



## Job Description

### Lead Teacher for Little Bees Programme

#### Position Description:

In the Montessori Little Bees classes, the goal of the Lead Teacher is not to work directly with the child in the presence of the parent/caregiver, but to work with the child through the parent/caregiver. The Lead Teacher will be presenting materials or selecting activities using the Montessori method, enabling the parent/caregiver to work independently with their child under the Lead Teacher's guidance.

#### Responsibilities:

- Set up a weekly discussion group with parents/caregivers to provide guidance and/or training;
- Prepare useful discussion topics and fun curriculum activities. Share encouraging Montessori teaching methods and knowledge to the parents/caregivers;
- Prepare and implement session schedules to share with parents/caregivers;
- Setting up the classroom, ensuring that the environment, selected materials and activities are appropriate for the learning and exploration of this age group;
- Work with children through the parent/caregiver, so they can in turn work with their child under the Lead Teacher's guidance;
- To establish a good collaboration with the children and their parents/caregivers, thereby encouraging continuity to the next level of the MSB program.

#### Qualifications:

- AMS or AMI certification is necessary;
- BA degree with at least 3 years teaching experience;
- A positive and caring attitude;
- Knowledge and experience of working with the Birth to Three age group.
- Excellent communication skills in both English and Chinese;
- Proven ability to successfully create and implement coaching/discussion sessions using rich Montessori knowledge and experience;
- Able to set up the classroom and prepare activities using Montessori requirements;
- Good classroom management skills;
- Ability to work in partnership with the parents/caregivers and the team.

**Immediate Supervisor:** Head of Preschool and Reception