POSITION TITLE
Montessori Assistant (co-educator)

The Montessori Philosophy

Maria Montessori’s view of education was child-orientated. It was her intention to formulate a system that allowed children to develop their potential in a non-competitive, caring and carefully planned environment, free of rewards and punishment. She studied the needs of children and then proceeded to provide a way for these needs to be met.

The children work with specially prepared equipment drawn from a broad-based curriculum, and they are able to choose which activity they want to do from a range of developmentally appropriate activities. This structured freedom helps foster self-discipline, independence and initiative.

Socially the children are placed in a unique environment, as there is a three-year age range in each classroom. This allows them to learn from each other, and encourages the older children to help their younger classmates. All the children learn to respect the work of others and to respond with flexibility to new situations.

There are very few examinations at a Montessori Cycle school - the child advances as he or she masters progressively more complex skills. In a relatively short time the children develop a very positive attitude towards themselves and to their work. Perhaps this is to be expected in an education system that considers the all-round development of the child to be its primary goal.

Purpose

The Montessori Assistant creates a positive Montessori learning environment to facilitate the personal, social and intellectual development of students under the direction of the Classroom teacher. In order to respond to the individual needs and abilities of students, the Montessori Assistant must work closely with the Class Teacher to assist with their responsibilities.

Role of an Assistant

Introduction
The following information should be read in conjunction with the Staff Handbook, which provides the detail of general policy and practices. We are a Montessori school and we follow the Montessori philosophy and implement the National Montessori Curriculum.

The function of an assistant at Melbourne Montessori School is to:
- support the teacher to provide the best possible Montessori learning environment as outlined by Montessori Australia Foundation and;
- support the teacher in providing the best possible education for each individual student in each class, in keeping with the ethos of Melbourne Montessori School and;
- support the philosophy and ethos of Melbourne Montessori School.
The prepared environment is designed to satisfy the needs of the child in each plane of development. It is a responsibility of the assistant is to ensure that the equipment is aesthetic, clean, whole and complete.

This position is assistant to a nominated Classroom Teacher and the assistant will be directed in duties by that Classroom Teacher, however this position ultimately reports to the Principal.

**Functions of a Montessori Assistant**

- To support the personal, social and intellectual development of students in keeping with the Montessori philosophy.
- To establish a positive learning environment and respond to the individual needs of students.
- To support the philosophy and ethos of Melbourne Montessori School.

**General Responsibilities:**

- Support the classroom work of the students and assist with the implementation of effective lessons as required, using time, materials and resources effectively.
- Assist the Classroom Teacher to implement effective lessons, using time, materials and resources effectively.
- Prepare group activities in the *Culture* learning area as directed by the Classroom Teacher (e.g. Art, Music, cooking, excursions and Physical Education).
- Make observations of children to discuss with and assist the Classroom Teacher with development of each child.
- Direct any parent queries to the Classroom Teacher and advise the Classroom Teacher of the communication (note: all information is to be kept confidential and reported to the Classroom Teacher).
- Display or have the ability to acquire knowledge of the National Montessori Curriculum, NQF and subject matter.
- Work in collaboration with the classroom teacher.
- Take joint responsibility for setting up the classroom and for maintaining the classroom environment.
- Work collaboratively for ‘Meet and Greet’ in the mornings and share information with the classroom teacher that may be shared by the parents / caregivers.
- Any important issues raised by the parent will require a joint meeting to be set up with both the teacher and the assistant with the parent concerned.
- Take joint responsibility for recording of children’s work choices daily.
- Follow high expectations for student achievement and behaviour.
- Support and supervise excursions and camps when required to attend.
- When requested to do so, attend and assist when necessary with school events such as musical programs, athletics, student graduation ceremonies and open days.
- Utilise digital resources as deemed appropriate, including class blogs, to encourage appropriate engagement of digital media suitable for age of child.
- Able to maintain effective and open communication with the classroom teacher; happy to learn and develop in the role, engaging in reflective practices for improvement.
- Actively involved in setting-up the outdoor environment with the classroom teacher; supervise, guide and model behavior to children at all times in both indoor and outdoor environments.
- Assist children who require more help and encourage children’s independent work choices.
- Other duties as assigned by the Classroom Teacher.