



Job Description of the Preschool Guide (3-6 year olds)

About Montessori School Bali

Montessori School Bali is a private, not for profit school founded on the education principals of Dr. Maria Montessori. The school started with a single Preschool class in 1998 and now offers education for 0-15 year olds in a purpose built campus in the Berawa area of Canggu, Bali.

The Montessori philosophy underpins every decision we make and every action we carry out. Integral to that philosophy is respect for children; for the self-construction they are undergoing and the contribution they can make to our community. We are working in partnership with them and their family to create a community where they are welcome, accepted and have something to contribute.

General Description

The Montessori Preschool Guide for 3-6 year olds, helps to direct the students' activities academically, socially, emotionally, physically and spiritually in a prepared, nurturing and caring environment that supports and challenges each child to reach his or her full potential in accordance with Montessori philosophy.

The teacher in a Montessori classroom models grace, courtesy and a natural wonder about the world. She acts as a guide to children while they make sense of even the most seemingly mundane of experiences. She moves slowly and purposefully about the classroom. She is aware of herself and her role in the lives of her students. She takes the time to visualise how she wants her classroom to be and models that herself, preparing herself to teach and observe the children around her.

Maria Montessori, Absorbent Mind

Responsible to : Principal
Responsible for: Assistant teacher
Students in the class

Responsibilities and Duties

The general duties of the Montessori Preschool Guide shall include, but shall not necessarily be limited to, the following:

- Perform the duties of Preschool Guide faithfully, enthusiastically and satisfactorily at the School during normal working hours on regularly scheduled school days under the general supervision and direction of the Principal.

For the Children and Classroom

- Create as ideal a Montessori environment as possible; one which constantly promotes a love of learning and care for community, and a sense of belonging for all members.
- Prepare and maintain an orderly environment in which the furnishings and materials are clean, complete, appealing and appropriate to the needs of the group and any individual children. Where possible children should be brought into this process.
- Ensure environment caters for individual interests and needs of all children, including making materials (i.e. classified picture cards).
- Ensure Balinese and Indonesian culture is brought into the class, as well as cultures of the children.
- Ensure there are activities for the children to engage in that take them outdoors so that they can move inside and outside as needed.
- Act in accordance with Montessori principals, using quiet, calm, slow movements and voice in all interactions with children
- Protect the concentration of individual children so that they may normalize through interaction with the materials.
- Use positive directives when with children, speaking to them individually, at their level when direct intervention is needed, and keeping the child's dignity intact always.
- Prepare weekly plans and present lessons based on observations of interest, needs and readiness of each individual student in the class, but also taking advantage of teachable moments.
- Prepare weekly plan for grace and courtesy lessons and involve the assistant in ensuring these are delivered. Do likewise with language games.
- Maintain student records showing all aspects of each child's development as required by the School (Transparent Classroom and written records).
- Complete a written report for all third years leaving the class.
- Inform the Principal early if there are children who are experiencing difficulties in the classroom.
- Meet with parents to discuss any concerns, after discussing with the Principal
- Organize appropriate excursions for the children and supervise such excursions to ensure the safety of all children who attend.
- Train and supervise the children in safety drills.
- Report accidents or injuries immediately. Document such incidents using official forms and report to office.
- Take responsibility for safety and hygiene and maintenance of equipment and property, reporting all hazards to Infrastructure manager straight away.

For the Class Parents/Community

- Inform the Principal of concerns of the parents.
- Conduct formal parent-teacher conferences twice a year.
- Be available to meet with parents individually as requested, and as needed by yourself.
- Organize classroom observations for parents (giving guidelines beforehand to the observer on how to observe) and to make time to have follow-up talks with parents to discuss observations and to answer questions.
- Draw upon community resources, including persons with special skills, (artists, craftsmen, musicians, etc.) to incorporate Balinese and Indonesian culture into the program as appropriate.
- Meet with interested parents, regarding Montessori Education.
- Conduct parent/child interviews with potential parents and students

For the wider school

- Take responsibility in the training and guidance of other staff members in the school, such as the classroom assistant so that she may assist to the fullest in preparing and maintain the environment and working in the class, and the housekeeping staff to ensure the general cleanliness of the environments.
- Prepare information as requested, this may be an article for the website or Facebook page, which is a means of communicating Montessori education to the parent body and explains school activities.
- Organize and conduct parent education meetings to discuss Montessori philosophy and method, and classroom activities.
- Participate in the School's Open House and other activities such as PTA events.
- Be available to meet with the Principal to communicate about school matters.
- Be available for all staff meetings.
- Assist with administrative duties as required.
- Abide by reasonable rules, regulations and policies set by the School.
- Adhere to the School's guidelines and professional standards.
- Maintain confidentiality regarding all school matters, including information about staff, the students and their families.
- Exhibit a professional manner in representing the School interests.
- Anything else needed as deemed by the Principal to ensure the smooth and satisfactory running of the School.

For the Guide as a Professional

- Participate in Professional Development opportunities as available.
- Participate in appraisals and self-evaluation to foster personal development and growth
- Visit other schools in the community, including local Indonesian schools if appropriate, that our students may go to attend, and to be totally aware of the requirements of these schools.

Qualifications and experience needed

- Bachelor's Degree
- AMI teacher training for level being taught (3-6) and any other AMI training preferred, but not required
- At least five year's teaching experience, ideally a three-year cycle as lead teacher in one Montessori classroom.

Applications must include:

- Cover letter
- Full CV with teaching qualifications, specifically outlining your professional strengths (maximum 4 pages)
- Contact details (phone number and email) of three professional referees

For more details about the school visit: www.montessoribali.com

Please address applications to: The Principal by email to principal@montessoribali.com