

CLASSROOM ASSISTANT JOB DESCRIPTION



Location:
Paint Pots Montessori Schools

Responsible to:
Nursery Manager

ROLES AND RESPONSIBILITIES

- Assist in the provision of a high standard of physical, emotional, social, and intellectual education and care for children placed in the nursery school using the Montessori philosophy
- Support the team with the implementation of the curriculum for the Early Years Foundation stage using the Montessori curriculum to provide an environment in which children gain experience through freedom of choice and exploring a positive learning environment
- Support the team to ensure that a caring and stimulating environment is provided for children.
- Develop and maintain a constructive and ongoing rapport with children and parents
- Collaborate with other teachers to ensure that the school fosters an environment that is inclusive, inviting and nurturing for every child
- Support and communicate with the other staff within the school to implement a high standard of quality childcare
- Assist with the curriculum planning, material preparation and record keeping on request
- Create activities that are fun and educational for the children

www.paint-pots.co.uk

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- Assist in the setting up and clearing away of all activities and equipment
- Ensure high standards of hygiene and safety is always maintained
- Attend staff meetings and training as requested
- Report any safeguarding concerns to the Head or Safeguarding Lead
- Ensure that confidentiality is always maintained
- Undertake appropriate additional ad-hoc duties as may be required
- Read, understand and have thorough knowledge of the Policy and Procedures of the school, found in the Policy Folder