



Position Description

*Inspiring brave hearts and curious minds
in an academically excellent Montessori environment.*

POSITION TITLE	Primary Teacher (Maternity Cover Position)
YEAR LEVEL	Year 4, 5 and 6
APPOINTMENT	Full time / 0.8 FTE Contract position (negotiable) Commencing Monday 28 th August and conclude Friday 31 st May 2024
REPORTING	All staff are responsible to the Principal
WORKING RELATIONSHIP	The successful applicant will participate in mentoring program which include instructional coaching
ENTERPRISE AGREEMENT	As per Award classification held, and the Southern Montessori School Enterprise Agreement
PROBATION	Subject to satisfactory 3-month probationary period

THE MONTESSORI PHILOSOPHY

Southern Montessori School is an independent, non-denominational ELC to Year 9 school. We follow the Montessori philosophy and implement a Montessori curriculum alongside the Australian Curriculum. Maria Montessori's view of education was child centered. It was her intention to develop a method of education that allows children to develop their potential in a non-competitive, nurturing and carefully prepared environment, free of rewards and punishments.

Socially the children are placed in a unique environment, as there is a three-year age range in each classroom. This allows children to learn from each other and encourages the older children to help their younger classmates. All children learn to respect the work of others and to respond with flexibility to new situations.

At Southern Montessori School, we provide rigorous academic learning environments and structured freedom which helps to foster self-discipline, independence and initiative, enabling our children to flourish now and in their future.

The following information should be read in conjunction with the Staff Handbook.

ESSENTIAL QUALIFICATIONS

- South Australian Teacher's Registration
- Working with Children Check
- Mandatory Notification Training
- First Aid qualification
- Protective Practices Training
- Montessori experience is considered favourably

CORE RESPONSIBILITIES:

PREPARED ENVIRONMENT

- Create a safe, healthy, ordered and organised learning environment conducive to learning through the application of Montessori principles and practices
- Demonstrate excellent classroom administration and record keeping skills
- Develop the ability to plan and direct the teaching assistant's time in class to support and enhance student learning and wellbeing

LEARNING AND TEACHING

- Create a positive, nurturing, and appropriately challenging learning environment that supports the development of student agency, self-regulation and resiliency
- Invest in building mutually respectful relationships with all children
- Develop a safe and supportive environment that actively promotes the wellbeing of all students
- Demonstrate effective Montessori teaching practice which facilitates personalised learning and fosters engagement, choice and independence
- Hold high expectations of each student and communicate this by only accepting work that is commensurate with each student's personal best
- Implement humanistic intervention strategies so as to guide and direct student behaviour in order to assist them to become self-managing, responsible and caring members of the school and wider community
- Work collaboratively with colleagues to ensure consistency across and between cycle groups
- Establish and maintain positive relationships with families

CURRICULUM

- Plan, implement and evaluate a high-quality Montessori program that simultaneously addresses all areas of learning as required by State and Commonwealth curriculum guidelines
- Prepare and submit unit plans in line with school expectations
- Contribute to the development of a challenging, inspiring and engaging curriculum
- Develop well-structured and carefully sequenced lessons within differentiated learning programs which meet the needs of all students

ASSESSMENT AND REPORTING

- Maintain accurate and timely records of student progress and achievement
- Develop and implement appropriate evaluation and assessment strategies and procedures including the use of observation as a tool to monitor learning
- Provide continuous, meaningful feedback to students to promote learning and agency
- Write reports and lead Learning Conversations in line with the school's requirements

PROFESSIONAL RESPONSIBILITIES

- Uphold the school's vision, mission, philosophy and values and act at all times to ensure that the school's reputation is maintained
- Comply with all school policies and procedures
- Attend relevant meetings and functions including staff meetings, staff professional learning and others as required
- Commit to enhancing personal and professional development by attending workshops, conferences, first aid courses and relevant in-service training as required by the school
- Maintain confidentiality of all information related to the Centre's children, their parents, and staff
- Be an active and enthusiastic participant in the life of the school

COMMUNICATION

- Establish and maintain effective communication with colleagues
- Engage in appropriate communication with parents as required
- Contribute, as appropriate, articles for the newsletter and other publications

HEALTH AND SAFETY

- Comply with the school's WHS policies and procedures and safety regulations
- Take reasonable care to protect own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any action or omission or through neglect or misconduct at work
- Address any emergency or hazard and report actions taken to the Principal or Business Manager

Teachers may be required on occasions to undertake other duties in addition to those described.

EXTENT OF AUTHORITY

The Teacher has:

- Freedom to act and use initiative within established guidelines and Montessori principles
- Authority to direct students, classroom assistants and classroom volunteers within established guidelines
- Responsibility for the day to day running of the classroom within the constraints of the school's stated philosophy, policies and procedures
- No authority to incur expenses outside of the prescribed guidelines laid by the school's Board of Management and without the permission of the Principal

APPLICATION PROCESS

To apply for this position, please submit the following:

- Cover Letter
- Current Curriculum Vitae
- Names and Contact details of three referees

Applications should be emailed to the Principal;

Ms Heather McInerney

Principal

Email: admin@southernmontessori.sa.edu.au.

Applications close: 4:00pm Monday 22nd May.