



Forestville  
**MONTESSORI** School  
*Thriving beyond...*

## ASSISTANT PRINCIPAL Candidate Brochure

### Our purpose

We are a Montessori school educating children for life and for peace.

### Our vision

To be the launchpad for every child to thrive and lead a fulfilling life in ever changing times as stewards of peace and humanity.



# INTRODUCTION

## From the Principal

The Montessori philosophy is unique. It draws you in and as an educator, once you discover Montessori, there's no going back. It is such an honour to observe students daily who are thriving in their learning environments with staff who are passionate about what they do.

We focus on aligning all we do in our day-to-day practices to support our students in their growth and development, our staff in their passion for education and our parents on their children's journey.

We are lucky to learn surrounded by nature, in prepared environments that are adaptive to support our multi-age approach with ever-evolving social interactions, movement, independence and intellectual rigour.

As a community, we have much to be proud of and much to look forward to. If you are a leader who is passionate about all the possibilities a Montessori school offers, then we would love to hear from you. Join our team as we lead the school into this next exciting stage of development.

Warmest regards

*Demie Scala*





# A BRIEF HISTORY Of Forestville Montessori School

Founded in 1981, Forestville Montessori School, affectionately known as FMS, is grounded in delivering authentic Montessori programs. FMS is an independent, non-denominational, not-for-profit school, home to Montessori students from 18 months to 12 years old.

The school opened on its current site in Forestville, on Sydney's beautiful Northern Beaches in January 1981, thanks to a visionary group of parents who wanted a Montessori education for their children.

## **The commitment and effort of our founders made FMS what it is today!**

It's hard to believe that 43 years ago, parents seeking to explore Montessori education in Australia had to look overseas. Our Founders stopped at nothing to make FMS a reality.

Hank Van Gasset travelled to Holland to find our first ever Montessori 6-9 Director. His name was Paul Seibel. Paul trained at The International Centre for Montessori Studies Foundation in Bergamo, Italy, established in 1961 by Mario Montessori, (Maria son), and the first Montessori centre for elementary training (primary years 6-12). FMS's first Pre-School (3-6 Years) Directress was Dorothy Foenander.

Our Founders formed the Peninsula Montessori Society. They joined with other interested parents and together, purchased the land FMS is on today. Prior to this, the space had been a small Catholic school consisting of 4 classrooms.

In no time at all, divisions between the classrooms were removed and the space rearranged as a Prepared Montessori Environment. Over the years, more property was purchased and the rest, as they say, is history - a history we are so proud to be part of today.



# A BRIEF HISTORY Of Forestville Montessori School

## **A Community like no other**

The Montessori triangle of parents, staff and students working together for the benefit of all is well and truly alive at FMS. Our Community Team leads a high level of engagement amongst FMS families who are committed to Montessori and to our school. Our Board of Directors work judiciously behind the scenes supporting management and ensuring long-term strategic matters are proactively addressed.

## **A beautiful environment**

Nestled on Sydney's leafy Northern Beaches, FMS is just 16km or a 35-minute drive from Sydney's CBD.

Our campus is immersed in nature. Learning environments are timelessly beautiful with private gardens, outdoor areas, mature trees and organic gardens. These spaces give our students an opportunity to connect with and learn from the natural world. FMS children are actively involved in the care of our gardens, including vegetable patches, as part of our horticulture and environmental program. Our school grounds allow us to share to benefits of dedicated animal care program, with chickens and guinea pigs, a pet lizard and our own school dog highlights of the student experience at FMS.





# THE ROLE Of the Assistant Principal

This is a unique role, rarely available in Montessori schools. You will have the opportunity to lead an exceptional team of educators, to partner with a committed community of families and to work with a pro-active Principal and Board of Directors to develop and implement strategies to move our school and the Montessori education of our students into the future.

## About you

You are a future-focused educational leader with an ambitious approach to the promotion of Montessori education. A passion for inspiring students and staff combined with a relentless desire to further the success of our school is vital. This is an exciting opportunity to play a pivotal role in the growth and development of Forestville Montessori School (FMS).

Applications are encouraged from highly experienced, suitably qualified educators with leadership experience or the desire to step into a leadership role. You may be an existing Assistant Principal looking for a new challenge. This role is an opportunity for candidates who wish to gain experience toward a longer-term future career as a Principal.

## Essential Qualifications

- Degree in Education, Educational Leadership or related field
- Training specific to Montessori for Years 6-12. Training providers recognised include AMI, Montessori Institute (MWEI), AMS or equivalent.
- NESA Accreditation of at least Proficient teacher or equivalent

**“We are the sowers-our children are those who reap. We labour so that future generations will be better and nobler than we are.”**

Maria Montessori

# CANDIDATE BRIEF

## Criteria

You will be student focused and passionate about celebrating what our students achieve in a Montessori environment. You will lead, co-ordinate and implement all aspects of the Montessori philosophy across multiple programs.

As an Assistant Principal, you will play a strategic role in supporting the Principal and Leadership Team to deliver all round excellence. You will be a proud ambassador for Forestville Montessori School.

### Strategic Direction and Development

Leading by example, the Assistant Principal provides inspiration and guidance to students, staff, parents and the FMS community. You will work closely with the Leadership Team to 'Grow our School' and develop our staff. This includes touring prospective families and designing engaging presentations as part of our Parent education program.

Creating and implementing improvement plans which identify priorities and targets, you will have academic and wellbeing oversight of all FMS students from toddler to age 12.

Day to day operations will be your domain, ensuring adherence to all relevant laws and regulations, overseeing Workplace Health and Safety (WHS) practices whilst keeping abreast of priorities.





# CANDIDATE BRIEF

## Criteria

### Teaching and Learning

Maintaining consistent delivery of high-fidelity Montessori programs is the domain of the Assistant Principal. Your commitment will ensure all FMS students receive a highly individualised and independent driven program that aligns with the Montessori philosophy.

You will collaborate with staff to ensure the Montessori pedagogy is alive and energised within our school and will promote opportunities that encourage students' in 'big work' including 'Going Out.'

In addition to program and learning leadership, you will be required to contribute to teaching within the school as needed.

Finally, whilst adhering to the Montessori education framework, FMS is compliant with NESA (primary school) and ACECQA (for birth to 6 community). With assistance from the leadership team, the Assistant Principal ensures accountability for the school's registration, organisation and compliance with both bodies.

### Leading and Managing staff

As Assistant Principal, you will empower FMS staff by supporting their day-to-day teaching and facilitating professional growth opportunities. You will have the opportunity to plan inspiring professional development for staff that aligns with Montessori philosophy, NESA expectations and the school's strategic priorities.

You will be responsible to co-ordinate teacher availability and staffing rosters across the school to ensure staffing needs are met. For our students, you will structure relevant groupings of children that ensure effective teaching and learning takes place and students' developmental needs are met; this includes responsibility for any Independent Educational plans (IEP's).



# CANDIDATE BRIEF

## Criteria

A key part of this role is to establish priorities for expenditure and monitor the sustainable use of resources, including Montessori materials. Under your leadership and guidance, teaching staff will understand their own roles responsibilities and be able to plan forward, setting individual goals annually.

### Community Engagement

The role of Assistant Principal is closely connected to staff, students, parents and the extended FMS community. Our culture is one of care, respect and collaboration. You will be an integral part of sustaining this connection.

Within the leadership team, you will have input to design and implement initiatives to build a strong alumni network, develop relationships with other schools and educational establishments, local community and businesses, to enhance opportunities for students and the school's reputation. You will be encouraged to explore new opportunities to build partnerships that will widen the scope of Montessori education in alignment with our strategic intent.

### Skills and Abilities

- Excellent communication and interpersonal skills
- Known as someone who listens and can reflect different points of view
- Exemplary understanding of child development
- Ability to articulate the school's vision, values and Montessori philosophy to staff, students and parents
- Ability to empathise with students
- Collaborative leadership that builds trust
- Excellent organisational and administrative skills
- Ability to approach all situations in a calm and reassuring manner
- Flexibility and capability to manage effective change

### Personal attributes

- An unwavering commitment to Montessori education
- Proven track record in demonstrating sound judgement
- Can be relied upon to follow-up and keep promises
- Proactive, enthusiastic, can-do attitude
- Willingness to participate in the community





# CANDIDATE BRIEF

## What you can expect from FMS

**First and foremost, we offer a genuine Montessori environment.**

FMS is known as a great place to work. We look for passionate and experienced Montessori educators. We actively strive to recruit educators with the highest standard of Montessori credentials.

Our administration team is structured to ensure teaching staff are provided with support that reduces administrative loads in favour of time to plan and teach.

- Assistant educators work in every classroom from Birth to 12 Years, providing ongoing support to prepare the environment and work with children. In striving to provide benefits for our staff, we offer:
- An attractive award rate that has seen year-on-year percentage increases above inflation
- Access to flexible remuneration packaging
- Human Resource practices to support different needs
- Complimentary, confidential Employee Assistance Counselling services
- Generous Professional Development allowances including access to workshops and conferences
- External observations in Montessori schools
- Regular social events

An attractive remuneration package will be negotiated with the successful candidate. We would love to hear from you. If you would like an informal discussion with the Principal prior to submitting an application, please contact Agnesa Simcic via email at [agnesa.s@forestvillemontessori.nsw.edu.au](mailto:agnesa.s@forestvillemontessori.nsw.edu.au)



# CANDIDATE BRIEF

## How to apply

The closing date for applications is close of business, **Wednesday March 20th, 2024**, however, early applications will be considered and we reserve the right to make an appointment prior to the closing date.

If you would like an informal discussion with the Principal prior to submitting an application, please contact Agnesa Simcic via email at [agnesa.s@forestvillemontessori.nsw.edu.au](mailto:agnesa.s@forestvillemontessori.nsw.edu.au)

We would love to hear from you! If you are seeking an exciting leadership role within a Montessori environment. Please apply, ensuring your application is addressed to the Principal, Denice Scala.

### All applications must be supported by:

- A letter outlining your interest in the role, addressing the aspects of your experience that are relevant to the criteria described and outlining your educational leadership philosophy
- An up to date CV
- At least two referees whom we will only contact after consulting with you

We hope this booklet has provided all the information you need about this exceptional opportunity.

You can find more information on our website [www.forestvillemontessori.nsw.edu.au](http://www.forestvillemontessori.nsw.edu.au)

Should you have more questions please contact Agnesa Simcic on 61+2 9452 2044 or via email at [agnesa.s@forestvillemontessori.nsw.edu.au](mailto:agnesa.s@forestvillemontessori.nsw.edu.au)

