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**JOB DESCRIPTION**

**JOB TITLE: Montessori Assistant Guide**, Elementary Community

**RESPONSIBLE TO:** Lead Elementary Guide

**SALARY**: £21,536 per annum

**START DATE:** 4th Sept 2017

**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:**

This person will assist the lead guide in the Elementary Community and have particular responsibility for working with a child with global delay. Alongside being available for one to one support for this child, the post holder will provide literacy and numeracy support to other children in the Elementary Community. The post holder will also be responsible for small groups of children on regular outings and assist in the preparation of the Elementary environment.

**1. MAIN AREAS OF RESPONSIBILITY**

**Learning Support Assistant**

To develop an understanding of the specific needs of the child to be supported.

To aid the child towards fully independent functioning both in group situations and individually, inside and outside of the Elementary environment.

Including: Clarifying ideas

Encouraging independent decision-making

Assisting in areas of specific weakness, such as oral and written language

Helping the child to concentrate on and complete work

Developing appropriate resources to support the child

Assisting in the management of the child’s social interactions and behaviour

To establish a supportive relationship with the child

To establish acceptance and inclusion of the child in the community

To guide the child as advised by the SENCo and lead Guide

To carry out any specific duties as outlined in the child’s Individual Educational Plan [IEP]

To complete any other task as directed by the line manager

**Direct work with the children**

To support children’s literacy development as directed by the Lead Guide.

To plan and conduct groups with the whole class including singing.

To be responsible for small groups of children on trips outside of the school and support the Lead Guide on whole class outings.

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

**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.

Participate in the repair and maintenance of Elementary 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.

**Administration**

Assist the Lead Guide in the keeping of the plans and records.

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

Manage budgets for the purchase of materials and other items.

Respond to telephone enquiries from prospective parents and other visitors.

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

**Other**

Supervise students when necessary.

Participate in parent evenings and other meetings.

Deputise for the Lead Guide when required.

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

**2. TERMS AND CONDITIONS**

**Location**

The Montessori Place, 45 Cromwell Road, BN3 3ER

**Hours of work**

Your standard working hours are from 8am to 6pm on Monday to Friday, term-time only. There are events at TMP for parents that you are encouraged to attend, and these sometimes run to 10pm. Some parent events are required attendance. Open afternoons are held once a term, on a Saturday afternoon typically, and your attendance is encouraged.

# **Term times and annual leave**

TMP is closed on all Public Holidays (there are 8 in each year). The children attend 36 weeks per year. There are approximately 4 weeks worth of additional staff ‘inset days’ spread through the year. Your line manager will give you a calendar for the year ahead.

**Start date**

4th September 2017

**Application procedure**

Read the Person Specification in conjunction with this Job Description and complete and return the application form by 5th July 2017. Interviews will be held in the 10th July.