

Job Description: Elementary Montessori Guide

Position Title:

Elementary Montessori Guide

Reports To:

School Director

Position Type:

Full-Time

Position Overview

The Elementary Montessori Guide is responsible for delivering high-quality Montessori education aligned with the School's philosophy, curriculum, and policies. The Guide prepares and maintains a structured, engaging learning environment that supports the intellectual, social, emotional, and developmental growth of each child while fostering independence, curiosity, and responsibility.

The role requires a strong commitment to Montessori pedagogy, professional integrity, collaboration, and the holistic development of students.

Key Responsibilities

1. Prepared Environment (Classroom Leadership)

- Create and maintain a calm, orderly, and aesthetically prepared Montessori environment
- Ensure all classroom materials are complete, accessible, developmentally appropriate, and in excellent condition
- Monitor materials regularly; remove, repair, or replace damaged or incomplete items promptly
- Maintain an environment that promotes independence, concentration, and purposeful work

2. Curriculum Delivery & Instruction

- Plan and implement lessons in accordance with Montessori philosophy and curriculum guidelines
- Deliver engaging, developmentally appropriate instruction across key subject areas
- Differentiate learning experiences to meet individual student needs and abilities
- Guide students through individualized learning pathways and self-directed activities

3. Observation, Assessment & Record-Keeping

- Conduct ongoing, systematic observation of each student's academic and developmental progress
- Maintain accurate and up-to-date student records, including observations, assessments, and learning plans
- Utilize a range of assessment methods (e.g., observation, student work, portfolios) to evaluate progress
- Prepare clear and timely student progress reports in accordance with school requirements

4. Student Development & Wellbeing

- Foster independence, responsibility, and intrinsic motivation in students
- Support the development of practical life skills, social awareness, and emotional regulation
- Encourage respectful communication, collaboration, and conflict resolution
- Promote a strong sense of community within the classroom

5. Classroom Management & Student Supervision

- Supervise students throughout the school day, including work cycles, transitions, breaks, arrivals, and dismissals
- Maintain a safe, respectful, and inclusive classroom environment in line with school policies
- Ensure students understand and follow safety procedures, including emergency drills
- Respond appropriately to behavioural or developmental needs

6. Parent & Community Communication

- Maintain open, professional, and respectful communication with parents regarding student progress and wellbeing
- Participate in parent-teacher conferences and school events
- Support positive relationships between the school and families
- Contribute to a collaborative and inclusive school culture

7. Collaboration & Team Contribution

- Work cooperatively with colleagues and support staff to ensure consistent educational delivery
- Participate actively in staff meetings, professional development sessions, and school initiatives
- Support onboarding, mentoring, or training of new staff when required
- Contribute to the continuous improvement of the school's educational practices

8. Administrative & Operational Duties

- Maintain accurate student records and ensure timely updates to school systems
- Manage classroom inventories, supplies, and material organization
- Adhere to school policies, procedures, and directives issued by the Director
- Contribute to reporting, planning, and documentation requirements

9. Professional & Ethical Standards

- Uphold Montessori philosophy and methodology with integrity and professionalism
- Maintain strict confidentiality regarding students, families, and school operations
- Demonstrate professionalism, reliability, and ethical conduct at all times
- Engage in ongoing professional development and remain current with educational best practices

10. Professional Appraisal & Staff Development

- Participate actively in the School's teacher appraisal framework, including performance reviews, classroom observations, and professional feedback processes in accordance with School policy
- Demonstrate openness to constructive feedback and implement agreed development goals to enhance teaching practice and student outcomes

- Engage in continuous professional development, including training, workshops, certifications, and research in Montessori education and child development
- Contribute to reflective practice by evaluating personal performance, setting professional goals, and maintaining high standards of teaching excellence
- Collaborate with leadership to identify areas for growth and participate in improvement plans where required
- Share best practices and contribute to the professional learning community within the School
- Support the development of colleagues through mentoring, peer observation, and knowledge-sharing where appropriate
- Remain up to date with evolving educational practices, Montessori standards, and regulatory requirements

Qualifications & Requirements

- Montessori Elementary certification (AMI, AMS, or equivalent)
- Bachelor's Degree in Education or related field (preferred)
- Valid work authorization in Cyprus and clean criminal record (mandatory)
- Previous experience in a Montessori or similar educational setting preferred
- Strong classroom management, observation, and communication skills

Key Competencies

- Deep understanding of Montessori philosophy and child development
- Strong observational and analytical skills
- Ability to foster independence and intrinsic motivation
- Excellent communication and interpersonal skills
- High level of organization and attention to detail
- Collaborative and adaptable mindset

Working Conditions

- Full-time position aligned with the academic calendar
- Working hours typically Monday to Friday, with additional responsibilities as required for meetings, events, and professional development
- Participation in school activities, training sessions, and events outside standard hours may be required as part of the role

General Expectations

- Act in the best interests of the School and its students at all times
- Contribute positively to the School's mission and community
- Perform duties diligently, professionally, and in alignment with School policies and standards