



## Chrysalis Montessori School Part Time Education Assistant Pack 2021



3-5 Parkland Rd, Glendalough WA 6016  
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Thank you for your interest in employment at Chrysalis Montessori School. The application package includes the following:

- Advice to Applicants
- Expected Duties
- Selection Criteria
- Extract from the school's Strategic Plan

#### ADVICE TO APPLICANTS

Your application must include the following:

1. Statement of claim against the selection criteria which addresses each one separately. Applicants selected for an interview must have demonstrated clearly that they meet all of the essential selection criteria.
2. Curriculum vitae outlining your qualifications, work history and achievements.
3. Copies of qualifications, certificates and the names of 2 professional referees together with their contact details.
4. A current Working with Children Check will be a requirement before commencing in this position.

#### *Submitting your application:*

Your application must be addressed as follows:

The Principal  
Chrysalis Montessori School  
3-5 Parkland Road  
Glendalough WA 6016

Applications may also be emailed or posted:

**Email:** admin@chrysalis.wa.edu.au  
**By Mail:** 3-5 Parkland Rd,  
Glendalough, WA 6016

**It must reach the school by no later than 4:00pm on the closing date Thursday 21 January 2021.**

**Late applications will not be accepted under any circumstances.**

- The short-listing process is usually completed within two weeks of the closing date.
- If you have not been contacted within this timeframe, unfortunately you have not been successful in being short-listed for an interview and no further correspondence will be forthcoming.

## GENERAL INFORMATION

### **Salary range:**

According to the Chrysalis Montessori School Education Workplace Agreement 2019 – 2022 for Education Assistants.

### **Hours:**

**Education Assistant Position (Part time)** - According to the Chrysalis Montessori School Education Workplace Agreement 2019 – 2022 for Education Assistants.

### **Location:**

Chrysalis Montessori School  
3-5 Parkland Road  
GLENDALOUGH WA 6016

### **Application and submission information:**

Applicants must address the selection criteria as outlined in this document to be considered for interview.

### **Closing date for applications:**

**4:00pm 21 January 2021**

Short listed candidates will be contacted by telephone to arrange an interview.

### **Starting Date:**

Term 2 2021

### **Privacy statement:**

*Information provided on your application will be used for the purposes and in relation to your application for employment at Chrysalis Montessori School.*

## ROLE

Chrysalis School is seeking a Part Time Primary Education Assistant for 3 & 4 year olds five days a week.

This position is to be a provider for our Children's House Extended Early Years Program at Chrysalis Montessori School and requires a high level of expertise and experience.

## EDUCATION ASSISTANT EXPECTED DUTIES

ROLES & RESPONSIBILITIES	SKILLS/CAPABILITIES
<ul style="list-style-type: none"> <li>◆ Supervision of children               <ul style="list-style-type: none"> <li>- To work to class teacher's directions</li> <li>- To ensure safety</li> <li>- To maintain class rules and routines</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◆ Ability to effectively implement directions and instructions</li> <li>◆ Modelling safe and responsible behaviour</li> <li>◆ Ability to redirect inappropriate behaviour</li> </ul>
<ul style="list-style-type: none"> <li>◆ Record keeping               <ul style="list-style-type: none"> <li>- To observe, check and record daily activities</li> <li>- To provide constructive feedback to class teacher</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◆ Strong observation and time management skills</li> <li>◆ Ability to multi-task</li> <li>◆ Good knowledge of teacher's expectations of each child</li> </ul>
<ul style="list-style-type: none"> <li>◆ Implementation of Art and Craft programmes               <ul style="list-style-type: none"> <li>- To assist with the preparation of materials and environment</li> <li>- To encourage active participation from all children</li> <li>- To replenish materials and clean up when required</li> <li>- To maintain organisation of arts/storage area</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◆ Ability to plan/implement and time manage the programme</li> <li>◆ To be aware of and have the ability to engage and extend the children</li> </ul>
<ul style="list-style-type: none"> <li>◆ Develop children's learning through love of books               <ul style="list-style-type: none"> <li>- To ensure appropriate participation in the library</li> <li>- To engage the children in literature</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◆ Ability to enhance and develop a child's love of books</li> <li>◆ To have an understanding of library use and behaviour</li> </ul>
<ul style="list-style-type: none"> <li>◆ To assist in class programs               <ul style="list-style-type: none"> <li>- To ensure safe and appropriate use of equipment</li> <li>- To engage the children in the planned programme</li> <li>- To provide feedback to the teacher</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◆ To have a good knowledge of the teacher's expectations for each child</li> <li>◆ To possess an understanding of each child's academic and socio-emotional needs</li> <li>◆ To tailor and adapt learning opportunities for children's specific needs/requirements</li> </ul>
<ul style="list-style-type: none"> <li>◆ Active participation in special events programmes               <ul style="list-style-type: none"> <li>- To follow the directions of the teacher</li> <li>- To assist in the performance or event</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◆ The ability to work as a team</li> <li>◆ To effectively manage children's needs and anxieties on the day</li> <li>◆ To be creative with ideas and concepts</li> </ul>

## SELECTION CRITERIA FOR EDUCATION ASSISTANT

### **Key Selection Criteria:** *Short answer response*

- A current Working with Children Check
- Extensive knowledge of early child development and capabilities
- Ability to work collaboratively with children, teaching staff and families
- Commitment to ongoing learning and development
- Demonstrated commitment to open and effective communication with children, teaching staff and parents
- Have a keen interest in the Montessori Method of Education
- Demonstrated ability to work in a team
- Preparedness to be involved in school activities and professional team work

### **Highly Desirable Criteria**

- Montessori qualifications and experience would be an advantage
- Certificate III or equivalent
- Experience working with children and families from diverse cultural and linguistic backgrounds
- A current First Aid certificate

## THE PURPOSE OF CHRYSALIS MONTESSORI SCHOOL IS

To inspire individuals within a nurturing, learning community so they can live a connected and purposeful life

## OUR VALUES

At Chrysalis we strive to embed habits of mind and heart that we need very much to help our community thrive.

**Our school motto is:**

"We are learning together and growing together to create a more joyous just and sustainable world".



## EXTRACT FROM THE SCHOOL'S STRATEGIC PLAN 2016 – 2021

WE VALUE	What this means to Chrysalis	KEY WORDS
SENSE OF BELONGING	We cherish our community culture of engagement and involvement, recognising our interconnectedness and celebrating inclusivity and diversity. Every individual is worthwhile, unique and <u>makes a contribution</u> .	Safety Trust Acceptance Vulnerability Service Participation
CARE AND RESPECT	Our circle is cherished. All our actions and interactions show care and consideration for people, property, and the beauty of our environment. We nurture our own personal health and wellbeing. We respect the natural world and are stewards of the Earth.	Integrity Empathy Compassion Forgiveness Wellbeing
SELF DISCOVERY & PERSEVERANCE	Learning happens where there is desire, skill, challenge, and support. Our community strives to remove fears and obstacles to discovery so that our students may rise above their own expectations and do more than they thought possible. We view all our experiences as learning opportunities – both inside and outside the classroom.	Courage Challenge Adventure <u>Self Awareness</u> Empowerment Success and Failure
LOVE OF LEARNING	We nurture individual and collaborative passion, and an innate love of learning. We encourage curiosity, creativity, and critical thinking. We hold a core belief that learning, study, and work should be inspiring, meaningful, and enjoyable. This love leads to intrinsic motivation of students and a desire to be responsible for their learning.	Freedom Inspiration Openness Play Self-Discipline Responsibility
REFLECTION	We need time alone and in groups to think, explore our thoughts, make connections, and foster new ideas. Shared experiences bond and inspire us to continuous improvement.	Slowing Down Mindfulness Observation Perspective Revision Innovation
JOYFULNESS	Although each day might bring ups and downs, the overall experience of life has an undercurrent of joy and wonder. We are present, with an awakened human spirit. We are capable and confident in our self-responsibility, and passionate in using our unique talents to serve others.	Appreciation Gratitude Self Esteem Enthusiastic Positivity Generosity

### 1.3 Our Education Philosophy

Our philosophy has at its core Montessori pedagogy that honours the holistic development of each child while including the knowledge, understanding and skills outlined in the Western Australian Curriculum and Early Years Learning Framework.

Chrysalis Montessori School consistently seeks to provide the best possible curriculum that reflects our school philosophy, especially in celebrating diversity, individual growth, and a life-long love of learning. A summary of our approach to delivering on our educational philosophy is presented in the table below.

OUR VISION FOR THE CHRYSALIS GRADUATE: Our children are solidly on a path to becoming fully integrated excellent human beings, ready to take their place in the world.		
OUR MULTI-DIMENSIONAL VIEW OF ACHIEVEMENT OUTSTANDING CHARACTER KEY KNOWLEDGE AND SKILLS QUALITY WORK & CONTRIBUTION		
HOW WE DO - MONTESSORI	WHY WE DO To embed habits of mind and heart	WHAT WE DO - EDUCATION Enable leaders & teachers to perform at the highest level to best support students
Balances freedom with responsibility Encourages child's active role in learning Sets high standards of academic excellence Prioritises social awareness and moral development Teaches a universal interconnectedness, and a global vision of humanity and its accomplishments Inspires desire to engage and be of service	<b>WE VALUE</b> SENSE OF BELONGING CARE AND RESPECT SELF DISCOVERY AND PERSEVERANCE LOVE OF LEARNING REFLECTION JOYFULNESS	<b>Leadership</b> - shared school vision <b>Character &amp; Culture</b> – actions align with values <b>Curriculum</b> - clear meaningful standards <b>Instruction</b> – alive with learning <b>Assessment</b> – holistic & empirical



### 3.1 KEY IMPROVEMENTS NEEDED (WHAT TO CHANGE)

The table below summarises, in each Key Focus Area, what we've identified as important to improve and/or change over the next five years.

<b>CULTURE AND COMMUNITY</b>	<ol style="list-style-type: none"> <li>1. Clarify why we exist, who we are, what we do and how we do it</li> <li>2. Strengthen the community through improved communication</li> <li>3. Build community culture by re-establishing our character of service and engagement</li> </ol>
<b>ROLES AND RELATIONSHIPS</b>	<ol style="list-style-type: none"> <li>1. Clarify expectations for Chrysalis community participation</li> <li>2. Embed our new board of governance model</li> </ol>
<b>OPERATIONS AND INFRASTRUCTURE</b>	<ol style="list-style-type: none"> <li>1. Improve our physical premises</li> <li>2. Evolve our capabilities to meet the challenges of modern education</li> <li>3. Focus financial planning on generating a surplus to harness technology and continuously improve our teaching and learning</li> <li>4. Establish clear policies and practices for staff review and development</li> <li>5. Prioritise annual maintenance</li> </ol>
<b>EDUCATION</b>	<ol style="list-style-type: none"> <li>1. Plan succession to maintain high quality of teaching</li> <li>2. Define and appropriately communicate (internally and externally) our educational point of difference</li> <li>3. Link professional development and resource planning to school improvement plan</li> </ol>

### 3.2 KEY SUCCESSES ACHIEVED (WHAT NOT TO CHANGE)

The table below summarises, in each Key Focus Area, what we've identified as working well, which we want to maintain over the next five years.

<b>CULTURE AND COMMUNITY</b>	<ol style="list-style-type: none"> <li>1. <u>'Chrysalisness'</u> – that sense of belonging, interconnectedness with the community and positive feeling about the educational point of difference at Chrysalis</li> <li>2. Our strong community <u>spirit</u></li> <li>3. How we make new parents and children feel welcome and valued</li> <li>4. <u>Parent engagement in strategic decisions</u></li> </ol>
<b>ROLES AND RELATIONSHIPS</b>	<ol style="list-style-type: none"> <li>1. Leadership by an engaged, hands-on Principal</li> <li>2. Passionate, engaged staff who are both State and Montessori trained</li> <li>3. Engaged parents who make a whole-hearted contribution to Chrysalis</li> <li>4. Engaged students who feel empowered and capable of <u>making a contribution</u></li> </ol>
<b>OPERATIONS AND INFRASTRUCTURE</b>	<ol style="list-style-type: none"> <li>1. Our natural playground</li> <li>2. Governance structure with clear division of accountability between the Staff and the Board</li> <li>3. <u>Sound financial management</u></li> </ol>
<b>EDUCATION</b>	<ol style="list-style-type: none"> <li>1. Our educational approach that develops a love of learning</li> <li>2. Curriculum inspired by Montessori <u>philosophy</u> but which employs other educational best practices</li> <li>3. An education philosophy underpinned by the idea that children have agency – they have the capacity to make decisions and choices about their learning</li> <li>4. Small class sizes</li> <li>5. An emphasis on wellbeing and social and emotional development</li> <li>6. A camp curriculum including Junior and Middle Primary Camps and the annual Discovery Quest Challenge</li> </ol>