



Montessori Teacher - Job Description

Job Title:	Montessori Teacher
Department/Room:	Pre School Rooms
Report To:	Branch Manager
Job Purpose:	Working with the branch manager to ensure the smooth day-to-day running of the pre schoolroom. To ensure the Montessori philosophy (including other schools of thought) is followed and enhanced at all times. To ensure the welfare of the children in your care and act as a role model for the Company with parents. Keep the branch manager informed of any issues as they arise.

Key Responsibilities

Staff Responsibilities	
1.	Ensuring a good level of communications with all staff in general
2.	Working as part of a team, fostering good relationship with your colleagues
Meeting Responsibilities	
3.	Attending all relevant workshops and parent nights when required
4.	Attending the staff meetings and contributing in a positive and constructive way
5.	Organising and attending 'parent / teacher meetings' take place annually
Operational Responsibilities	
6.	Working closely with the branch manager / unit leader on all issues relating to the pre school room
7.	Responsibility for the smooth running of your room through the structured timetable
8.	Ensuring the general care of the children in your room
9.	Working with the branch manager / unit leader to develop and maintain the pre school / Montessori program with themed weeks, achieving annual programmes on time, organising outings
10.	Ensuring that the pre school / Montessori programs are followed on a day-to-day basis when possible - this will include meal time, circle time, arts & craft, songs, etc
11.	Ensuring general child stimulation using all equipment at your disposal and keeping the levels proportionate
12.	Ensuring that all policies and procedures are followed, and all relevant forms, from and for parents, are completed and collected daily. For example medical administration form, daily report sheets, etc
13.	Dealing with all queries from parents
14.	Escalating issues to branch manager in a timely manner
15.	Ensuring that you respect the rights of the children in your care and their parents
16.	Ensuring that the environment is child led and child focused
17.	Conducting general cleaning duties of you room and the entire branch as requested
18.	Willingness to work in other parts of the Branch when required
19.	Ad hoc duties as requested

Experience, Knowledge and Qualifications required for Job

Experience	Experience within a classroom an advantage Min of 1 years experience within a Montessori / pre school setting an advantage Competent in Arts & Craft Ability to keep the Montessori / pre school environment to the required standard
Knowledge	Childcare knowledge Ability to plan ahead Knowledge of the required Health & Safety and Policy & Procedures standards in a Montessori / pre school setting
Qualifications	CV should reflect a reasonable level of education Montessori diploma / certificate from a recognised Montessori College First Aid certified Manual Handling certified

Other Personal Attributes Required	<p>Sincere and genuine love of children</p> <p>To be self motivated and ability to motivate others</p> <p>Good organisational skills</p> <p>Computer skills an advantage</p> <p>Excellent interpersonal and communication skills</p> <p>To be flexible and a team player</p> <p>Willingness to attend workshops and staff meetings</p> <p>Initiative and ability to cope under pressure</p> <p>Professional manner at all times</p>
------------------------------------	---

Additional Information

Our team are the key to our success as we work hard to meet the needs of our parents and their children for whom we care. They are dedicated individuals who are driven by the enjoyment and satisfaction gained from caring for children. Here are some of the general qualities we look for in all our people.

- Good communication skills
- Warm, caring personality, good rapport with adults and children alike
- A enthusiastic 'can-do' attitude
- A good sense of team spirit

What we can offer you

- A great salary
- Ongoing staff training
- Opportunities for career progression
- An active staff social programme
- Subsidised VHI group scheme
- Educational Assistance

If you think that you meet the above requirements and are interested in applying then forward your CV to our Operations department to arrange an interview.