

**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	Deputy Head of Early Years	Reference: February 2025
Function/Department	Early Years	Location: AIS
Manager Title	Head of Early Years	
Position Type	Fixed Term	
Position Status	Full Time	

## Position Objective

The Deputy Head of Early Years (DHOEY) supports the Head of Early Years in the implementation, development, organization, and management of the International Baccalaureate Primary Years Programme (IB-PYP) and the Early Years Learning Framework (EYLF). The DHOEY assists with logistics, strategic planning, and the day-to-day management of the Early Years program, ensuring alignment with curriculum practices and educational goals.

## Responsibilities

### Leadership

- Collaborate with the Early Years Leadership Team (EYLT) to ensure cohesive leadership of the Early Years program, stepping into the Acting Head role as needed.
- Partner with the EYLT to plan, implement, and monitor key initiatives, including logistics for assemblies, events, parent sessions, and daily operations.
- Engage with departments such as facilities, marketing, admissions, and community engagement to promote the Early Years program and foster strong relationships within the school community.
- Support the coordination and management of programs like Infant Care, Extended Care, and Holiday Care.
- Oversee the school's Professional Learning and Review System, ensuring meaningful feedback and growth opportunities for staff.
- Represent the Early Years in leadership groups such as the Academic Strategy (AST) and Logistics Teams.

### Operational Oversight and Administration

- Manage scheduling, rostering, and operational duties, including staff release schedules and daily tasks (e.g., bus duties, drive-through).
- Oversee the Associate Teacher program and coordinate support staff, including teacher assistants, student support staff, and volunteers.
- Lead the recruitment and onboarding of Early Years staff, including interviews and induction programs.
- Ensure operational policies and procedures are in place to support effective administration, aligned with school-wide policies.
- Conduct enrolment interviews with prospective families, providing an overview of the Early Years program.
- Manage internal communications, such as staff notices and briefings, to keep the team informed.

## Teacher Support and Development

- Provide guidance to teachers on classroom management, pastoral care, curriculum implementation, and administrative tasks.
- Foster professional growth by organizing development opportunities, recommending relevant training, and providing feedback through classroom observations.
- Support new teachers with induction programs, focusing on PYP and Early Years Learning Framework (EYLF).
- Promote collaboration among teachers to align best practices and enhance teaching strategies.

## Curriculum Leadership

- Lead the planning and implementation of the Early Years curriculum, ensuring alignment with IBO standards and PYP requirements.
- Oversee the creation and review of the Program of Inquiry (POI), ensuring integration across year levels and the Elementary School.
- Develop strategies for effective documentation and review of teaching and learning practices, supporting collaborative planning and differentiation.
- Monitor assessment and reporting processes to ensure alignment with school policies and best practices.
- Facilitate communication with guardians regarding the curriculum through newsletters, websites, and parent sessions.
- Coordinate excursions, incursions, and visits from external professionals to enrich the curriculum experience.
- Assist in creating a safe learning environment by overseeing the maintenance of classrooms, equipment, and playgrounds.

## Evaluation and Accreditation

- Lead the preparation and documentation for evaluations and accreditations, ensuring practices align with required standards.
- Organize professional development days, ensuring alignment with strategic goals and staff needs.
- Support teachers in meeting IBO standards, providing training and resources to enhance their understanding of PYP requirements.
- Foster reflective practices by leading discussions and reviews to support continuous improvement.

**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.**

## Selection Criteria

- In-depth understanding of child development, the Early Years Learning Framework, and the IB Primary Years Programme, with experience delivering these at a high level in the classroom.
- Proven ability to provide high-quality educational leadership within the assigned area of responsibility.
- Exemplary teaching and learning skills that result in exceptional student outcomes.
- Demonstrated capacity to build and sustain effective teams, fostering collaborative and constructive relationships to enhance teaching and learning practices.
- Proven ability to successfully initiate, plan, and implement programs that address emerging educational needs and



priorities.

- Capacity to critically evaluate professional practice and support colleagues in developing their skills through involvement in annual reviews and appraisals.
- Exceptional communication and interpersonal skills when engaging with students, colleagues, parents, and the broader community.
- Demonstrated experience and capacity to fulfill the core responsibilities of the role, with a minimum of three years in a leadership position.

## Contacts

- Member of EYLT
- Teachers
- Students
- Parents
- Senior leadership

## Working Conditions

- Official working hours 8am to 4pm or as required
- Occasional weekend or evening work including department meetings or professional development

## Terms of Employment

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- Working Hours: **8:00 am – 4:00 pm, Monday to Friday**
- Annual Leave: **30 days Annual Leave**
- Medical Benefits: **Group Medical Insurance**
- Medical & Hospitalisation Leave: **60 days hospitalisation leave including 14 days medical leave**
- Probation Period: **1 term**
- Other benefits including relocation and housing depending on terms of employment
- Reference Check: **Required**
- Background check: **Required**