



269 Icknield Way  
Letchworth Garden City  
Herts  
SG6 4UE

01462 889271  
info@montessorigc.com  
www.montessorigc.com

## VACANCY: LEAD ELEMENTARY DIRECTOR/ESS

Post: Lead Elementary Director/Directress  
Contract: Fixed-term (renewable subject to satisfactory review)  
Location: Garden City Montessori, Letchworth Garden City, Hertfordshire, UK  
  
Salary: Dependant on experience  
Hours: Full time  
Start Date: August 2019

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*Garden City Montessori – “Inspiring a Passion for Learning”*

Situated in the world’s first garden city, Garden City Montessori is known for providing first-class education and we offer placements to children age 2 to 12.

We are seeking an enthusiastic **Lead Elementary Teacher** to join our team at the end. The candidate should be AMI certified and although experience is preferred we will also consider newly qualified applicants.

We are looking for a dedicated, fun-loving and self-motivated individual to bring their talents and skills to our children and community. A demonstration of excellent communication and interpersonal skills with children, colleagues and parents is essential and candidates must be AMI certified. We are seeking a teacher who has a true appreciation of and faith in the Montessori method and a deep love and respect for the child.

Applicants should have UK/EU residency or a valid UK Work Permit, and successful applicants will be subject to a criminal records check processed through the Disclosure and Barring Service (DBS). We will consider sponsoring overseas candidates who meet our criteria for employment.

Interested candidates should submit a completed application form to:  
[recruitment@montessorigc.com](mailto:recruitment@montessorigc.com).

Garden City is an equal opportunities employer.



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## **Job Description: Lead Elementary Director/Directress**

### **Overall Purpose**

The Montessori Teacher is a guide who helps direct his/her students' activities academically, emotionally and physically in a prepared Montessori environment that challenges each child to reach his/her full potential in these developmental areas; in accordance with Montessori philosophy and procedures.

### **Essential Job Function**

- Develops lesson plans and manages the learning experiences for students to ensure the needs of the groups and individual students are met.
- Assists students toward self-directed learning and normalisation.
- Maintains a neat, well-organised and attractively prepared environment consistent with Montessori pedagogy.
- Participates in professional activities designated by the Head of School, which may include workshops, curriculum retreats, meetings, grade reporting, planning, and other professional pursuits.
- Attends all pre-announced staff meetings and professional sessions, including staff and parents' meetings, training and attending events on behalf of the school.
- Works to develop close and effective relationships with parents, including opportunities to discuss and understand the child's individual progress; encourages them to bond with both the class and the larger school community; provides individualised tracking of student progress.
- Participates in the admissions process, speaking from time to time with prospective families – at the request of the Head of School.
- Follows the school's policies and procedures for student evaluation and record keeping, meeting all due dates as required; includes the administration of standardised tests (if applicable).
- Assesses the needs of the class and prepares requests for materials, furnishings, framework of the budgeting process; updates inventory list and submits to Head of School on last day of school.
- Other duties as assigned.

Please note that the above duties are not set out in any particular priority. The school attaches priority to them all. Further, it is the school's policy that the job description will be kept under review and may be varied from time to time to meet changing needs.