



MONTESSORI
GLOBAL EDUCATION

®

Role: Tutor Assessor

Terms and Rate: Independent Contractor¹, payment terms to be discussed

Main purpose of the role

The purpose of this role is to support students and providers working/ studying within the provision of the MCI portfolio of courses and qualifications as a professional contact and advisor to their academic and professional practice. Work will usually be remote, with potentially some onsite support which could be in the UK and/or internationally.

Note: Tutor Assessors will be able to discuss their familiarity, experience and specialist knowledge in relation to the full MCI portfolio of courses and qualifications at interview.

Key areas of responsibility

The Tutor Assessor will support specifically:

1. The preparation and delivery of course components and learning activities in accordance with course specifications;
2. To provide detailed course information and specialist support, to students/ providers and wider stakeholders in line with a set MCI scheme of work;
3. To prepare appropriate plans and learning materials for each taught delivery session, to make these resources available for monitoring or teaching observations as requested;
4. To give subject specialist information, advice and support to learners as part of teaching duties, including providing learners with advice pertaining to the wider, general professional education sector;
5. To monitor, mark and assess learners' work and progress and maintain such records as appropriate and to prepare learners for course work, face-to-face assessments and/ or portfolio preparation as appropriate.
6. To keep learners' records as appropriate and as directed by MCI, including initial assessment, Individual Learning Plans and progress records with all feedback returned within set timescales for each MCI course specification
7. To engage in course monitoring and evaluation and to provide feedback to the Head of Education as requested, thus taking responsibility for the quality of your teaching.

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.

¹ 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.

Montessori Global Education
33 Colston Avenue
Bristol
BS1 4UA
United Kingdom
e. connect@montessori.org.uk
www.montessori-globaleducation.org

VAT Number: 798 4680 56
Registered Charity Number: 313636
Registered Company Number: 00531204

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. For an informal discussion about this role, please also contact 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).

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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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.

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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.