Position description – Mandarin Teacher (Cycle 4)

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. 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 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.

Description

The Mandarin teacher is a guide who helps direct the children’s Mandarin activities in a prepared environment that challenges each child to reach his or her fullest potential, in accordance with the Montessori philosophy.

The Mandarin teacher needs to understand the stages of development of children, respect their needs and to give the appropriate educational response. This response is guided by Dr Montessori and is concerned with the way to relate to children, how to aid the child’s development, the equipment and the care of the learning environment.

The Role of the Mandarin Teacher

The most important step for the Mandarin teacher in defining his or her role is seeing him or herself as a member of a team and not as an individual. The team - the staff as a whole - has a common goal: the education of the child. If this goal is to be achieved it will require that communication, co-operation, lending support and giving assistance take place between teachers.

As well as planning and carrying out the activities for the Italian groups, the Mandarin teacher participates in curriculum organisation at the school level. This includes involvement in the formulation of school policy, the selection and adaptation of school curriculum programs and the evaluation and development of the curriculum as a whole. The way in which the Italian teacher participates will depend on his or her experience and ability, position in the school, personal qualities and leadership potential. The Mandarin teacher should aim to develop and maintain a network of teachers and other professionals outside the school who can both give and receive support in return. The Mandarin teacher should at all times strive to improve his or her professional standards through formal and informal means.

The duties of the role are categorised in several main areas:

1. Teaching practice
2. Pastoral care
3. Curriculum and resource development
4. Professional development
5. General administrative and other activities


**Teaching Practice**

Classroom Teachers are expected to:

- Prepare a Montessori environment that is dynamic and inviting.
- Strive to meet the needs of each individual student.
- Keep accurate records for: student attendance and; on-going student progress and observations
- Maintain communication with parents concerning Montessori practice
- Evaluate the effectiveness of their teaching.
- Give adequate time to planning as required.
- Liaise with appropriate support staff as required
- Report to parents in a clear and truthful manner about the progress of their child

**Pastoral Care**

Classroom teachers at Melbourne Montessori School are part of staff structure in which all members, whether they are teachers, administrators or maintenance workers, are regarded as having important and interdependent functions.

Classroom Teachers are expected to:

- Be sensitive to students experiencing personal, social or organisational problems.
- Liaise with colleagues and parents regarding concerns.
- Attend Parent Information and Orientation meetings.
- Perform playground duties as required.
- Follow the Mandatory Reporting Policy.

**Curriculum and Resource Development**

Classroom Teachers are expected to:

- Participate in the creation, development and evaluation of a developmentally appropriate program
- Be aware of existing resources and, where possible, participate in the creation, development and evaluation of resources for the implementation of the curriculum.
- Have a thorough understanding of the National Montessori Curriculum

**Professional Development**

Classroom teachers are expected to:

- Keep up-to-date with the Government National Curriculum and resource development.
- Display an active interest in their own professional development and participate in the schools Personal and Professional Annual Review process.
- Attend appropriate seminars and courses.
- Participate in Montessori Conferences, Association meetings and seminars.
- Supervise student teachers and actively participate in their learning.
- Be involved in and contribute to professional development.

**General Administrative and Other Activities**

Classroom teachers are expected to:

- Attend School concerts and information nights when required.
- Attend School and staff meetings as required.
- Undertake yard and other supervision duties as required.

**Support from Melbourne Montessori School**

Classroom Teachers at Melbourne Montessori School are expected to attend a yearly review with the Principal to discuss successes and requirements, appropriate PD and any other issues that may arise.

**Budget/Petty Cash Responsibilities**

There are no budgetary responsibilities attached to this position. There is however petty cash disseminated each term and you are responsible for providing receipts for purchases made prior to receiving petty cash for the following term.

**Personnel Responsibilities**

1. Within the areas defined above, Classroom Teachers are responsible for the students assigned to their classes.

2. Classroom teachers are responsible for the maintenance of professional relationships with other members of the staff of Melbourne Montessori School.