



## Elementary Guide — Job Description

Organisation: The Montessori Place  
Location: Mainly Eason's Green, with some cover in Hove  
Job title: Elementary Guide  
Reports to: Rob Gueterbock, Head of School  
Contract: Permanent  
Pay band: A (£35,677.02 per annum)  
Hours: 45 hours per week (08:00–17:00, Monday–Friday)  
Attendance: 36 weeks per year with the children, plus 17 staff days outside those weeks

### Safeguarding

The Montessori Place is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service (DBS) check, online checks, and the receipt of satisfactory references in accordance with safer recruitment practices. All staff are required to complete regular safeguarding and child protection training and to uphold the school's policies on safeguarding, whistleblowing, and professional conduct.

### Purpose of the Role

To guide and support the natural development of children aged 6 to 12 through a carefully prepared Montessori Elementary environment. The Elementary Guide prepares and maintains the environment, offers key lessons and stories that connect the children to the wider world, fosters independence and collaboration, and works in partnership with families and colleagues to uphold the values and standards of The Montessori Place.

### Duties and Responsibilities

#### Direct Work with Children

- Present key lessons and stories (including the Great Lessons) that awaken the imagination and lead to further exploration.
- Introduce materials and activities based on observed readiness, interests, and developmental needs.
- Encourage purposeful work, independent research, and collaborative projects.
- Support the development of reasoning, moral awareness, and a sense of responsibility to the community and the wider world.
- Protect concentration and the work cycle by modelling calm, focused behaviour and by intervening only when necessary.
- Observe each child's development, interests, and patterns of work to inform individualised planning.

## Prepared Environment

- Ensure the classroom is clean, orderly, and complete each day, with materials accessible and attractive to the children.
- Maintain and repair materials and furniture; source or create new materials as needed.
- Review the layout and organisation of the environment regularly to ensure it supports independence, movement, and collaboration.
- Include children in caring for their environment, plants, and animals, fostering stewardship and practical responsibility.
- Prepare for outings and experiences beyond the classroom that extend the children's connection to the community and natural world.

## Observation, Planning, and Record Keeping

- Maintain systematic observation and written records of each child's work and progress.
- Prepare long-term and weekly plans that ensure a balanced curriculum across all areas.
- Record daily work choices and analyse observations to identify next steps for individuals and groups.
- Ensure that the Montessori Elementary curriculum (ages 6–12) is fully implemented across all areas: mathematics, geometry, language, biology, geography, history, art, and music.
- Contribute to school-wide planning and record keeping as required.

## Community and Collaboration

- Build a culture of respect, cooperation, and curiosity within the class community.
- Model and guide constructive problem-solving and peaceful conflict resolution.
- Support the emotional and social development of each child through attentive listening and respectful guidance.
- Collaborate with colleagues across the school to ensure continuity and coherence for each child, particularly in transitions between the Children's House and Elementary environments.

## Partnership with Parents and Carers

- Establish trusting, respectful relationships with families.
- Communicate regularly with parents about their child's well-being, development, and learning.
- Lead parent conferences and contribute to parent education events, helping families understand the Montessori approach and how to support independence at home.
- Maintain confidentiality and professionalism at all times.

## Administration and Operations

- Maintain attendance and child records, and manage the class budget for materials.
- Supervise assistants, students, or volunteers as required.
- Liaise with administration on purchasing, logistics, and health and safety matters.
- Participate fully in school events, meetings, open days, and training sessions.

## Professional Growth

- Participate in ongoing professional development, reflection, and peer observation.
- Engage in continuing study of Montessori philosophy and child development.
- Uphold The Montessori Place's ethos and values through personal example, integrity, and consistency.

## Terms and Conditions

- 36 weeks per year with the children.
- 17 staff days per year outside the 36 weeks.
- Hours: 45 hours per week, 08:00–17:00, Monday to Friday.
- Pay band A (£35,677.02 per annum).
- Annual leave entitlement is in line with the school's published schedule and includes all statutory bank holidays.

## The Spirit of the Work

1. The adult must be fully prepared for the work, with an understanding of the universe and the child's place within it.
2. Approach each child with faith in their capacity for self-construction and goodness.
3. See the child as a being who must become independent through their own activity.
4. Maintain an attitude of humility and observation; the adult is the link, not the centre.
5. Protect the freedom of the child to choose, act, and think within clear and just limits.
6. Offer key lessons that ignite curiosity and leave space for the child's own exploration.
7. Ensure the environment is ordered, beautiful, and proportionate to the child's developmental needs.
8. Model respect for work, concentration, and care for all living things.
9. Speak with simplicity and accuracy, and move with grace and purpose.
10. Work collaboratively with colleagues and families to serve the life of the child.
11. Remain a student of the child, the universe, and oneself; nurture continual growth and awareness.
12. Approach every aspect of the work with love, patience, and gratitude.