



Apple Montessori School are looking for a dynamic and energetic teacher to join our friendly and fun team in West London. We are an established school with an excellent reputation in the area for providing a loving, caring environment for children to flourish.

- **Qualifications and Skills required:** Qualified Montessori teacher or studying towards qualification.
- **Start Date:** Immediate
- **Job Type:** Full time, year round
- **Salary:** £27,000 pa
- **Apply Now:** Send your CV to [applemontessorilondon@gmail.com](mailto:applemontessorilondon@gmail.com)
- **ABOUT US:** <https://applemontessorilondon.co.uk>

**Your responsibilities will include:**

### **Safeguarding**

- Ensuring that each child is healthy, safe and secure.
- Looking after the children at the setting making sure all their individual needs are being met.
- Encouraging positive relationships with all children.
- Managing behaviour in a positive way.
- Making yourself aware of all policies and procedures, and ensuring that they are followed at all times.
- Taking part in the reflection process for the settings practice, activities and staffing.
- Preparing snacks and meals for and with the children, milk and water.
- To be fully up to date with the requirements of the “Early Years Foundation Stage” and ensure that your practice meets and aims to exceed the requirements.
- Being responsible for doing safety checks and risk assessments on the setting before the daily sessions begin.
- Completing all daily checklists as the day progresses, including attendance, nappy and sleep records.
- Promoting good health.

## **Development**

- To develop and implement a challenging curriculum for the group of children you are working with.
- To follow all routines, duties, timetables, rotas, record keeping activities and any other reasonable duty as requested by your supervisor or Nursery Manager.
- To be proactive in the process of activity planning, child observation and development records on a regular basis and as requested by your supervisor and Nursery Manager.
- Preparing resources for use within the setting.
- Setting up the setting for the daily running of the play-group, including messy play, role play, water and sand play, maths activities, mark marking activities
- Completing Individual Lesson Plans for each child in the setting, following the guidelines given by the EYFS.
- To be an effective key person to those children assigned to you and to take on other assigned responsibilities, as requested and advised by your supervisor in line with knowledge and experience.
- Responsible for keeping up to date records for key children, following their progress and development which helps to plan for their next steps on a weekly basis including photographs.
- Carrying out planned activities with the children.

## **Environment**

- Ensuring the setting is warm, welcoming, safe and stimulating.
- Ensuring there is a prepared and challenging environment where the children are able to learn and grow in confidence.
- Taking small groups of children for story-time, and activities.

## **Parents as Partners**

- To ensure that communication with children, parents and the staff team is polite and courteous at all times.
- To share relevant information and ensure that information passed between parents and staff is communicated to your supervisor/Nursery Manager as appropriate.
- Providing Diary feedback to parents on their child's development via Family System.

- Supporting parents when children are being potty trained.

### **General**

- To understand and respect the need for consistency of care for the children – report for duty on time, maintain regular attendance, give appropriate notice of holiday requests and report non-attendance through sickness promptly and appropriately.
- To ensure that clean and hygienic standards are maintained at all times. This includes daily cleaning rota's, nappy changing and other nursery/housekeeping duties.
- To maintain and follow all Health and Safety policies and procedures at all times.
- To maintain confidentiality about all issues related to children and their families; your own and other staff members issues and any other management or operational issues.
- Involvement and enrolment in company training courses to be undertaken and completed which may, at various times, be outside normal working hours.
- To be involved in developing and delivering a stimulating and creative atmosphere within the group.
- To provide staff cover within the nursery group periodically, as requested by the Management team.
- To attend all mandatory training sessions and workshops (as advised by your manager).
- To attend staff meetings, professional development training and any other events as requested by your Nursery Manager.
- To support and mentor colleagues who are studying for childcare qualifications.
- To act as a role model for junior members of staff.
- To carry out any other reasonable additional duties as requested by your supervisor and/or Nursery Manager from time to time.
- To take responsibility for continued professional development by attending courses (in-house and external), receiving constructive feedback and reading relevant material.

### **Do you have the following attributes?**

- You have a positive attitude and an eagerness to grow.

- You set high standards for yourself.
- You see children as they are, unique human beings with great potential.
- You are free of judgment and labels and you always see the best in everyone.
- You are flexible and conscious in your work.
- You have a high level of resourcefulness and initiative.
- You love to work with children and to continue to learn and reflect.
- You are a great communicator and collaborator.
- You are aware of the power of words and you are careful of how you use them.
- You feel that it is such a great gift to be around little children and a privilege to play a small part of their journey.