



**MONTESSORI**  
**GLOBAL EDUCATION**  
®

**Role:** Mentor

**Terms and Rate:** Independent Contractor<sup>1</sup>, payment terms to be discussed

*We are now accepting applications for supporters to our Montessori Mentoring Mindset programme.*

### **WHO IS A MENTOR?**

A Mentor is a responsive, experienced and thoughtful individual. Our team of Mentors are committed to investing in the growth and development of others, through the exploration and self-analysis of a Montessori approach to reflection and self-directed discovery. We are keen to hear from individuals willing to share their time, focus, knowledge and experience with other individuals or groups, through a reflective model of practical mentoring, known as our Montessori Mentoring Mindset programme.

We hope our Mentors will encourage personal and professional development for each colleague and mentee. Our team of Mentors provide guidance, supportive provocation and engage in rich, open and refreshing dialogue, to promote a commitment to sustainable self-reflection for all. Our Mentors seek to offer broad perspectives and build resilience, through integration on an independent point of view, guiding self-discovery as a model process that can foster growth and educational development within the mentee.

### **WHY BECOME A MENTOR?**

- *Providing mentorship is an opportunity to build leadership and management skills*
- *Providing mentorship can offer lasting career networks*
- *Mentorship can provide a reciprocal learning relationship. You may learn just as much from your mentee as your mentee will learn from you!*

### **Main purpose of the role**

- Provide guidance, advice, feedback, and support to each mentee – the allocation of Mentor and Mentee will always be a collaborative, collegiate process facilitated initially by our team.
- Prospective Mentees may often be those newly qualified in the Education sector, or those looking for a directional change within their professional practice. We do have more community-based enquiries and those seeking personal development guidance too. We are open to all!

### **Key areas of responsibility**

Our Mentors would most likely recognise their role as critical friend, listener, role model, champion, advocate... the list may be varied however, the parameters for this work are detailed below:

- To work independently and establish, with the mentee, the mentee's objectives for the relationship and the timeframe (these will be discussed with Montessori Global Education team members in allocation of Mentor, initially)

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<sup>1</sup> While engaged as an independent contractor for the organisation, you will not be entitled to any pension, bonus, holiday pay, sick pay, or other employment-related benefits. As an independent contractor, you are fully responsible for your own liabilities.

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Registered Charity Number: 313636  
Registered Company Number: 00531204

- Maintain confidentiality
- Take the initiative in the relationship, but allow the mentee to take responsibility for their growth, development, and career planning
- Commit to fostering the relationship for the specified period of time
- Commit to meeting with mentee on a regular basis (as determined by the initial arrangements facilitated by Montessori Global Education team member)
- Actively listen to mentee, providing honest and constructive feedback
- Respect mentee's limit; explicitly state one's own limits
- Provides encouragement and assists the mentee in identifying personal/professional development activities (as appropriate)
- Review objectives of the relationship with the mentee midway and at the end of a formal, relationship (timeline will be set through support by our Team)
- Follow through on commitments made to mentee
- Recognise and work through conflicts in caring ways, invites discussion on differences with the mentee, and arrange for a third party to assist, if necessary
- Maintains a professional relationship that doesn't intrude on the mentee's personal life; does not expect to be close friends
- End the relationship at the agreed upon time
- To complete written notes of each mentoring session
- To produce reports for records.
- To attend training and supervision sessions as required
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory

#### **Other Duties**

- Comply with all Montessori Global Education policies, procedures and protocols (inc. Health & Safety, Data Protection, Intellectual Property Rights, Equality & Diversity guidelines),
- To adhere to Safeguarding protocols,
- To adhere to our internal Code of Conduct, as described in Appendix 1.

#### **Guidance for Applicants**

Thank you for your interest in supporting the work of Montessori Global Education.

We operate an electronic recruitment process. To apply, please send an expression of interest, your CV and a cover letter detailing how you feel you are suited to the position to [recruitment@montessori.org.uk](mailto:recruitment@montessori.org.uk). For an informal discussion about this role, please also contact [recruitment@montessori.org.uk](mailto:recruitment@montessori.org.uk).

If you require documentation or application processes via an alternative format, please do let us know.

#### **Equality and Diversity - Our commitment**

We value and support the contribution of our team members and seek to extend this commitment to all applicants. We wish to ensure that all individuals feel supported and enabled, without unnecessary barriers to any successful employment, project work or opportunities within our team. We recognise the importance of removing obstacles that may prevent talented individuals from applying during recruitment processes, and we are committed to making reasonable adjustments wherever needed. This may include:

- Considering the time, location, and format of interviews and meetings
- Providing information and materials in accessible formats (e.g. digital, audio)

We actively welcome applications from people of all backgrounds, globally. At every stage of recruitment and application, we ensure that no individual is treated unfairly on any of the grounds outlined in our Equality Policy. We have set out our commitments in more detail in our broader team policies (available to applicants on request).



## MONTESSORI GLOBAL EDUCATION

We view diversity and inclusion as an essential part of our organisation's growth and success, and we are dedicated to fostering an environment where everyone can contribute their best.

### **Interviews**

Applicants will be notified by email of our shortlisting processes and interview arrangements as soon as possible.

### **Conditions of appointment**

All appointments are subject to the receipt of satisfactory references; proof of identity and right to work and a period of probation.

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Montessori Global Education is the working name of Montessori St Nicholas Ltd, a charitable company registered in England, and its subsidiary, St Nicholas Montessori Training Ltd.

## Appendix 1 - Code of conduct

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Our expectations regarding independent contractor behaviour towards their colleagues, members of the public, contributors, presenters and guests are outlined below:

- We promote freedom of expression and open communication.
- We expect all employees and independent contractors to avoid offending, participating in serious disputes and disrupting intended activities.
- We expect all independent contractors to foster a well-organised, respectful and collaborative environment in work with our organisation and its partners.

Independent contractors are bound by the company's policies and procedures (copies available on request) while performing their duties. Additionally, we expect independent contractors to align with our Code of Conduct as below:

- i) **Compliance with law:** All independent contractors should comply with environmental, safety and fair practice regulations and guidance. We expect our independent contractors to be ethical and responsible when dealing with company finances, services, partnerships and public image.
- ii) **Respect in the workplace:** All independent contractors should respect their colleagues. We will not allow any kind of discriminatory behaviour, harassment, or victimisation. Independent contractors should conform with our Equal & Diversity Policy in all aspects of their work, from recruitment to interpersonal relations.
- iii) **Professionalism:** All independent contractors must show integrity and professionalism in all activities, through all delivery modes. This includes protecting any company facilities and other material property from damage and vandalism, whenever possible. We expect independent contractors to follow staff nominee guidance and complete their duties with skill in a timely manner.
- iv) **Conflict of interest:** We expect independent contractors to avoid any personal, financial or other interests that might hinder their capability or willingness to complete the task or agreed schedule of works as planned.