

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 Learning Enrichment and Wellbeing - Early Years	Reference: December 2025
Function/Department	Early Years	Location: AIS
Manager Title	Head of Early Years	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Head of Learning Enrichment and Wellbeing - Early Years partners with parents, leaders, class teachers, specialist staff and members of administration to enable students to reach their potential. They work closely with the EYLT and MCL team to facilitate support for all learners. This occurs within the context of a nurturing community that operates from an acceptance and appreciation of differences. AIS is an inclusive community and the Learning Enrichment Department assists in the provision of differentiated learning program that aims to meet the needs of the individual.

Responsibilities

The Head of Learning Enrichment and Wellbeing - Early Years leads, plans and implements developmentally appropriate support based on:

- A range of evidence-based strategies and supports.
- Appropriate intervention for young children, using resources in an inclusive classroom context.
- Positive, safe, and trusting relationships with young children and their families and teachers in order to encourage student progress related to their developmental needs.
- Organising, administering and analysing screening and progress monitoring data to identify student need, adjust intervention and report progress to parents, staff and administration.
- Ongoing professional relationships with service partners on and off campus in order to maximise student outcomes.
- Designing well planned, individual, small group and/or in class support for supporting students requiring education adjustments based on a Multi-Tiered System of Support.
- Demonstrated knowledge of current practice, trends and research within the area of Inclusive Education.
- Genuine consultation with the student, carer and external multidisciplinary teams in supporting students to achieve learning outcomes founded from the Early Years Learning Framework.

Duties undertaken within the role include, but are not limited to:

- Program Development and Implementation
- Plan and assist with design, implementation, monitoring, review, and evaluation of appropriate programs to meet identified needs of students.
- Support the curriculum leadership teams to ensure all adequate differentiation exists to support all learners in accessing the curriculum.
- Provision of alternative or modified materials and instructional strategies.

Student Wellbeing

- Monitor and report on the academic progress and well-being of students.
- Foster partnerships with parents, families, and external organisations to promote diversity and inclusion and support the AIS community.
- Make recommendations to families based on holistic care and student wellbeing.
- Liaise and work collaboratively with external agencies to strengthen partnerships between home and school, and ensure the best outcomes for students and families.
- Case management for students receiving support.
- Oversee and support teachers in the development of Student Learner Profiles for AWeS students to support student learning and success within the school context.
- Collaborate with EYLT, MCLs and Counsellors on student welfare concerns.
- Support student adjustment to the new school environment.
- Foster positive and collaborative relationships between LE, teachers and specialist teachers.
- Promote a school culture of positive perceptions of LE learners.
- Support families during transitions to ensure the best outcomes for students.

Staff Development

- Mentor and coach educators to create inclusive and supportive classrooms.
- Participation and/or leadership of professional development within the area of Inclusive Education and diversity.
- Support staff to develop the skills to identify students requiring support.
- Engage in the recruitment process as required.
- Support and mentor educators in working in partnership with families.

Administration

- Liaise with Assistant Head of Inclusive Education and Head of Early Years regarding departmental staffing, teacher and support staff deployment and teaching space allocation.
- Analyse school-wide data related to diversity and inclusion to inform decision-making and track progress.
- Interpretation of formative and summative assessments for classroom teachers, parents/caregivers and students and providing a summary of assessment results and incorporating information into an appropriate support plan.
- Maintaining updated and accurate records that adhere to high levels of confidentiality, which contribute to placement and programming decisions.
- Effective strength-based communication and follow-up with all key stakeholders.
- Coordinate, facilitate, and maintain records on meetings with parents, teachers, and internal/external multidisciplinary teams.
- Work collaboratively with LE Heads across school to ensure across school alignment and smooth transition into ES for EY students.
- Work closely with Admissions, Heads of School and Heads of Learning Enrichment in regards to student enrolments and sharing information with key stakeholders, when appropriate.
- Lead EY AWeS meetings.

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

- Excellent communication skills, multi-tasking and time management.
- Ability to work as a part of a team and an interest in participating in the wider school community.
- Must demonstrate flexibility, strong work habits, and a positive attitude.

Contacts

- Head of Early Years
- Deputy Head of Early Years
- Teachers
- Students
- Parents
- Multi-Classroom Leader

Working Conditions

- 8.00am to 4.00pm, 5 days per week
- School functions, meetings, events and professional development days as necessary, both within and outside of school hours

Terms of Employment

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. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Working Hours: **8:00 am – 4:00 pm, Monday to Friday**
- Annual Leave: **during prescribed school holidays**
- 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**