



Position: Montessori Directress

Option 1

Full time / Term time (5 days a week, 8am - 4.30pm)

Location: Wimbledon Park Pavilion, Wimbledon, South West London, SW19 7HX.

Set up by two local mothers and educators, we are a small Montessori Nursery School combining Forest School elements, set in the heart of Wimbledon Park Pavilion. We are passionate about giving our children a local, healthy and exciting environment within which to learn and grow as individuals. We work with children aged 2-5 years. We are looking for a qualified Montessori Directress to join our professional team from September 2021, with a view to an earlier start date for the right candidate in either a part-time or full-time capacity. We are a term-time only nursery school operating 35 weeks of the year.

Purpose:

To promote, lead, facilitate and develop the Montessori curriculum alongside Nursery teacher responsibilities within our local community.

Key responsibilities

You will be a key person to a specific group of children and be responsible for liaising with parents on all aspects of their child's care and development. This exciting position involves monitoring children's development, progression and planning their next steps as detailed below:

Montessori Directress Teacher Responsibilities

- Planning for the Montessori & EYFS curriculum as well as having confidence in Montessori presentations;
- To implement the Early Years Foundation Stage and ensure all the children's individual needs are met and all areas of development are encouraged through play;
- To teach children in a caring and dynamic way whilst preparing them for school;
- To ensure a high standard of physical, emotional and social care and education for the children;
- Topic planning including setting up age-appropriate resources/activities, always thinking of next steps for children;
- Monitor and track children's progress; making sure learning journeys for key children are up-to-date; including snapshot observations with links to the EYFS using an online platform;
- Work alongside parents/carers of special needs children to provide full integration in the Setting;

- To support Forest School team outdoors; Work well within a team as a team player, eager to share ideas and support others;
- Attend all termly parent meetings, staff meetings, open days, INSET days and information evenings;
- To be flexible within working practices of the setting. Be prepared to help where needed, including to undertake certain domestic jobs within the setting e.g. Preparation of snack meals, cleaning, preparing the equipment and the environment;
- Work alongside the manager and staff team to ensure that the philosophy behind the Nursery is fulfilled;
- To advise management of any concerns regarding children;
- Ensuring children flourish in a secure environment and implement nursery safeguarding policies;
- Becoming familiarised with all the nursery's policies and procedures and working within these.
- To prepare and keep up to date the relevant Risk Assessments. To make staff aware of the Risk Assessments.
- To advise the school on the necessary purchasing of any equipment, and to fill in the relevant order forms.
- To participate in annual performance appraisal and to agree with your Line Manager targets for the following year.
- The post holder must carry out his/her duties with full regard to the School's Health and Safety Procedures.
- Undertake such additional responsibilities as required, which are commensurate with the grade and responsibilities of the post.

Skills & Knowledge

- MUST hold a full and relevant Montessori Qualification or currently working towards
- Excellent working knowledge of the EYFS, Safeguarding and Ofsted requirements
- Knowledge and ability to create and implement policies and procedures consistent with legislation, regulations and local requirements
- Able to work independently and to manage own time efficiently
- Warm and caring personality - friendly and approachable to learners
- Commitment to equal opportunities for all learners
- Strong communication skills both written and verbal
- Enthusiastic, passionate and full of ideas to encourage learning and development
- Support all staff and engage in a caring staff team
- SENCo experience & qualifications advantageous
- Paediatric First Aid trained
- IT confidence
- English Language (Confidence essential)

TERMS AND CONDITIONS

Salary:

- Based on The Oak Montessori Scale.
- Varies but will be commensurate with experience and qualifications.
- Term Time Only

Holiday

- You shall be entitled to take normal school holidays as holiday with pay (pro rata where applicable). However, you shall work at such times during the school holidays as reasonably required by the School. For example, we have a Holiday Summer Camp in the final 2 weeks of July each year. In particular, you may be required to be present on the last afternoon of term and up to three working days before the start of each term and may be required to attend courses during the holidays. You shall be given reasonable notice of such requirements. Public holidays are additional but the school reserves the right to require you to work on a public holiday.
- The holiday year is the academic year (1st September to the 31st August). Holiday leave entitlement does not accrue therefore you are not permitted to take leave during term-time.

Pension

You will be invited to the Nest Workplace Pension Scheme and contributions will be made by the School on your behalf. If you do not wish to subscribe to the Scheme you may choose to opt out provided you inform us and NEST in writing within the allowed 'opt-out window' as detailed on the TPS Website.

The Opt Out Form can be obtained directly from the NEST Website.

Benefits:

- Long School Holidays
- Good pay & reward scheme
- Learning & development opportunities

Recruitment Process

- Please note that all applicants are required to complete an Application Form
- CVs may be submitted in support of the application Form but CVs on their own are not acceptable
- Applications by post and email are permitted

Safeguarding

We are committed to safeguarding and promoting the welfare of children. The successful candidate will be required to have a clear DBS check. External candidates will need to provide two references from previous employers. To read more about our setting please visit: www.theoakmontessori.com Please contact us for an application pack at: info@theoakmontessori.com.