



FREEDOM CREATIVITY EXPLORATION CURIOSITY DISCOVERY

Here at Monty's Play Hub, we take everything we know and love about Montessori and combine it with lived experience and modern life.

Merging Montessori with outstanding teaching experience, we educate and support parents, whilst giving children the space and freedom to grow happy.

We are founded by Emma Huggett, former Primary School Teacher, winner of an outstanding teacher award, proud home-educator, and experienced Montessori specialist.

Monty's Play Hub delivers calm and inviting Montessori-inspired child-led classes for babies, toddlers and preschoolers between 0-6 years as well as family-centred parental workshops and courses in line with gentle parenting techniques.

We aim to empower parents to gain a true understanding of their children's developmental needs and tap into their natural curiosity through cooperative play and creative activities.

We believe that when kids are free to explore, they reach their social, emotional and physical milestones naturally and with ease.

Monty's Play Hub has an acute knowledge of early years development and a supportive and respectful approach to sharing that knowledge with the families that work with us.

We are looking for creative, innovative and knowledgeable people to join our growing team.

Job Title	Class Guide (Employed)
Responsible To	Emma Huggett, CEO of Monty's Play Hub

The Role

Monty's Play Hub is hiring a creative, innovative and knowledgeable Class Guide to deliver exceptional play sessions for children aged 0-6 years.

The role will require the Class Guide to deliver at least four one-hour sessions on a weekly basis, with the view to increase sessions in time and opportunities for overtime. Sessions will be on Thursday mornings in Leigh on Sea and Friday mornings in Shoeburyness.

Rate: £18.50 per class, increasing to £22.50 per class after a successful 12-week probation period.

Purpose of Job

- To deliver exceptional play sessions for children across ages 0-6 years and their parents.

Key Tasks

- Set up and set down of classes including rugs, toys, book area and kitchen area (if applicable).
- Check off register of attendees for each class.
- Reset toys and activities periodically throughout each class.
- Clean toys and equipment as needed throughout the class and ensure kitchen equipment is clean and dry before packing away at the end of the class.
- Interact with children and parents during the class.
- Serve refreshments to parents (if applicable).
- Lead parents discussion during Mini Monty's class (if applicable).
- Liaise with and direct volunteers if present.
- Ensure hired venue is left clean and tidy before leaving.
- Liaise with venue staff as needed.

Duties and Responsibilities

- Collect and/or deliver equipment to management before and/or after classes.
- Arrive at the venue within good time of the class starting.
- Keep to class start and finish times.
- Adhere to the Monty's Play Hub non-disclosure agreement.
- Ensure awareness of GDPR is up to date and adhere to GDPR regulations.
- Liaise with management about the level of work required.
- Adhere to the safeguarding and privacy policies.

Person Specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Be willing to undertake further training provided by the company. • Be willing to lead own learning and research. • Own a valid driving license and a vehicle to be able to transport equipment to and from classes. 	<ul style="list-style-type: none"> • Has UK qualifications in childcare or teaching. • Has Montessori training.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Working with parents and children. 	<ul style="list-style-type: none"> • Have experience running or assisting with workshops and/or children's play groups. • Has attended in-person classes or volunteered at Monty's Play Hub previously. • Has experience speaking in front of small groups of people.
Knowledge and skills	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> • Demonstrate knowledge of Monty's Play Hub's in-person classes and online services. • Demonstrate moderate knowledge of Montessori. • Demonstrate an understanding of responsive parenting. 	<ul style="list-style-type: none"> • Have significant knowledge of Montessori education • Can show an understanding of child development.
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • An enhanced DBS certificate and barred list check. • A commitment to meeting GDPR regulations • Excellent verbal communication skills • Excellent time management and organisation. • High standards of self and professional standards. • A commitment to CPD • The ability to work as both part of a team and independently. 	

	<ul style="list-style-type: none">• The ability to maintain successful working relationships with colleagues.• The ability to maintain professional relationships with clientele.• High levels of drive, energy and integrity.• Creativity and innovative persona.	
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