
Position Description: Classroom Assistant

A Montessori classroom will be guided by one Classroom Director, the Teacher, and often this position will be supported by a Classroom Assistant. The Assistant has a vital role in supporting their Classroom Director. Their main responsibilities are those of observation and class support. Their behaviour has to be always exemplary and provide modelling for other individuals in the environment. The Assistant has the key role of supporting the Director with the implementation of a valuable Montessori program.

Position Attributes

Reports to: The Classroom Assistant reports to the Principal for discharge of their duties (performance management)

The Classroom Assistant reports to the Class Director for workflow and class duties

Supervises: Nil

Required Qualifications: For Cycle 1: any ACECQA approved Certificate III or higher qualification is a requirement of the role

For Cycle 2 & 3: Certificate III in Education Support (or equivalent), or higher, or a Montessori Assistants Certificate (or higher)

Desirable Qualifications: Montessori Diploma level qualification

Primary Role

The Classroom Assistant works alongside and under the direction and guidance of the Classroom Director, providing supportive and complementary services.

Nature of Role

The roles of a Classroom Assistant at the Caboolture Montessori School are several:

- Teaching 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

The Assistant always undertakes any instructional role under the direction of the Classroom Director. The Director must remain in control of the education program and the Assistant should:

- support the class with the preparation of the environment,
- assist with observation of students and their environment,
- direct instruction (provided that the Director or the team have prepared lessons with objectives, teaching strategies, and evaluation criteria and that the director has observed the assistant delivering follow-up lessons):
 - with individual students
 - with small groups
- supervise large groups while the Director works with individual or small group, and

- reinforce or drill following the lesson, assist with follow-up assignments (the Assistant must know the material and the manner in which students are to be directed).

The Assistant is *never* solely responsible for a student or classroom, never selects assessments or programs, and does not interpret assessment results or develop programs. She/he may not conduct programs without the direct supervision of the Director.

Management

- Assist teacher in observing, recording, charting learning or behaviour, gathering behavioural & academic data, making anecdotal records when shown how, etc.
- Behaviour management and maintenance of appropriate behaviour after being given goals and management strategies by the Director.
- Tend to the physical needs of students.
- Supervise in community settings – given objectives and strategies.
- Provide feedback to teachers.

Pastoral Care

Assistants are expected to:

- Follow 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

Assistants are expected to:

- Support the Director in 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

Assistants 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

Assistants 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 where 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.
