



Children **First**

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Role Profile Montessori Preschool Teacher / Team Leader

General Responsibilities

- Take responsibility for overall safety and hygiene of young children aged two to four years old
- Develop the environment and present a Montessori curriculum, which meets international standards in child development and pre-school education
- Be open and able to integrate other areas of child development theory and pedagogy into your daily routines (EYFS/ECE)
- Manage, direct, and motivate your team in areas of both child and school development
- Positive daily communication with parents and staff regarding the care, needs and routine of the children
- Monitor children's progress, make detailed observations, and keep assessment records

Tasks

- Plan and prepare activities for individual children and groups and report how they experienced them to parents on request
- Agree what each team member can contribute in the work with the children, organize key workers, and have an overview of what is achieved individually and in groups
- Ensure your team uphold standards described in CFA information, policy documents, guidelines and Swiss legislation
- Take responsibility for guiding children's behaviour and set targets for improvement where necessary
- Maintain confidentiality at all times and take measures for data protection
- Ensure equal opportunities through awareness of a child's culture and individual background, understanding the different skills and abilities of each child
- Deputise for the Head when required, e.g. hosting visits, responding to enquiries and organizing the work (be able to lead/support the whole staff when necessary)

- Clean rooms and equipment on a daily basis (including laundry) and ensure this is done properly by all staff members
- Keep accident, incident and risk assessment records
- Prepare meals, supervise mealtimes and assist in the cleaning
- Lead in other areas of school development-Fun Weeks, school events, professional development days

Competency

- Leadership flair and management skills
- Flexibility to work with staff from diverse training backgrounds
- Have an eye for detail
- Excellent organizational skills
- Fair, logical and clear communication skills
- Be a team player

Qualifications, Experience and Expectations

- Montessori diploma 0-3 and/or 3-6 (AMI or AMS qualification) **or** BEd/MEd with a Montessori focus (Early Years Professional status)
- Have an understanding of the U.K. Early Years Framework
- Have a minimum of 2 years leadership experience
- Have worked with babies or young children for 5+ years
- Ideally, have worked in small environment or a start-up
- **English native speaker** (German is a benefit)
- Swiss work permit

Pensum

- 80-100% (start date: 15th August 2022 or 1st October 2022)