



JOB DESCRIPTION

JOB TITLE: Montessori Guide, Children's House

RESPONSIBLE TO: Montessori Guide, Children's House

PAY BAND: B

Note: Safe recruitment

The Montessori Place is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

OVERALL PURPOSE OF JOB:

To support the natural development of children 2.5-6.5 years through the prepared environment of the Children's House and in partnership with the children's families. The Guide will work in partnership with the Lead Guide preparing the environment, conducting groups, and acting as a dynamic link between the child and the environment if the lead guide should be away. The following is Dr Montessori's 12 point plan for adults working with in a Children's House:

1. *Look after the environment in the most careful way, so that it looks clean, light and well ordered. Repair things that are worn through use: mending and repainting; or obtaining some attractive ornament. "Like a faithful servant who prepares the house for his master's return".*
2. *Teach the use of the objects and show by example how one undertakes practical tasks. It must be done with gentleness and accuracy so that everything in the environment can be used by anyone who chooses to do so.*
3. *Be active when putting the child in rapport with the environment, and passive when this rapport is achieved*
4. *Watch the children so as not to miss anyone who is struggling to find hidden objects, or anyone who needs help*
5. *Go wherever he is called*
6. *Listen and reciprocate when he is asked to do so*
7. *Respect those who are working without ever interrupting*
8. *Respect those who make mistakes without ever correcting them*
9. *Respect anyone who is resting and anyone who is watching the others work without disturbing him, without calling him or making him return to his own task.*
10. *Be tireless in trying to offer objects to those who have rejected them; and in teaching those who still haven't learnt and who make mistakes – making the environment as alive as possible and yet keeping a concentrated silence, using soft words and a loving presence*
11. *Make his presence felt to those who are still looking, and hide it from those who have succeeded*
12. *Appear to those who have finished their work and have made every possible effort, offering them his soul in silence, like a spiritual object"*

(The Child, Society and the World p18-19)

1. MAIN AREAS OF RESPONSIBILITY

To oversee the community of children, helping children to connect to the environment through modelling, suggestion, and redirection groups.

Direct work with the children

Plan and conduct adult-led groups for children of different ages

To support children towards full independence in the use of the toilet

Share lunch with the children, supervising them in becoming increasingly independent in the practical activities associated with the meal.

And when covering for the Guide or Lead Guide:

To help children make suitable developmental choices of activity based on observations and communications with the Lead Guide.

To protect those children who are engaged with the environment ensuring they can work free from disturbance and interruption.

To support the children to treat each other and the environment with respect, ensuring firstly that no harm is done.

To help children complete cycles of activity, returning to their place ready for someone else to use.

Preparing the environment

Ensure, with support from the Lead Guide, that the inside and outside environment is clean, complete and prepared before the children arrive each day

Continue to maintain and prepare the environment throughout the day, encouraging children to participate in these tasks.

Participate in the repair and maintenance of Children's House furniture and materials

Participate in the sourcing and creation of new materials for the children

Participate in periodic reviews of the layout and ordering of the environment

Participate in the care of all animals and plants at The Montessori Place

Observation

Participate in all aspects of observation-led planning for the children including term plans, and individual 6-weekly, weekly and daily plans.

Observe and record the choices the children make each day and participate in the analysis of these observations

Record timed in-depth observations of a small number of children each week and analyse this information to plan for their future provision

Administration

Completing the register each day and ensuring it is up to date.

Participate in the upkeep of the children's records and folders

Manage budgets for the purchase of materials and other items

Respond to telephone enquiries from prospective parents and other visitors

Liaise with caterers or cook regarding the lunch menu, quantities of food and food hygiene

Other

Supervise students when necessary

Participate in parent evenings and other meetings

Any other duty as appropriate to the post and as delegated by the Lead Guide or other Director

2. TERMS AND CONDITIONS**Location**

The Montessori Place, Eason's Green, Framfield, East Sussex TN22 5RE

Pay band

The Montessori Place has two pay bands for all employees, Band A and Band B. This job is on the Band B scale which has a starting salary of £21,860. Annual increments, taking into account inflation, will also be added by the board of directors.

Hours of work

8am – 6pm Monday to Friday. In addition there will be 6 evenings and 2 Saturday mornings worked per term.

Term times and annual leave

The children attend 36 weeks per year. There are 17 additional staff 'inset days' spread through the year.

Start date

3rd September 2018

Application procedure

Complete and return the application form, by 25th May 2018, to

Karen Pearce
The Montessori Place
45 Cromwell Road
Hove
East Sussex BN3 3ER

References will be sought from successful interview candidates before the position is offered.