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| Name of Setting: | Play Studio Montessori Nurseries Part of Templesprings Childcare Services Ltd |
| Location: | 9E Rigby Gardens Chadwell St Mary Essex RM16 4JJ |
| Job title: | Montessori Nursery Teacher |
| Type: | Full Time |
| Hours of Work: | Monday to Friday 37.5 hours a week |
| Accountable To: | Directors of Templesprings Childcare Services Ltd |
| Direct Reports | Room Leaders, Deputy Manager, Practitioners |
| Reports to: | Directors of Templesprings Childcare Services Ltd. |
| Salary & Benefits | <ul style="list-style-type: none"> • Competitive Salary • Holiday entitlement increasing by one day for each two years of service • 28 days paid holiday inclusive of bank holidays • Free food and refreshments • Free breakfast and afterschool club • Free music lessons for yourself or a family member* • Pension scheme • Free Avios points* • Continuous development and on-going early years quality training • Coaching and mentoring from directors • Employee assistance programme • Performance Review Framework and service recognition rewards • Around-the-clock access to a dedicated and supportive Senior Management team, providing you with operational and organisational support. • We provide opportunities for growth to become a leader and excel within the company. • We offer bespoke leadership coaching for leaders and managers which helps and supports them to be the best leader, promoting team effectiveness and positive working culture. • Free uniform • Love your team week and staff appreciation week • Free day off on your birthday |
| The Opportunity | <p>Templesprings Childcare Services Ltd. is expanding! We have an amazing opportunity and are seeking a motivated, talented Montessori Teacher to be a part of our continued growth and success. This is a fantastic opportunity to develop and cultivate a state-of-the-art brand-new Montessori setting.</p> <p>We are looking for someone that has a passion and drive for providing high quality teaching for children from three months to five years. You will be an excellent team leader and role model to the staff and children.</p> <p><i>Your initial employment is conditional upon the provision of a satisfactory Disclosure and Barring Certificate of a level appropriate to your post. You will be required to consent to subsequent criminal record checks from time to time during your employment as deemed appropriate by the Company. In the event that such certificate(s) are not supplied your employment with us</i></p> |

will be terminated.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment. We have several policies and procedures in place including, Safer Recruitment, Safeguarding and Child Protection, to ensure the welfare and safety of all the children in our care. We will work with external agencies and share necessary information when any concerns arise.

Your role will be appraised on a regular basis by the Proprietor during which your performance will be reviewed and assessed in accordance with personal and nursery aims and objectives. Whilst the role description contains specific responsibilities, it is expected that you will have a high degree of integrity and initiative in managing your own performance and self-evaluation.

(Bidemi Johnson, Proprietor)

Purpose of the role and responsibilities

The role of the Montessori Teacher is to ensure all children attending Play Studio Montessori Nursery receive high quality teaching and care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) and Montessori curriculum.

The Montessori Teacher will support children's progress academically, emotionally, and physically in a prepared Montessori environment, that challenges each child to reach his/her full potential, in accordance with Montessori philosophy and procedures.

You are part of the nursery management team and will be responsible for ensuring that all the activities and tasks detailed in this role description are being performed to the nursery standards. You will deputise in the absence of the manager and ensure the smooth running of the nursery. We are looking for a self-starter individual who can take initiative and has experience of working in a various nursery environments. You will be expected to have a 'can do' attitude and be prepared to do whatever it takes to ensure the overall development of the children.

- To carefully and actively monitor the welfare and holistic development of every child in your care, following appropriate policies and procedures to ensure their physical and emotional safety at all times.
- Maintain budget
- Assist children toward self-directed learning and normalisation.
- To be key to raising the quality of early years provision and act as an agent of change to improve practice in the nursery
- To ensure all children are safeguarded and their welfare and safety is promoted
- To lead practice across the Early Years Foundation Stage (EYFS), support and mentor other practitioners and model the skills and behaviours that safeguard and promote good outcomes for children, and, in addition, work in close collaboration with other agencies
- To lead the observation, assessment and planning strategy across the nursery
- To reflect, review and manage change to keep abreast with policy, research and training

- To have the skill, creativity, commitment, energy and enthusiasm required for leading practice in the early years.
- Develop lesson plans and manage the learning experiences for students to ensure the needs of the individual students and groups are met.
- Assist children toward self-directed learning and normalisation.
- Maintain neat, well-organised, and attractive prepared environment consistent with Montessori pedagogy.
- Participate in professional activities designated by the Manager, which may include workshops, insets, meetings, assessment, reporting to parents, planning and other professional pursuits.
- Maintain professional, respectful and positive relationships with your other Nursery staff members
- Attend and participate during all pre-announced staff meetings and professional sessions, including staff and parent meetings.
- Work to develop close and effective relationships with parents, including opportunities to discuss and understand the child's individual progress; encourage parents to become involved with Nursery initiatives and integrate with the wider school community
- Provide individualised tracking of student progress.
- Participate in the induction and transition process, assisting new children and families in becoming familiar with the environment and practices.
- Follow the school's policies and procedures for assessment and record keeping, meeting all due dates as required.
- Assesses the needs of the group and prepare requests for materials, furnishings and other resources in a timely manner.
- Participate in professional meetings and training outside of the nursery as needed.
- Attend and prepare for events such as Open Days/Evenings, Sports Day, Parent-Pupil Events, Trips etc
- Maintain confidentiality in matters of Child Protection and Safeguarding, liaising with the DSL and completing appropriate observations and paperwork as needed.
- To assist in the promotion, direction and oversight of high standards of care, teaching and progression through effective inclusion for children with special educational needs.
- Support with SEND
- Support at meal times and lunch cover.
- Other job duties as assigned.
- Daily risk assessment

Out of Class Responsibilities

- Deputise in the absence of the manager
- Complete school-approved planning documents for individual children and groups of children at least fortnightly, setting individual targets as needed.
- Outline projected routine of the day, including any special activities
- Convey information concerning the special needs of some children; propose possible strategies that will support positive behaviour and minimise negative behaviour.
- Track attendance twice daily and as needed beyond this.
- Receive and welcome students; greet parents/caregivers
- Consult with other staff for curriculum ideas, sharing materials, and scheduling common activities
- Supervise and support, visitors and student, offering guidance and support by giving demonstration presentations as needed, mentoring in the Montessori philosophy and

maintaining regular, productive dialogue about how they should support in the class.

- Refresh the environment assemble materials for the following instructional day and make minor material repairs as needed.
- Complete daily evaluations and observations and review upcoming planning
- Confer with Manager and other Nursery staff to compare observations, discuss future planning and any other relevant matters.
- Meet with co-workers, Manager or Deputy as needed
- Regularly update tracking documents, cohort trackers and all other required paperwork.
- Maintain Learning Journeys including a balance of photos, work samples, observations and other evidence of children's progress.
- Communicate effectively with parents about academic and pastoral progress, developments and concerns via reports as well as additional meetings with particular parents as needed /requested.

Person Specification

| Qualification | Essential/ Desirable |
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| 1. Association Montessori Internationale (AMI) Certified | E |
| 2. Childcare qualified to minimum Level 4 from a recognised awarding scheme (CWDC Diploma, NNEB, BTEC, NVQ, CACHE). | E |
| 3. Educated to minimum GCSE level with passes in four or more subjects two of which are English and Maths | E |
| 4. Valid paediatric first aid qualification | E |
| 5. Fully trained in the Early Years Foundation Stage. | E |
| 6. Understanding of Child Development | E |
| 7. Fluency in written and spoken English. | E |
| 8. Early Years SEN | E |
| 9. Commitment to continuous professional development | E |
| 10. Valid Safeguarding & Child protection certificate | E |
| Experience | |
| 11. Post qualification experience, including supervisory experience | E |
| 12. Staff or student supervision and training | D |
| 13. Experience of working in a culturally diverse early years setting. | E |
| 14. Experience of working with children 0-5 years in a private or maintained setting. | E |
| 15. Experience of successfully passing an OFSTED inspection to good or outstanding levels | E |
| 16. Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation e.g., Equal opportunities, Safeguarding, Health and Safety requirements, children's Act etc | E |
| 17. Experience of working in partnership with a range of organizations; developing or participating in programmes designed to support families from different backgrounds | D |
| 18. Experience of managing budgets, income and expenditure | D |
| Skills and Abilities | |
| 19. Microsoft Office 365 Application (Email, Word, Excel, PowerPoint, Teams) | E |

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| 20. Client Relationship Management Databases | D |
| 21. Websites and Social Media Platforms | D |
| 22. Ability to write individual reports and observations | E |
| 23. Excellent organizational skills, Knowledge of preparing minutes, reports, and general correspondence. | E |
| 24. Ability to develop an effective team | E |
| 25. Ability to build and form good relationships with parents and students | E |
| 26. Ability to deliver a quality service whilst under pressure | E |
| 27. Must have a sound understanding of the skills and attributes involved in effective leadership | E |
| 28. Knowledge and understanding of the educational, developmental, and health needs of children and families | E |
| 29. To promote continual personal development and learning amongst employees | E |
| 30. An ability to carry out light physical duties to include lifting babies and children, | E |
| 31. Housekeeping tasks and setting up resources | E |