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| **PRIVATE and CONFIDENTIAL** |
| Applications are invited from all candidates. |
| Post applied for (circle one) | Montessori Lead/Coach (AMI 3-6) | Montessori Guide(Practitioner Level 7/8) | Assistant(Practitioner Level 6/7) |
| Trainee – Montessori Professional Specialism | Peripatetic / Specialist Teacher | Support worker or Administrator |
| Nursery name: | **Casa Montessori Nursery** |

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| Title and Full name: |  |
| Address:Postcode: |  |
| Tel no: |  |
| Where did you see this vacancy advertised? |  |
| **EDUCATION** |
| Please give details of relevant courses you have attended (including dates of attendance). |
| **Establishment name** | **From** | **To** | **Qualifications awarded** | **Grade/result** |
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| **WORK HISTORY** |
| Please list your present or most recent employer first |
| **Name and address of employer** | **From** | **To** | **Job title and brief details of duties** | **Reason for leaving (if applicable)** |
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| **VISA/ RESIDENCY STATUS**  |
| (Tick) | I am eligible to legally work in the UK |
| (Tick) | I require a sponsored visa to work in the UK |
| **FURTHER INFORMATION** |
| Please indicate your reasons for applying for the post. You are also invited to give here any additional information which you wish us to consider in support of your application, and to list hobbies, spare time activities, interests, memberships of voluntary organisations etc. |
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| **CONTINUING PROFESSIONAL DEVELOPMENT** |
| Please tell us about any courses you are currently taking. |
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| Yes/No | If you do not currently hold a Scottish practice qualification, are you planning to undertake one during your time at Casa? |
| Yes/No | If you do not currently hold a Montessori qualification, are you planning to undertake one during your time at Casa? |

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| **REFERENCES** |
| Please give names, addresses and e-mail addresses of two referees, one of whom should be your present/most recent employer. Please state in what capacity you know the referees. References will be taken up after you have accepted an offer of employment, unless you indicate that we can approach your preferred referees prior to this. |
| Ref 1:Can we approach this referee prior to interview/job offer? (circle) | Ref 2:Can we approach this referee prior to interview/job offer? (circle) |
| Yes | No | Yes | No |

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| **DECLARATION** |
| **1.** I declare that that I have not been convicted of any criminal offence, received cautions or written warnings spent or otherwise (the post is exempt from the provisions of the Rehabilitation of Offenders Act). Please note, all job offers will be subject to enhanced DBS checks (England and Wales)/ PVG registration (Scotland)**2.** Staff Suitability DeclarationPlease answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the manager/senior responsible for your recruitment. |

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| **Please circle yes or no against each question:** |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence **since the date of your most recent enhanced DBS disclosure/PVG registration?** | Yes | No |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence **either before or during your employment at this setting?** | Yes | No |
| Are you ‘Disqualified for Caring for Children’ **(to include):** | Yes | No |
| * Have you committed any offences against a child?
 | Yes | No |
| * Have you committed any offences against an adult (e.g. rape, murder, indecent assault, actual bodily harm etc.)?
 | Yes | No |
| * Have you been barred from working with children (PVG)?
 | Yes | No |
| * Are you living with someone who has been barred from working with children (DBS/PVG)?
 | Yes | No |
| * Are you living in the same household as someone who has been disqualified from working with children under the Childcare Act 2006?
 | Yes | No |
| * Have your own children been taken into care?
 | Yes | No |
| * Have/are your own children the subject of a child protection order?
 | Yes | No |
| * Has your name been placed on the PVG barring list?
 | Yes | No |
| Do you have any medical conditions that could affect your ability to care for children? | Yes | No |
| Do you have any special requirements to enable you to attend an interview? | Yes | No |
| Are you taking any medication on a regular basis or any other substances? | Yes | No |

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| If you have answered YES to any of the questions, please provide further information below: |
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| If appointed,* I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect my suitability
* I will ensure I notify my employer of any convictions, cautions, court orders, reprimands or warnings I may receive
* I am aware that if I am taking medication on a regular basis I must notify my employer, and must keep the medication in a safe place, out of reach of children
* I will ensure I notify my manager if I experience any health concerns which could impact upon my ability to work with children
* I give permission for you to contact any previous settings, local authority staff, the police, the PVG, or any medical professionals to share information about my suitability to care for children.

**4.** I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action or dismissal. |
| Signature: |  | Date: |  |

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| **FOR PERSONNEL USE ONLY** |
| Shortlist/decline with reason: |  |
| Date of interview: |  |

JOB DESCRIPTIONS

**Job Title: Montessori Lead Guide**

A Montessori Lead works dynamically with other teachers, assistants and administrators to set the direction of the favourable environment, to ensure children are safe and their physical, emotional, social and intellectual development needs are met throughout their day. A Montessori Lead Guide acts as a role model for children, other Guides, and for parents and carers, and maintains regular communication with the Manager and staff team, proactively identifying areas for improvement.

**Responsible to:**

Nursery Manager, Head of Nursery.

**Duties and responsibilities**

* To make key decisions, with the input of the team, in preparing an authentic Montessori environment ensuring that it meets the sensibilities and needs of the children in the group and meets good practice standards.
* To be responsible for the daily welfare, care and teaching of the children including taking of a register; supervision; maintenance of dietary needs; reporting of any illness or unusual behaviour; assessing and mitigating risk; recording accidents.
* To ensure the Montessori Philosophy is upheld and enhanced and to act as a role model in establishing good order and self-discipline in all aspects of the children’s care and learning including positive communication, mealtimes, and toilet learning.
* To act as Key Person for allocated children and to ensure regular and open communication is maintained with parents while respecting the confidentiality of information held by the nursery.
* To maintain and improve a system of observational recording and planning to support children’s development, as evidence for self-improvement, and for sharing with parents and other professionals.
* To follow the child protection policy to ensure all children’s safety and well-being
* To contribute to, remain familiar with and follow all nursery policies and procedures.
* To communicate positively with children and adults.
* To respect the confidentiality of parents as well as individual staff members.
* To treat all children, parents, and staff with respect, without discrimination
* To lead the class team in working effectively towards goals identified in the Quality Improvement Plan and other agreed plans.
* To undertake training and development, and to reflect on and improve your practice.
* To keep the Manager up to date with any issues arising within the class or within the nursery.
* To be responsible for keeping a high level of hygiene in the setting, upkeep the equipment in the nursery and to make/request new equipment when necessary.
* To be involved in out of working hours activities such as training, staff meetings, parent evenings, events, etc.
* To fulfil responsibilities as a “nominated individual” for school policies and procedures including attending training in respect of a nominated individual role and keep staff team up to date.
* To support the professional development of other staff within your group and to act as mentor or coach for placement students when possible.
* To uphold the high standards of a Montessori practitioner at all times, both within work hours and outside of work (including online).

**Job Title: Montessori Guide**

A Montessori Guide works dynamically with other teachers, assistants and administrators to provide a favourable, safe and secure environment for the physical, emotional, social and intellectual development of all the children in the nursery, ensuring they are cared for and protected, and their needs are met throughout their day. A Montessori Guide acts as a role model for children and for parents and carers, and supports other team members in the interests of the child.

**Responsible to:**

Nursery Manager, Head of Nursery.

**Duties and responsibilities**

* Contribute, in collaboration with the team, to the preparation of an authentic Montessori environment ensuring that it meets the sensibilities and needs of the children in the group and meets good practice standards.
* To be responsible for the daily welfare, care and teaching of the children including taking of a register; supervision; maintenance of dietary needs; reporting of any illness or unusual behaviour; assessing and mitigating risk; recording accidents.
* To treat children’s mealtimes as opportunities for social and emotional learning, and to be a positive role model. To treat caregiving tasks (eg. toileting, comforting ill children) as opportunities to teach respect, self-awareness, and independence.
* To act as Key Person for allocated children and to ensure regular and open communication is maintained with parents while respecting the confidentiality of information held by the nursery.
* To take part in observational recording and planning, as evidence for self-improvement; and for sharing with parents and other professionals.
* To follow the child protection policy to ensure all children’s safety and well-being.
* To maintain an up-to-date knowledge of and to follow all nursery policies and procedures.
* To communicate positively with children and adults.
* To respect the confidentiality of parents as well as individual staff members.
* To treat all children, parents and staff with respect, without discrimination
* To work effectively towards goals identified in the Quality Improvement Plan and other agreed plans.
* To undertake training and development, and to reflect on and improve your practice.
* Support all staff and work as part of the team and to give help wherever required.
* To be involved in out of working hours activities such as training, staff meetings, parent evenings, events, etc.
* To be flexible within the working practices of the nursery. Be prepared to help where needed, including to undertake snack preparation, cleaning, gardening, caring for pets, etc.
* To maintain a high level of hygiene in the setting, upkeep the equipment in the nursery and to make/request new equipment when necessary.
* Work alongside the Manager, Head and the staff team to ensure the Montessori philosophy is fulfilled and to uphold the high standards of a Montessori practitioner at all times, both within work hours and outside of work (including online).

**Job Title: Assistant**

An Assistant guide works dynamically with other teachers, assistants and administrators to provide a favourable, safe and secure environment for the physical, emotional, social and intellectual development of all the children in the nursery, ensuring they are cared for and protected, and their needs are met throughout their day. Assistants act as role models for children and for parents and carers and support the Montessori Guides and other team members in the interests of the child.

**Responsible to:**

Nursery Manager, Head of Nursery.

**Duties and responsibilities**

* Assist in the preparation of an authentic Montessori environment ensuring that it meets the sensibilities and needs of the children in the group and meets good practice standards.
* To be responsible for the daily welfare, care and teaching of the children including taking of a register; supervision; maintenance of dietary needs; reporting of any illness or unusual behaviour; assessing and mitigating risk; recording accidents.
* To treat children’s mealtimes as opportunities for social and emotional learning, and to be a positive role model. To treat caregiving tasks (eg. toileting, comforting ill children) as opportunities to teach respect, self-awareness, and independence.
* To act as Key Person for allocated children, with support if required, and to ensure regular and open communication is maintained with parents while respecting the confidentiality of information held by the nursery.
* To take part in observational recording and planning, as evidence for self-improvement; and for sharing with parents and other professionals.
* To follow the child protection policy to ensure all children’s safety and well-being.
* To maintain an up-to-date knowledge of and to follow all nursery policies and procedures.
* To communicate positively with children and adults.
* To respect the confidentiality of parents as well as individual staff members.
* To treat all children, parents, and staff with respect, without discrimination
* To work effectively towards goals identified in the Quality Improvement Plan and other agreed plans.
* To undertake training and development, and to reflect on and improve your practice.
* Support all staff and work as part of the team and to give help wherever required.
* To be involved in out of working hours activities such as training, staff meetings, parent evenings, events, etc.
* To be flexible within the working practices of the nursery. Be prepared to help where needed, including to undertake snack preparation, cleaning, gardening, caring for pets, etc.
* To maintain a high level of hygiene in the setting, upkeep the equipment in the nursery and to make/request new equipment when necessary.
* Work alongside the Manager, Head and the staff team to ensure the Montessori philosophy is fulfilled and to uphold the high standards of a Montessori practitioner at all times, both within work hours and outside of work (including online).