

POSITION DESCRIPTION

Physical Education (PE) Teacher Montessori Environment

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.

Role of a Teacher

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 a Montessori curriculum.

The function of a Teacher at the Melbourne Montessori School is to: -

- be responsible for the set up of developmentally appropriate activities for all children enrolled in the program ;
- provide the best possible learning environment;
- provide the parent education in an informal manner to all parents enrolled in the program.

The "prepared environment" is designed to satisfy the needs of the child. It is the responsibility of the Teacher to ensure that the equipment is aesthetic, clean, whole and complete.

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

The Physical Education Teachers is expected to:

- Prepare an 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 Program 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
- Provide a PMP Program specific and appropriate to Cycle 2 children (aged 6-9 years)
- Give Physical Education & Sport Lessons to children in Cycle 2 (aged 6-9 years)
- Provide Lunch Time sports activities for all Cycle 2 (aged 6-9 years)
- Include 1 sleep over at School
- One x 2 day camp in October

Pastoral Care

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.

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

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.
- To develop a thorough understanding of the National Montessori Curriculum

Professional Development

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 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

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

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 is a PE/Sport Budget and you are responsible for providing receipts for approved purchases.

Personnel Responsibilities

1. Within the areas defined above, Teachers are responsible for the students assigned to their classes.
2. Teachers are responsible for the maintenance of professional relationships with other members of the staff of Melbourne Montessori School.