

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Head of Early Years	Reference: January 2024
Function/Department	Early Years	Location: AIS
Manager Title	Principal	
Position Type	Renewable Fixed Term	
Position Status	Full Time	

Position Objective

The Head of Early Years position aims to provide effective leadership in managing the education and development of children aged 2 months to 5 years, with a primary objective to establish a robust foundation for young learners. This role focuses on ensuring that children's cognitive, social, and emotional development aligns with the principles of the Early Years Learning Framework (EYLF) and prepares them for a seamless transition into the Primary Years Programme (PYP) within the school.

Responsibilities

Vision and Mission Alignment

- Ensure that the Early Years program aligns with the overall vision and mission of the school.
- Work with the Principal to establish and reinforce a shared educational philosophy.

Lead and manage the Early Years Sub school

- The Academic programme.
- Holiday Care and Extended Care programme.
- The Infant Care programme.

Strategic Plan Implementation

- Contribute to the implementation of the school's strategic plan by aligning Early Years initiatives with the overall strategic objectives.
- Develop specific goals and actions for Early Years that support the broader plan.

EY Improvement Plan

- Contribute to the development and execution of the Early Years improvement plan by identifying areas for enhancement within the Early Years program and implementing strategies to address them.

Data and Assessment

- Use data and assessment results to inform decision-making, ensuring that the Early Years programme's goals and activities are in line with the school's strategic direction and improvement plan.

Communication and Reporting

- Regularly communicate progress and outcomes to sub school heads and the broader school leadership, ensuring transparency and alignment with the strategic and improvement plans.

Policy Development

- Collaborate on the development and implementation of school policies, ensuring that they support the unique needs and goals of the Early Years programme.

Parent and Community Engagement

- Work with the admissions and marketing team to engage parents and the local community, demonstrating the importance of the Early Years programme and its role in the school's mission.

Collaboration with Sub school Heads

- Work closely with sub school heads to align the Early Years program with the broader educational objectives of the institution.
- Ensure consistency in educational goals and strategies across all school levels.

It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- A minimum of 5 years' experience in a leadership role working with children in and Early Years/Infant School.
- A strong understanding of the Australian and International curriculums.
- A proven ability to lead and manage a large team of educators.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with all stakeholders, at school and group level.
- Demonstrate commitment to the provision of pastoral care and support to students.
- Have an innovative and forward-thinking mindset with a track record of successful implementation of new initiatives.
- Experience working in an international school environment is highly desirable.
- Demonstrated commitment to ongoing professional learning and development.

Qualifications

- A teaching qualification, such as a Postgraduate Certificate in Education or a Bachelor of Education or a related field is essential.
- A master's degree in education or a related field is highly desirable.
- A strong knowledge related to the Reggio Emilia philosophy and the Primary Years Programme (PYP) is desirable.

Contacts

- Head of School
- Principal
- Head of Sub-Schools
- Managing Director and other Operations functions
- Academic contingent
- Parents
- Students

Working Conditions

- Official working hours 8am to 4pm or as required, Monday to Friday.
- Occasional weekend or evening work including department meetings or professional development.
- Manage and contribute to Holiday Care/Extended Care and Infant Care.

Terms of Employment

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- Annual Leave: **30 Days**
- Medical Benefits: **Group medical insurance**
- Sick Leave/Hospitalisation Leave: **60 days hospitalisation leave including 14 days sick leave**
- Probation Period: **One full term**
- Reference Check: **Required**
- Background check: **Required**