

MONTESSORI TEACHER - Job Description

Job Title: Montessori Teacher

Report To: Section Head

Job Purpose:

- To work with the section head to ensure the smooth day to day running of the infant section
- To ensure that the Montessori philosophy is followed and enriched at all times.
- To ensure the welfare of the children in your care and act as a role model for the students and other stakeholders
- To keep the Section Head and Principal where necessary, informed of any issues as they arise

Key Responsibilities

Staff Responsibilities

- To ensure a good level of communications with all staff in general
- To work as part of a team, fostering good relationship with colleagues

Meeting Responsibilities

- To attend all relevant workshops and parent nights when required
- To attend staff meetings and contribute in a positive and constructive way
- To organise and attend 'parent / teacher meetings' and other functions that take place

Operational Responsibilities

- To work closely with the Section Head on all issues related to the infant section
- To be responsible for the smooth running of classroom room through the structured timetable
- To ensure the general care of the children in your classroom
- To work with the Section Head to develop and maintain the Montessori program with themed weeks, achieving annual programmes on time, organizing outings
- To ensure that the Montessori programs are followed on a day-to-day basis
- To ensure general child stimulation using all equipment/ teaching aids at your disposal keeping the levels of the students in mind
- To ensure that all policies and procedures are followed
- To deal with all queries from parents in consultation with the Section Head and escalate issues to the Section Head / Principal when required, in a timely manner
- To ensure that you respect the rights of the children in your care and their parents
- To ensure that the environment is child led and child focused
- To conduct general cleaning duties of your classroom and the whole infant section when required
- To be willing to and work in other parts of the school when required
- To complete ad hoc duties as requested

QUALIFICATIONS

Education & Experience

- Possessing Montessori Training Certificate (MTT) from a recognized institute (full time)
- Graduates will be preferred
- Minimum five years relevant experience of teaching in a Montessori section
- Other qualifications in childcare, health & safety, or competency in arts / craft will be an added advantage

Personal Requirements

- Strong Spiritual roots
- Professionalism and ability to inspire young people
- Enthusiasm
- Good team-player
- Sincere and genuine love of children
- To be self motivated and ability to motivate others
- Good organisational skills
- Computer skills an advantage
- Excellent interpersonal and communication skills
- Initiative and ability to cope under pressure

JOB ACCOUNTABILITY

The Montessori teacher will report to the Section Head. S/he will be evaluated annually in line with school policy.

All applications to be sent to recruitment.dwls@gmail.com and include a full resume and description of what special attributes you can bring to this job.