

CLASSES MANAGER JOB DESCRIPTION



Location:
Paint Pots Montessori Schools

Responsible to:
Principal

Working with:
Classes Teachers
Montessori Teachers from our Nursery Schools
Classes Administrator & Office Manager

CLASSES MANAGER ROLES AND RESPONSIBILITIES

- Alongside the Principal, oversee and share responsibility for all aspects of the Creative Classes
- Alongside the Head Teacher ensure that all OFSTED requirements are maintained in communal areas
- To ensure to the best of your ability that the school and team are up to date on all current legislation
- Ensure that good quality and up to date records are maintained at all times for both children and staff
- Oversee, support and inspire your team to deliver the highest standard of Montessori ethos, care and implementation of creative activities

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020 7223 0123 - office@paint-pots.co.uk

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SAFEGUARDING



- Read, understand and have thorough knowledge of the Policy and Procedures of the school, found in the Policy Folder and work with Management Team to ensure up to date with current legislation.
- To be available for your team to report any safeguarding concerns, support the team and deal with the concern according to the Policies and Procedures.
- With the support of and at the direction of the Safeguarding Lead to work with outside agencies when necessary for safeguarding, SEN or any other issues.
- Ensure that all staff have read, understand and have a thorough knowledge of the Policy and Procedures and record their agreement
- To deal with complaints according to the Policies and Procedures document
- To ensure high standards of hygiene and safety are maintained at all times for both children and staff
- Ensure that confidentiality is always maintained
- Maintaining COSHH information file

CHILDREN

- Ensure that you work with all children in the classroom and ensure that you have a thorough understanding of the development of every child
- Oversee and support the provision of a high standard of creative and educational activities using the Montessori philosophy that promote the physical, emotional, social, and intellectual development of children attending the classes
- Provide an environment in which children gain experience through freedom of choice and exploring a positive learning environment



- Ensure that a caring and stimulating environment is provided for children
- Collaborate with other teachers to ensure that the classes foster an environment that is inclusive, inviting and nurturing for every child
- Develop and maintain a constructive and ongoing rapport with children and parents
- Maintain accurate daily register information and return termly register reports to the Classes Administrator.
- Inspire the team to create activities that are fun and educational for the children, leading by example

PARENTS

- Ensure that good communication is maintained with Parents and Carers so that they are well advised about what is happening in the classes, including any upcoming changes, events or classes
- Promote and inform families about our schools

CLASSROOM

- To plan and prepare activities relevant to the different age groups
- Fully setting up and packing away classroom on a daily basis
- Setting up and packing away individual activities between each class
- Be responsible for all aspects of the day-to-day running of the classes, continually evaluating the quality and aiming for the highest quality of provision for the children and families attending Paint Pots



- Ensure that classroom materials are complete and in good condition and that supplies are adequately stocked; art, cleaning etc and ordering as required
- Work as part of the team to set up and clear away all activities and equipment
- Work as part of the team with the planning and material preparation
- Work as part of the team to create seasonal classroom wall displays

STAFF

- Monitor staff and assist them to fulfil their duties to the best of their abilities, providing regular supervision, assisting with annual appraisals and continual professional development opportunities
- Oversee and support the mental wellbeing and morale of your team
- Work with management to recruit, interview and ensure safe employment and induction of staff
- Coordinate the classes planning (activities, weekly and termly plans) with all staff members
- To ensure that all HR policies and procedures are followed including disciplinary procedures when applicable
- Oversee cover teachers and volunteers. Ensure that adequate monitoring, induction and records are maintained
- Oversee, assign and support all additional roles and responsibilities within your team
- Train your team to feel confident and able in the event of short-term absence of the Classes Manager (e.g. sickness, training, off-site meetings) as they will then be responsible for all aspects of the day-to-day running of the Classes
- Organise and book supply staff when necessary including notifying the Office Manager with staff absences and cover staff timesheets

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- Ensure that there is good communication and relationships maintained between the schools and classes
- Develop and maintain a constructive, supportive ongoing rapport with all members of staff within the company
- Attend staff meetings, parent meetings and training as necessary
- Undertake appropriate additional ad-hoc duties as may be required

ADMIN

- Working with the office to review parent communications
- Working with the office to be responsible for budgeting, spending, petty cash and orders
- Keep in regular contact with the Classes Administrator, informing them of any parent queries, changes to the registers or other relevant information
- To work with the team of Head Teachers to review and adapt Policies and Procedures, as well as attending regular management meetings
- To work with the School Registrar regarding allocation of places and other admin such as late fees and requesting documents from parents.
- To respond to all correspondence via email. To check the mobile phone and respond to all telephone enquiries.