



SINCLAIR HOUSE MONTESSORI NURSERY SCHOOL

Hammersmith & Fulham

SW6 6DA

Montessori Teacher / Room Leader Job Description

Upper Nursery class (2-3 year olds)

Full Time (40 hours per week / 45 weeks per year)

Introduction

The post holder will be a member of the teaching team at Sinclair House Montessori Nursery School and will hold responsibility for delivering the EYFS and Montessori curriculum as delegated by the Nursery Manager, according to the designated age group of the class.

To work as part of an enthusiastic, dedicated team caring for children from 8 months - 4 years of age. There will be responsibilities in all areas of teaching, learning, and planning for a group of key children within the class.

The ideal candidate will have at least 1 year of experience in a Nursery setting, having responsibility of a small group of key children, and organising planning, and implementing activities within a small team.

Main Responsibilities

- To ensure a high standard of physical, emotional, social and intellectual education using the Montessori approach in order to help children master their environment.
- To plan for, prepare and organise activities for children within the class which are in line with the EYFS and Montessori Curriculums and meet the full range of children's needs and interests.
- Observe and record observations of individual children in order to monitor their progress and effectively plan for their learning.
- Work co-operatively as part of the Nursery team.
- Work as part of a team to ensure the health and safety of all children in all activities both inside and outside of the classroom.
- To work closely with parents and value parental involvement.
- To behave in a respectful way towards children, parents, and colleagues.
- To share the responsibility for upkeep of equipment and the environment and report loss/damage or low stock levels to the Nursery Manager.
- Be a positive role model for the children, both in the way you conduct yourself but also in the way you speak.
- Provide a caring and stimulating environment for all children.
- To share responsibilities for displays and areas of interest for the children including producing visual aids and materials.

- To participate in all aspects of the daily routine including setting up and clearing / cleaning up after activities.
- To attend and participate in Nursery Staff meetings as required.
- To attend professional development courses and INSET days to keep up with current childcare legislation and practice as required by the Nursery Manager.
- To participate in parent-teacher meetings, Open Days or parent socials which are held of an evening once a term.
- Prepare individual written reports for the children in your key group at the end of each term.
- To be aware of and well-read and understand all school policies and procedures.
- Fulfil personal requirements where appropriate with regard to school policies and procedures, particularly safeguarding, health and safety, equal opportunities, customer care and promotion of the school's core values.
- To exercise appropriate professionalism, discretion and confidentiality in the carrying out of all duties described above.
- To teach all pupils to the best of his/her ability at all times
- To ensure that all duties are carried out to the highest standard and to reflect that high standard in dress and general appearance.

Room Leader Duties

- Ensure all paperwork is complete on time.
- Ensure the team within your classroom is organised and delegated duties.
- Ensuring environment is kept clean and hygienic at all times.
- Ensuring the environment is set up beautifully and is maintained as such each day.
- Ensure displays are done and up to the standard of the school.

Posted Position

- Start Date: ASAP – latest start date Monday 17th April (start of Summer Term)
- Salary starting from £25,500 – adjustments will be made for relevant experience.
- 40 hours per week – working a scheduled Rota. Shifts vary between 8.00am – 2.00pm / 8.00am – 4.00pm / 8.30am – 4.30pm / 9.00am – 6.00pm. Your Rota for the whole term is sent prior to the start of the term.
- 45 weeks per year, with scheduled Holidays for Easter (10 days – including the Bank Holidays), Summer (3 weeks of August) & Christmas (2 weeks)
- An additional 5 days of annual leave to take throughout Term Time

To apply for the position, please send an email with a current CV to our Nursery Manager (Hayley):

nurserymanager@sinclairhouseschool.com