

Small World Montessori in Oxford is looking for a 0-3 Head of Room

Job Description and General Terms:

Title: Head of Room

Hours: Monday to Friday (8.25 hours per day, timings based on a rota between 7:30am-6:30pm)

Holidays: 28 (to include Bank Holidays). Some of this annual leave is fixed at Christmas and may also have to be fixed during the school's Maintenance Week.

Pay: Negotiable depending on qualifications and experience

Pension: Statutory

Length of Probation: 3 months

Notice during probation: 3 weeks in writing either side

Notice beyond probation: 3 months in writing either side

Probation may be terminated if unsolvable problems arise. Probation may also be extended if necessary.

Apart from SSP no other sick pay will be given during probation.

Ideal and Desirable Qualifications and Experience

Ideal:

0-3 AMI Montessori Diploma and a minimum of 5 years' experience

Desirable:

Other childcare or infant education qualifications at Level 4 or above and a minimum of 5 years' experience in a Montessori environment

Main Responsibilities:

The person suitable for this job ...

- Creates and maintains a safe, growth-enhancing classroom environment according to Montessori philosophy and the EYFS principles.
- Pays the utmost attention to meeting the needs of the children through having a sound knowledge of all the children in the room and providing an on-going evaluation
- Follows a complete Montessori curriculum suitable to the ages of the children
- Directs the class on a day-to-day basis
- Is aware of the behavioural goals for individual children
- Ensures that planning, recording and evaluation happen all the time
- Ensures that assessments and progress reports are done completely and on time
- Directs the activities of the assistant teachers and trainees, including the appropriate use of materials
- Manages and deploys (maintaining ratios) all the other directresses, students and helpers ensuring that all jobs are always covered every day including
 - a) Routines and general duties (including dishwasher, washing machine rotas, material making and repairs) are being followed and run smoothly
 - b) New decisions are taken on board and maintained in the room at all times
 - c) All staff in the room have all relevant information

- d) All relevant handovers happen smoothly between staff
 - e) All relevant handovers happen smoothly between rooms
 - f) Policies and procedures are followed by all staff
 - g) The professionalism of staff and students in the room
 - h) Students allocated to your room are aware of and comply with the policies and procedures of the setting
- Takes part in the development of staff in the room
 - Draws upon community resources – parents, artists, craftsmen, musicians to provide meaningful experiences for children both in school and on field trips
 - Takes an active part in planning and delivering special activities to the Parents (Coffee afternoon, Settling Sessions, special Sessions, Shows and Parties and Activities to include the children and their Parents)
 - Oversees and is responsible for the internal and external environments, their materials, furniture and fixtures, ensuring all are kept clean, tidy, whole and inviting; manages replacements when required; encourage and supervise clearing and tidy up time and provides a high standard of Health and Hygiene.
 - Communicates and works in partnership with parents consulting and sharing information with them about the needs and progress of their child
 - Ensures communication with parents every day
 - Ensures communication between staff every day
 - Participates actively in all meetings; calls and directs some meetings as appropriate
 - Has overall responsibility for record keeping, planning and evaluation all areas of the curriculum
 - Is responsible to initiate, plan, carry out and evaluate all administrative duties/processes
 - Respects and values all colleagues, children and parents, encouraging a positive and diverse working environment
 - Is vigilant and protects children from harm or abuse, reporting any concerns immediately in accordance with safeguarding and whistleblowing policies
 - Takes responsibility for the overall performance of the room and leads by example by being an ambassador for professionalism and confidentiality and ensuring all staff in the room behave in this manner
 - Is also responsible for any other relevant duty that can be justifiably asked of you by the Principal

Other Terms

Starting Date: as soon as possible

References: a minimum of 2 references are required. One must be from the current/previous employer

Clearance: an enhanced DBS clearance is required for this job.