



Job Description of the Elementary Guide (6-12 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 Elementary programme at MSB is based on individualised learning for children ages 6-9 and 9-12. The programmes uses Montessori principles to guide a child in exploring themselves and their capabilities, encouraging them to always give their best and to find their area to shine in. The teacher's position is one of a guide, directing the children's activities academically, socially, physically, emotionally, and spiritually in a manner that fosters the overall development and well-being each child.

The Elementary Guide will make a positive contribution to the character of our school, help maintain a respectful and co-operative atmosphere, and share in the responsibility to maintain safety and co-operation towards the policies and procedures of MSB.

Responsible to : The Principal
Responsible for: Supervision and guidance of assistant teacher.
Delivering the Montessori programme in its entirety.
Tracking the progress and achievement of each child in the environment.

Responsibilities

An Elementary Guide at MSB is responsible for the;

- Overall running of the class in accordance with Montessori philosophy
- Working cohesively as part of the team of teachers for the benefit of the whole school
- Promotion of the school and the Montessori philosophy through effective contact with parents and visitors

Duties

Overall running of the class in accordance with Montessori philosophy

- Develop and execute curriculum consistent with the Montessori Method and principles, appropriate to the learning objectives for the age group and the individual.
- Teaching - Present lessons to groups of (and at times individuals) children based on observation of needs and readiness.
- To act in accordance with Montessori principles with the children – respectful at all times.
- Preparing and maintaining 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 with special needs. Where possible, the children should be brought into this process.
- Assessment and planning on each child should be kept up-to-date, using the record keeping system for the Elementary School (Transparent Classroom and written records). Authentic assessment tools and observation should be used to keep accurate accounts of children's work and progress to ensure that all teaching objectives are met.
- Document all progress made by the child.
- Take attendance daily.
- Be familiar with and act in accordance with all school policies and procedures.

Classroom Management

- Establish and maintain a positive, caring environment in the class
- Provide sensitive support to each child
- Challenge each child to reach his/her fullest potential in each area,
- Use positive directives when with the children.
- Respect children's rights towards their work
- Protect the working atmosphere of the community at all times.
- Ensure the environment is safe in all ways for the children at all times
- Draw upon community resources, including persons with special skills, (artists, craftsmen, musicians, etc.) to incorporate Balinese and Indonesian culture into the program where appropriate.

Work cohesively as part of the wider team of teachers for the benefit of the whole school

- Assist the Principal in developing and implementing adult/parent information courses and seminars as requested.
- Assist with interviewing, training and supervising teacher assistants and/or interns in a way that best meets the needs of your classroom.
- Participation in the management of the school by attending meetings as needed.
- Maintain inventory of classroom
- With the other teachers, maintain resource areas to a high standard of usability
- With the other teachers, maintain inventory of shared resources
- Attend such meetings as are deemed necessary for the running of the school
- Conduct oneself courteously and ethically at all times

Promotion of the school and philosophy through effective contact with parents and visitors

- Provide appropriate support to both parents and child.
- Contact the parents regarding any difficulties a child may have.
- Maintain ongoing communication with parents and hold two parent/teacher interviews per year, where the child's work is presented and discussed with the parent(s).
- Attend open days and other school functions as appropriate.
- Participate in the delivery of Montessori Philosophy to parents through Parent Information Evenings.

Professional Ethics

- Contact parents regarding any difficulties a child may have. In the case of the Assistant reporting concerns or observations, it is up to your professional judgement as to whether any action is taken.
- Act in accordance with the school policies and procedures in relation to classroom matters e.g. behaviour management, Health and Safety Issues, complaints etc and to follow these as outlined.
- Keep confidential all personal information regarding the child and family including information on files, interviews, conversations and observations (Privacy Act).
- Notify the Principal immediately of personal difficulties with parents, children or other staff.

Professional Development

- To participate timetabled meetings (full staff, lead teachers, elementary staff)
- Participate in relevant professional development opportunities as needed or required to maintain a high level of competency.
- To participate in performance review and self-evaluation to foster personal development and growth. This will be done in consultation with the Principal.
- To attend relevant Montessori Professional Development opportunities as they become available, and according to the professional development budget of the school.

The successful candidate will have:

- AMI Montessori teaching Diploma (6-12)
- Bachelor's Degree
- At least five year's teaching experience, ideally a three-year cycle as an Elementary Guide in one Montessori classroom.
- Excellent communication skills
- A strong work ethic whilst being enthusiastic and organised
- A love of experiencing and embracing different cultures
- The ability and desire to commit to a three-year cycle at least
- First Aid Certificate (current)

Applications must include:

- Cover letter expressing interest in the position
- Full CV with teaching qualifications, specifically outlining your professional strengths (maximum 4 pages)
- Contact details (phone number and email) of three professional referees. One of these must be the Principal of the last school you worked at.

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

Application deadline: Monday, 28th of February 2022.

Shortlisted candidates will be contacted w/c 17th of January 2022 at the earliest.

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