HAVE
Permesso di Soggiorno yes/no and a WORK PERMIT yes/no

HEAD OF, TEACHERS and GRADUATES:

Give details of your initial training. Indicate NA if not applicable.

UNIVERSITY

IN WHICH COUNTRY IS THIS?

DETAILS OF YOUR COURSE

WHAT WAS YOUR MAIN SUBJECT?

DEGREE

DATE OF QUALIFICATION AS A TEACHER

TEACHER'S REFERENCE NUMBER

REFEREE 2

Name

Position held

Address

Telephone number

e-mail address (essential)

Please write below a personal statement/letter of application, saying why you want to work at Andersen School. It would be helpful if you could also indicate any school responsibilities you have had, whether or not this was a promoted post.

I declare that, to the best of my knowledge, all the above statements are true.

Signature

date

Applications should be sent **by e-mail** to
jobs@andersenschool.it