



Job Description: Montessori Directress

The Montessori Directress is a guide who helps to support his/her students' progress academically, emotionally, and physically in a prepared Montessori environment, which challenges each child to reach his/her full potential, in accordance with Montessori philosophy and procedures.

General Responsibilities

- 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 lesson plans and manage the learning experiences for students to ensure the needs of the individual students and groups are met.
- Assist students toward self-directed learning and normalisation.
- Maintain a neat, well-organised, and attractive prepared environment consistent with Montessori pedagogy.
- Participate in professional activities designated by the Head Teacher or Head of School, which may include workshops, insets, meetings, assessment, reporting to parents, planning and other professional pursuits.
- Maintain professional, respectful and positive relationships with your Co-Teacher and other Nursery staff members, Head Teacher, Head of School and other colleagues in general.
- 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 school as needed.
- Attend and prepare for school events such as Open Days/Evenings, Sports Day, Parent-Pupil Events, etc
- Maintain confidentiality in matters of Child Protection and Safeguarding, liaising with the DSL and completing appropriate observations and paperwork as needed.
- At times the Directress may be required to work more than her contractual hours per week to perform the essential duties of the position.
- Other job duties as assigned.

Out of Class Responsibilities

- 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 teachers for curriculum ideas, sharing materials, and scheduling common activities
- Supervise and support TA, visitors and student teachers, 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 Co-Teacher and other Nursery staff to compare observations, discuss future planning and any other relevant matters.
- Meet with co-workers, Head Teacher or Deputy Head as needed
- Regularly update MMT 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 Parent Consultation Evenings, Annual Reports as well as additional meetings with particular parents as needed / requested.

Responsibilities During Class

- Treat children with unconditional positive regard and provide individualised care for needs
- Observe class's overall feeling and tone and remain in contact with the whole group and sense changing mood or activity
- Give individual presentations to children
- Assist children who need individual help to choose work
- Protect working children from interference
- Prepare to make small group presentations involving a new material or progressive step
- Withdraw at regular intervals to observe and record observations and make formative assessment judgements in line with the Montessori activities the children are working with and the Development Matters statements.
- Uphold and reinforce positive behaviour
- Monitor group activities to maximise healthy socialisation, fostering of community and healthy recreation

Reporting Relationships

Report to Nursery Leader, Deputy Head then Head Teacher; provide lead direction to assigned TAs, specialist staff and other staff or visitors as required.

The statements contained herein reflect general details as necessary to describe the primary functions of this job, but should not be considered an all-inclusive listing of work requirements. This job description should be seen as enabling rather than restrictive. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

This job description will be subject to regular review.