



**CAREER OPENING AT THE MONTESSORI PLACE:  
CHILDREN'S HOUSE LEAD GUIDE**

FULL-TIME, MATERNITY COVER - STARTING SEPTEMBER 2022 - SALARY: £29,000  
CLOSING DATE FOR APPLICATIONS: 25<sup>th</sup> MARCH 2022

The Montessori Place is recruiting a Lead Guide, for a year's maternity cover, in its Children's House at Eason's Green. The successful candidate will be supported and mentored in the role by Karen Pearce.

The Montessori Place provides developmental environments for children from birth to 18 years based in a converted Victorian house in Hove and a second site in Eason's Green, just outside Lewes. Located a few minutes from the sea and a short drive from the hills, the school offers an antenatal programme, groups for parents and babies, an Infant Community, two Children's House's, two Elementary Communities and the first UK Montessori adolescent programme, from 12-18 years.

Further details, including an application form, are available on our website [www.themontessoriplace.org.uk](http://www.themontessoriplace.org.uk). Interviews will be held over the Easter holiday.

For a pre-application conversation  
call 01273 773 764 or email [karen@themontessoriplace.org.uk](mailto:karen@themontessoriplace.org.uk)

**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.**

**Please See Job Description below**

## JOB DESCRIPTION

**JOB TITLE:** Children's House Lead Guide

**RESPONSIBLE TO:** Director - Karen Pearce

**POSITION:** Temporary - Maternity cover

**PAY BAND:** A

**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:**

To support the natural development of children 2-6 years through the prepared environment of the Children's House and in partnership with the children's families. The Lead Guide will take the lead role in preparing the environment and in connecting children to that environment. They will manage a trained Montessori Guide to work alongside them in the Children's House. They will also take a leadership role in preparing and implementing a parent partnership programme. They will lead the implementation of the EYFS in the Children's House.

The following is Dr Montessori's 12 point plan for adults working with in a Children's House:

1. *Look after the environment in the most careful way, so that it looks clean, light and well ordered. Repair things that are worn through use: mending and repainting: or obtaining some attractive ornament. "Like a faithful servant who prepares the house for his master's return".*
2. *Teach the use of the objects and show by example how one undertakes practical tasks. It must be done with gentleness and accuracy so that everything in the environment can be used by anyone who chooses to do so.*
3. *Be active when putting the child in rapport with the environment, and passive when this rapport is achieved.*
4. *Watch the children so as not to miss anyone who is struggling to find hidden objects, or anyone who needs help.*
5. *Go wherever he is called.*
6. *Listen and reciprocate when he is asked to do so.*
7. *Respect those who are working without ever interrupting.*
8. *Respect those who make mistakes without ever correcting them.*
9. *Respect anyone who is resting and anyone who is watching the others work without disturbing him, without calling him or making him return to his own task.*

10. *Be tireless in trying to offer objects to those who have rejected them; and in teaching those who still haven't learnt and who make mistakes – making the environment as alive as possible and yet keeping a concentrated silence, using soft words and a loving presence.*
11. *Make his presence felt to those who are still looking, and hide it from those who have succeeded.*
12. *Appear to those who have finished their work and have made every possible effort, offering them his soul in silence, like a spiritual object”.*

(The Child, Society and the World p18-19)

## **1. MAIN AREAS OF RESPONSIBILITY**

To support the natural development of the children in the Children's House through the preparation of the environment and the presentation of the materials to them, based on individual observations of the children.

Ensure the implementation of all areas of the EYFS.

### **Direct work with the children**

To present the materials to the children based on observations of their interests.

To help children to make suitable developmental choices of activity, based on observations.

To protect those children who are engaged with the environment ensuring they can work free from disturbance and interruption

To support the children to treat each other and the environment with respect, ensuring firstly that no harm is done.

To help children complete cycles of activity, returning things to their place ready for someone else to use.

To plan and conduct adult-led groups for children of different ages

To support children towards full independence in the use of the toilet

### **Preparing the environment**

Ensure that the inside and outside environment is clean, complete and prepared before the children arrive each day

Continue to maintain and prepare the environment throughout the day, encouraging children to participate in these tasks.

Repair and maintain the Children's House furniture and materials

Source and create of new materials for the children

Periodically review of the layout and ordering of the environment

Participate in the care of all animals and plants at The Montessori Place

### **Observation**

Lead in all aspects of observation-led planning for the children including term plans, and individual 6-weekly, weekly and daily plans.

Observe and record the choices the children make each day and analyse these observations

Record timed in-depth observations of a small number of children each week and analyse this information to plan for their future provision.

### **Administration**

Ensure the completion of the register each day.

Ensure the upkeep of the children's records and folders

Manage budgets for the purchase of materials and other items

Respond to telephone enquiries from prospective parents and other visitors

Liaise with caterers or cook regarding the lunch menu, quantities of food and food hygiene

### **Other**

Supervise students when necessary

Lead in parent evenings and other meetings

Any other duty as appropriate to the post

## **2. TERMS AND CONDITIONS**

### **Location**

The Montessori Place, Eason's Green, TN22 5RE

### **Pay band**

The Montessori Place has two pay bands for all employees, Band A and Band B. This job is on the Band A scale which has a starting salary of £29,000. Annual increments, taking into account inflation, will also be added by the board of directors.

### **Hours of work**

8am – 5.00pm Monday to Friday. In addition there will be 6 evenings and 2 Saturday mornings worked per term.

### **Term times and annual leave**

The children attend 38 weeks per year. There are 12 additional staff 'inset days' spread through the year, generally 5 days prior to the commencement of the Autumn term, 2 days prior to the start of the Spring and Summer terms, and 1 day during each of the 3 half terms. Not counting the 9 bank holidays each year, this works out at 49 days leave per year.

### **Contract dates**

5<sup>th</sup> September 2022 until the end of the maternity leave. We anticipate the contract ending on 4<sup>th</sup> August 2023.

### **Application procedure**

Send the completed application form to The Montessori Place by 25<sup>th</sup> March 2022.

Interviews will be held the week of the 4<sup>th</sup> April 2022.

References will be sought from successful interview candidates before the position is offered.

Interviewed candidates will be notified in writing by the 15<sup>th</sup> April 2022 as to whether they will be offered the post.