



POSITION DESCRIPTION

Position: Montessori Playgroup Coordinator

Context

Blue Gum Montessori School (BGMS) is an independent school offering curriculum based on the Montessori philosophy for students from Lower to Upper Primary. The school is an equal opportunity employer and makes decisions relating to staff in a consultative and inclusive manner.

Position Objective

The Blue Gum Montessori School Playgroup programme is for children aged 1 – 3 years and their parents. The programme is to provide activities for the children and their parents to do together.

The Montessori Playgroup Coordinator provides leadership in the activities and support for the parents' guidance to their children. The Montessori Playgroup Coordinator demonstrates and directs the children and their parents/guardians in a Montessori playgroup environment consistent with the ethos of the Blue Gum Montessori School

The Montessori Playgroup Coordinator takes care of and provides a stimulating environment for children and their parents. During the playgroup sessions, the children are under the care and supervision of their parents/guardians and the Montessori Playgroup Coordinator is responsible for guiding the parents to keeping the environment neat, clean and tidy and encouraging the parents/guardians to show their children how to perform these activities.

Purpose

To deliver the relevant Specialist program for primary aged children that complies with relevant regulations, quality standards and codes of practice. Work closely with Blue Gum Montessori staff and parents and collaborate with other service providers and the community to maximise outcomes for children.

Key responsibilities and duties – to be read in conjunction with The School Code of Conduct, Staff Handbook and all School Policies.

1. SUPERVISE ROUTINES

- 1.1 Maintains and directs the playgroup routine
- 1.2 Help guide appropriate behaviours
- 1.3 Assist with the arrival and departure of children
- 1.4 Assist the children at snack time

2. FOSTER LEARNING EXPERIENCES

- 2.1 Direct children and their parents to suitable activities
- 2.2 Initiate group activities e.g. art, craft, singing, reading etc.
- 2.3 Encourage children to complete a 'work cycle' each time they choose an activity
- 2.4 Work with individuals as needed
- 2.5 Plan the environment and group activities in response to the needs of the playgroup attendees
- 2.6 Actively encourage and assist a child to take as much responsibility as he/she can for his/her own activity
- 2.7 Encourage the development of social competence and independence

3. PREPARATION AND MAINTENANCE OF ENVIRONMENT

- 3.1 Ensure the playground area (indoor and outdoor) is kept clean and tidy

- 3.2 Check equipment for completeness. Repair or organise for repair of materials and apparatus as needed
- 3.3 Ensure proper storage of all classroom supplies and refilling as necessary
- 3.4 Ensure the tidiness and cleanliness of the room including the kitchen area

4. INITIATE AND ENHANCE COMMUNICATION AND THE DEVELOPMENT OF RELATIONSHIPS BETWEEN THE CHILDREN

- 4.1 Give grace and courtesy lessons
- 4.2 Help parents to redirect disruptive children
- 4.3 Encourage positive social exchanges between the children
- 4.4 Model appropriate behaviours

5. ADMINISTRATIVE DUTIES

- 5.1 Maintain the daily register ensuring that each child is signed in and payment made
- 5.2 Ensure that all parents are informed of their responsibilities
- 5.3 Keep a record of all expenses and submit petty cash claims at least monthly to the Office
- 5.4 Inform administration of maintenance and repairs needed
- 5.5 Place orders for art/craft and other consumables through the Office
- 5.6 Draw all cleaning materials from the central store in the Office
- 5.7 Draw all tea and coffee from the central store in the Office
- 5.8 Manage the playgroup expense budget ensuring that there is no overrun or wastage.

6. OTHER

- 6.1 Use positive phrasing in all directives to the children and their parents
- 6.2 Develop a positive relationship with the children's parents
- 6.3 Share the responsibility for the safety and wellbeing of the children at all times
- 6.4 Report to the Principal any and all accidents on a daily basis

7. ORGANISATIONAL RELATONSHIPS

Reports to:	Mallee Coordinator
Supervises:	NA
Internal contacts:	Staff of the School
External contacts:	Parents of children attending playgroup and the children

8. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- 8.1 Act in accordance with relevant standards, codes and School policies.
- 8.2 Accountable for School and room resources
 - Make recommendations and undertake purchase of equipment and goods relevant to the service, in keeping with the budget
 - Monitor the School's maintenance of the buildings, playground and equipment

9. PERSONAL SKILLS

- 9.1 Ability to work independently
- 9.2 Ability to work as a team member
- 9.3 Ability to express warmth and acceptance to each child and to respond sensitively to the emotional needs of each child
- 9.4 Ability to communicate effectively with parents
- 9.5 Open and approachable to all members of the school community

10. QUALIFICATIONS AND EXPERIENCE

Essential

- 10.1 Experience working in a Montessori environment in a similar role or working towards a Montessori qualification
- 10.2 Sound oral and written communication skills, including the ability to interact with the children, parents and the School staff
- 10.3 Sound interpersonal skills including the ability to work as part of a team

- 10.4 Sound organisational skills that will assist in the delivery of effective educational activities to the children and parents
- 10.5 Ability to assist with the general health and wellbeing of the children
- 10.6 Current Working with Children Check
- 10.7 Current First Aid Certificate
- 10.8 Ability to maintain a clean and orderly work environment
- 10.9 Willingness to acquaint with the Montessori Method of Education
- 10.10 Sound Administration experience
- 10.11 Understanding of Montessori Philosophy
- 10.12 Completed Mandatory training in Child Sexual Abuse in the last 24 months upon appointment.

11. KEY SELECTION CRITERIA

- 11.1 Meet the qualification and experience requirements
- 11.2 Knowledge of and commitment to current reforms and trends in early childhood education and care

12. POSITION DETAILS

- 8am – 12.30pm (Fridays)
- Commencing Term 4 2017
- Working closely and reporting to the Mallee Coordinator to create a unique Montessori Playgroup program
- Previous experience in a Montessori environment will be well regarded