

**PERSON SPECFICATION**

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

**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.

**REQUIREMENTS**

Below are the skills, abilities and characteristics needed to undertake this job. The ideal candidate will be passionate, dedicated, and enthusiastic about fostering a life-long love of learning through the Montessori pedagogy, and will demonstrate the following: a strong commitment to furthering their professional development; effective organisational and inter-personal communication skills; and an ability to work as a team member.

Candidates will be selected on the extent to which these are met. The two quotes that follow capture more poetically the dispositions and attitudes required to undertake this work with children.

*“He who would have beautiful roses in his garden must have beautiful roses in his heart. He must love them well and always. He must have not only the glowing admiration, the enthusiasm, and the passion, but the tenderness, the thoughtfulness, the reverence, the watchfulness of love.”*

Dean Samuel Reynolds Hole

*“The vision of the teacher should be at once precise like that of the scientist, and spiritual like that of the saint. The preparation for science and the preparation for sanctity should form a new soul, for the attitude of the teacher should be at once positive, scientific and spiritual.”*

Dr Montessori, *The Advanced Montessori Method Vol I*, p107

**Qualifications**

An Honours degree and either the completion of, or willingness to work towards, an Association Montessori Internationale diploma.

**Knowledge and understanding**

The candidate will have knowledge and understanding of human development and an interest in the stages young human beings pass through to on their journey to maturity.

A passion and well-developed interest in at least one aspect of culture, either the sciences, arts or humanities.

Also:-

An understanding of how children's well-being, development, learning and behaviour can be affected by a range of influences and transitions from inside and outside of the school.

A working knowledge of the main provisions of the national and local statutory and non-statutory frameworks within which independent schools operate.

A working knowledge of the current legal requirements national policies and guidance on health and safety, safeguarding and promoting the wellbeing of children and their implications for independent schools.

**Working effectively with children**

The desire and ability to effectively communicate all aspects of culture to children.

A faith and trust in the natural development of the child.

High expectations of all children and a commitment to ensuring that they can fulfil their natural development.

The ability to establish and sustain a safe, welcoming, orderly, purposeful, stimulating and encouraging environment where children feel confident and secure and are able to develop and learn.

The ability to select, prepare and introduce a range of resources suitable for children's stage of development, interests and abilities, taking account of diversity and promoting equality and inclusion.

The ability to aid and support the development of child’s will, understanding how the strengthening of the will is a prerequisite for self-discipline and a strong character.

The ability to establish fair respectful, trusting, supportive and constructive relationships with children.

The ability to use a variety of respectful techniques to refocus and redirect a child.

Effectively model loving and respectful behaviour.

The ability to convey a warm authority.

Experience of listening to children, pay attention to what they say and value and respect their views.

A commitment to the use of positive language.

Ability to recognise when a child is in danger or at risk of harm and know how to act to protect them.

**Partnerships with parents**

Recognise and respect the influential and enduring contribution that families and parents/carers can make to children's development, wellbeing and learning.

Experience of establishing fair, respectful, trusting and constructive relationships with families and parents/carers and communicating sensitively and effectively with them.

Experience of working in partnership with families and parents/carers, at home and in the Elementary Community, to aid the natural development of children.

Experience of informally sharing information about children's wellbeing, development and learning with families and parents/carers.

**Administration/organisation**

Experience of producing precise and accurate briefs and reports both verbal and written.

Ability to plan and manage multiple projects concurrently within a team.

Working knowledge of word-processing and email packages.

Ability to keep accurate records and attention to detail.

Ability to prioritise organise own work and work quickly.

Ability to work to tight deadlines.

**Personal qualities**

Support for and belief in the aims of The Montessori Place.

A high level of flexibility, initiative self-motivation and energy.

Willingness to work beyond normal hours when necessary.

The ability to establish and sustain a culture of collaborative and cooperative working between colleagues.

Reflect and evaluate the impact of practice, modifying approaches where necessary, and taking responsibility for identifying and meeting professional and development needs.

Ability to be calm and act with gentleness.