**JOB DESCRIPTION**

**JOB TITLE:** Montessori Guide

**RESPONSIBLE TO:** Laura Stone, House Parent

**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:**

**Summary**

To offer, in the evenings and overnight, one-to-one support to a young person with special educational needs, within the residential setting of a Montessori secondary school. This young person has been at a Montessori school since she was 2 years old, and she is now 13. She has been attending the secondary school from the start of this academic year. The intention is for her to begin overnight stay, Monday to Friday, from September 2019. We are recruiting for an LSA to support her in the evenings, and overnight.

**Times**

* Two nights a week (between Monday and Thursday) 4pm to 8am the next morning.

**Terms**

* £9,000 per annum paid in equal monthly instalments.
* Accommodation in a pleasant single room with a view, and an adjoining bathroom.
* Meals are included.

**MAIN AREAS OF RESPONSIBILITY:**

**Direct work with the young person with special educational needs**

* To ensure the young person's safety and wellbeing through the evening and overnight.
* To support their self-care routines in the evening, at night and in the morning.
* To be available - on occasion - if and when they need support at night.

**Evening responsibilities**

* Organise accessible activities for the young person, either on-site or off-site.
* Ensure the environment (rooms, materials/equipment, activities) serve their development.
* Ensure that the evening routines are conducive to their wellbeing.
* Help the other young people in supporting this young person.
* Consult with your line manager and co-workers on how best to do this.

**Observation**

* Observe what generates enthusiasm, joy and fulfillment in the young person.
* Observe what obstacles they meet and determine how best to navigate through these.

**Other**

* Show through your own example what you aspire for in the young people.
* Provide reports both orally and in writing with regard to this work
* Other duties as appropriate to the post and as delegated by your line manager/ Director.