



# NORTHFIELDS

VIRTUS ET HONOR

## MONTESSORI TEACHER - PRE-NURSERY (18 months – 3 years old)

Northfields is seeking to employ Montessori Teachers to work in the Pre-Nursery section.

- ✓ The main purpose of the teacher to be the dynamic link between children and the prepare environment.
- ✓ The teacher has to contribute in preparing an environment meant to facilitate children's independence and ability to freely select work that they find appealing, selecting activities that will appeal to their interests and keeping the environment in perfect condition, adding to it and removing materials as needed
- ✓ The Teacher has to have a thorough understanding and ensure the requirements of the Montessori Infant/ Toddler curriculum & resources (ages 0 – 3 years) are met.

The potential candidate will report to the Pre-Nursery Manager.

### Main duties and responsibilities

#### **Planning, Teaching and Class Management**

Teach allocated students by planning their teaching to achieve progression of learning through:

- Maintain a neat, well organised and attractive prepared environment consistent with Montessori pedagogy.
- Designing and following a full schedule of activities and discover suitable teaching material relating to theme and the needs of the child
- Balancing your teaching between logical and social exercises
- Providing basic care and caregiving activities

#### **Monitoring, Assessment, Recording, Reporting**

- Evaluate children's performance to make sure they are on the right learning track
- Provide individualized tracking of individual progress with the toddler's developmental milestone and record keeping.
- Follow the school's policies and procedures for assessment record keeping, meeting all due dates required.
- Complete school-approved planning documents for individual children at least fortnightly, setting individual targets as needed.
- 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.
- Develop lessons plans (projections) and manage the learning experiences for each child to ensure the needs of the individual toddler is met.
- Convey information concerning special needs of some children, proposed possible strategies that will support positive behaviour and minimise negative behaviour with pre-nursery manger.
- Record all incidents and accidents in file, report matter to pre-nursery manager. [Parents to sign incident and accident file.
- Maintain child portfolio files with work done, observations, developmental milestones, copies of term reports, art and any other evidence of work of the toddler.

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- Convey information of the child in 3 reports to parents. One on one meeting highlighting the child's progress with developmental milestones, Social & emotional report and an academic report at the end of the year.

## Pastoral Duties

- Receive and welcome children in the mornings, as well as other staff members and parents.
- Outline projected routine of the day, including any special activities.
- Participate in the induction and transition process by assisting new children and families in becoming familiar with the environment and practises.
- Remain in constant communication with parents and update them on the progress on their children;
- Observe children's interactions and promote the spirit of concord;
- Assist child towards self-directed learning and aid in laying a foundation towards developing normalization
- Collaborate with other colleagues;
- Maintain professional, respectful and positive relationships with other pre-nursery staff members, pre-nursery manager, head of prep, vice principal and other staff member of Northfields international school.
- Attend and participate during all pre-announced staff meetings and professional sessions, including staff and parent's meetings.
- Work and develop close and effective relationships with parents, including opportunities to discuss and understand the child's individual progress, encourage parents to become more involved with the pre-nursery and school of Northfields initiatives and integrate with the wider school community.
- Consult with other teachers for curriculum ideas, sharing material and scheduling common activities
- Support staff, visitors and student teachers, offering guidance and support giving demonstration presentations as needed, mentoring in the Montessori philosophy and maintaining regular, productive dialogue about how they should support in class.
- Refresh the environment assemble materials for the following instructional day and make mirror material repairs as needed.
- Complete daily evaluations and observations and review upcoming planning
- Give individual and group presentations to the toddlers
- Monitor group activities to maximise healthy socialisation, fostering the community and healthy recreation
- Adhere with teaching standards and safety regulations as established by the official sources.

## **Holiday Camp**

Aftercare and holiday camp are considered as the Pre Nursery Operational requirements and all staff must participate. Therefore, it is expected that the Teacher

- To participate in the holiday camp during School holidays in October, December and April under the direction of the school.

## **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff must be aware of and comply with school policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

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The successful candidate should possess the job specification as outlined below:

## EDUCATION

- Diploma / University degree in early Childhood
- Montessori Infant/ Toddler curriculum & resources (ages 0 – 3 years)

## KNOWLEDGE & EXPERIENCE

- Are constantly experimenting, modifying the environment to meet their perceptions of each child's needs and interests, and objectively noting the result.
- To carefully evaluate the effectiveness of their work and the design of the environment every day.
- To respect and protect their students' independence. They must know when to step in and set limits or lend a helping hand, and when it is in a child's best interests for them to step back and not interfere.
- To be supportive, offering warmth, security, stability, and non-judgmental acceptance to each child.
- To facilitate communication among the children and help the children to learn how to communicate their thoughts to adults.
- To interpret the children's progress and their work in the classroom to parents, the school staff, and the community.
- To model desirable behaviour for the children, following the ground-rules of the class, exhibiting a sense of calm, consistency, grace and courtesy, and demonstrating respect for every child.
- To act as peace educators, consistently working to teach courteous behaviours and conflict.
- Ability to make diagnostics which can interpret patterns of growth, development, and behaviour in order to better understand the children and make necessary referrals and suggestions to parents

## SKILLS

- Excellent ICT skills
- Communication skills
- Interpersonal skills
- Collaborative skills
- Creativity and presentation skills

If you are interested, Please send your CV and Cover letter to [careers@northfieldsinternational.school](mailto:careers@northfieldsinternational.school)

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