



EDUCATION ASSISTANT

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

To assist the teacher to deliver a Montessori Education program for children at Blue Gum Montessori School which complies with relevant regulations, quality standards and codes of practice.

Work closely with Blue Gum Montessori staff and with other service providers and the community to maximize outcomes for children.

This position is to cover a period of parental leave within Blue Gum Montessori School.

Key responsibilities and duties

Professional practice

Assist in operating the program and in accordance with the vision and mission statement and philosophy of Blue Gum Montessori School.

Program delivery

- Supervise routines
- Foster learning experiences
- Prepare and maintain the environment
- Initiate and enhance communication, and the development of relationships, between children
- Present Montessori Lessons under the mentorship of the Montessori Teacher
- Participate in afterschool clubs one afternoon per week.

Documentation and communication with families

- Communicate with others in a respectful and appropriate manner
- Collaborate with families and community

Management skills

- Good time management skills and ability to coordinate responsibilities to enable the smooth running of the program.

Specialist knowledge and skills

- Develop, implement and evaluate education programs for individuals and groups of children, including the keeping of appropriate records
- Understand child development and the support thereof
- Well-developed communication skills
- Experience working inclusively with children who have additional needs
- Experience working inclusively with children and families from diverse cultural and linguistic backgrounds with knowledge of a range of culturally relevant program resources and learning experiences.
- Incorporate the Keep Child Safe: Child Protection Curriculum and follow mandatory reporting legislation.

**Other**

Other roles and responsibilities required by the Principal.

Qualifications and experience

- Certificate III Teacher's Assistant or Montessori Qualification an Advantage
- Montessori qualifications and experience would be an advantage
- Working knowledge of the relevant regulations, quality standards, frameworks and codes of practice
- Current Working with Children card
- Current First Aid Certificate
- Evidence of Mandatory Reporting of Child Sexual Abuse training within the last 24 months at date of appointment.

Key selection criteria

- Meet the qualification and experience requirements
- Extensive knowledge of child development and capabilities
- Ability to work collaboratively with children, families and other professionals.
- Knowledge of and commitment to current reforms and trends in early childhood education and care
- Commitment to ongoing learning and development
- Have a keen interest in the Montessori Method of Education
- This is not a trainee position
- 1 day a week after school club assistance
- Preparedness to be involved in school activities and professional team work.

Blue Gum Montessori School takes child protection seriously. All candidates for roles at Blue Gum Montessori School are subject to screen and assessment against child safety standards as part of our thorough recruitment process.

Hours of work

8am – 3:30pm Monday to Friday

Commencement

Term 1, 2020

Closing date, 17 July 2019. Interviewing for this position as applications are received.

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Only those applicants who possess the relevant qualifications and experience may progress further in the selection process.