Position Description: Infant Group Director

A Montessori classroom of infants between the ages of 0-3 will be guided by an experienced (trained) Infant Group Director. The Infant Director is instrumental in providing her students with Montessori principles and to deliver a Montessori curriculum adopting the Montessori methodology. Her behaviour has to be always exemplary and provide modelling for other individuals in the environment. She is a custodian of the Montessori approach to education.

Primary Role

The primary role of the Infant Group Director is to provide the best possible education and duty of care for each student ensuring the Caboolture Montessori School Vision and Mission are adhered to. Added to this role, this educator supports the development and understanding of Montessori knowledge of the parents in the class.

Nature of Role

The roles of an Infant Group Director at the Caboolture Montessori School are several:

- Instructional practice
- Pastoral care
- Curriculum and resource development (including material making)
- Professional development
- Co-curricular activities
- General administrative and other activities

Responsibilities of the Position

Instructional Practice

The Director must remain in control of the education program and:

- manage the preparation of the environment according to Montessori principles,
- complete observations of students,
- direct instruction through prepared lessons with objectives, teaching strategies, and evaluation criteria:
  - with individual students
  - with small groups
- assess and record child progress,
- support parents with their understanding of the Montessori approach to learning,
- provide support for exceptional students and include learning support staff when required,
- ensure safety is maintained in all activities

Pastoral Care

Infant Directors are expected to:

- Follow the School and Montessori principles to ensure each student is cared for.
- Demonstrate the Caboolture Montessori School values with each individual.
- Be aware and sensitive to students experiencing difficulties of any nature; personal, social, emotional or organisational.
- Liaise with relevant stakeholders in a sensitive manner when problems are encountered.
- Be supportive to colleagues experiencing difficulties or personal issues.
Curriculum and Resource Development

Infant Directors are expected to:

- Providing the class with necessary home-made materials to enhance lessons.
- Participate in the creation, development and evaluation of Montessori and support resources.
- Carefully select and discuss with management any resources that do not belong to the Montessori curriculum.

Professional Development

Infant Directors are expected to:

- Attend all Montessori and educational seminars provided by the school.
- Commit to further own learning.
- Attend all meetings that provide professional development both personally and professionally.
- Comply with the Professional Performance Evaluation completed by management at the Caboolture Montessori School.

Co-curricular Activities

Infant Directors are encouraged to:

- Attend school functions.
- Attend school meetings.
- Encourage students to participate in school events.
- Support all school students with appropriate levels of supervision and standards of behaviour at functions.
- Ensure any equipment used is safe and appropriate.

Collegial Relations

It is expected that all staff at the Caboolture Montessori School maintain and foster good relationships with all other members of the School. The Montessori philosophy is to be demonstrated among the adults as a model for the children.

Areas staff support others are:

- Mentoring new staff
- Sharing own resources
- Initiating study/work groups to support each other

Other Duties

Any other task as required from time-to-time by the school.

Responsible to

Staff are responsible to:

- The Principal for general discharge of all duties
- The Principal for development and implementation of curriculum

Supervises

Nil