

## Looking to recruit a qualified Montessori Teacher or an assistant role

An accredited long-established and popular Montessori Nursery in Barnes SW13, with a record of 'Outstanding' Ofsted ratings, is looking to recruit a qualified and experienced Montessori teacher OR an assistant role from the February half term or the Summer Term. The ideal candidate must be motivated, committed and dedicated to the Montessori approach to learning and development to meet the children's individual needs. A good working knowledge of the EYFS is needed with experience of having key children. A professional and enthusiastic approach with good communication skills and ability to speak and write English clearly is essential. A team player is required in this welcoming and supportive environment. Flexibility welcome. We are committed to safeguarding and promoting the welfare of children. DBS and all vetting checks required. Mornings in term time with the option of occasional afternoons in the future.

Further information: [ambtrue@aol.com](mailto:ambtrue@aol.com)



### JOB DESCRIPTION (Montessori Teacher)

*At the Barnes Montessori Nursery we believe in mutual respect and encourage friendly and considerate manners towards the children and colleagues. We aim to be enthusiastic and strive to be positive role models.*

#### Main Duties/Responsibilities:

- **To have a deep understanding and knowledge of the Montessori Approach to Learning and Development.**
- **To have a good knowledge and understanding of the Early Years Foundation Stage (EYFS, 2021)**
- Daily contact with **parents**
- Liaise with Principal and other staff members - To **work flexibly** as part of the larger nursery team, assisting and supporting colleagues wherever required in order to ensure the smooth running of the nursery
- To be responsible for the daily **care, welfare and teaching** of the group ensuring the physical, social, emotional and educational needs of the children are met

- To be aware of, and take responsibility for, all aspects of health, safety and security in relation to the children attending the nursery
- To adhere to *all* the **nursery's policies** (See **Safeguarding and Mission Statement**) and participate in the **annual review of the school policies**
- To arrive by 7.45am until 3.30pm (Mondays - Thursdays) for staff members doing mornings and afternoons. Fridays (there are no lunch clubs or afternoon sessions) - 7.45am - approximately 1pm (Fridays). Staff members doing Core Morning sessions same start time until after the children have gone and necessary tidying/sorting/cleaning completed. Fridays until all necessary tidying up/cleaning/putting away - approximately 1pm - dependent on when finished. Staff staying for Lunch Clubs (Mondays - Thursdays) until shortly after 1.30pm when lunch club children have gone home and all necessary tidying etc. completed. Occasionally this procedure may take longer.
- **Maintain the prepared environment:** Montessori teachers **are the dynamic link** between children and the Prepared Environment. They **are constantly experimenting**, modifying the environment to meet their perceptions of each child's needs and interests, and objectively noting the result. They **prepare an environment** meant to facilitate children's independence and ability to freely select work that they find appealing, selecting activities that will appeal to their interests and keeping the environment in perfect condition, adding to it and removing materials as needed.

*Each day we make sure the class is set up each morning, with the help of the other teachers and tidied away at the end of the day; - making sure environment (both inside and outside) including cabinets and equipment are clean, complete and in order; on Mondays when all equipment has to be taken out of the store cupboard and, on Fridays, put away again, to help with the furniture and equipment before setting up own classroom; team effort to help with: any washing up; general tidying, making coffee/teas with everyone else; the setting up in preparation for the children to have lunch (enough water; plates; glasses etc.) and afternoon activities*

- To **supervise and observe** children at all times whether inside or outside - not to leave the children unattended at any time
- To be a **keyperson** to certain allocated children
- To establish **staff roles** (i.e. Presenter/Overseer/ Art - Veranda) on a daily basis and discuss and implement an effective **class management rota** to help the smooth running of the day. This can then be discussed and evaluated each half term.
- To ensure the **register** has been taken each morning and report any absences, accidents or concerns (please include daily registration of staff in your class)
- To have a good working knowledge and ability to use technology as a method of communication, planning, record keeping, newsletters etc.

- To be able to access and respond to emails sent
- To prepare any class work, plans, projects, weekly newsletters and termly letter for parents etc.
- To **observe, assess and record** (whether electronically and/or in writing) childrens' development in line with Nursery procedures and current practice – *Montessori Learning and Development and Early Years Foundation Stage*. Some of this record-keeping and children's Learning Journeys may have to be done out of school hours.
- To maintain and keep updated the **Individual Learning Journey files** for the key children
- Where applicable to complete the Statutory Two Checks for any key children and prepare for, and hold a meeting (usually at the Parent/Teacher Meetings) with the parents to share and discuss
- To prepare for (use Parent/Teacher:keyperson meeting forms) and hold two **parent/teacher meetings** a year to discuss childrens' development and progress
- To be involved in team planning of appropriate activities, whether inside or outside, to ensure that the **children's developmental needs are met**
- **To plan and work with 'class' team**, i.e. share duties, eg. weekly newsletters and planning
- To contribute to discussions about children's development
- To attend any **staff meetings; inset days** where possible
- To attend **staff supervisions**
- To be a **good role model** to all the children. To **respect and value** all colleagues, children and parents, encouraging a positive and diverse working environment and in upholding the values and ethos of the Barnes Montessori Nursery
- To abide by the nursery's **confidentiality and equal opportunities policies** at all times
- To report **any signs of illness or unusual behaviour of a child**. In Principal's absence – report to child's keyperson or teacher in charge
- Record **accidents and incidents** following school's policies and procedures
- In the event of a **possible case of child abuse** follow the necessary guidelines and procedures respecting confidentiality of information received at all times
- To ensure that the **children's dietary needs** are met
- To attend **Staff Training Courses** to enhance Professional Development
- To read documents emailed/given by Principal on any changes/updates relevant to our daily practice and delivering the EYFS and our Montessori curriculum, eg. Ofsted changes etc.

**For the assistant role the Job Description would be amended accordingly.**