



Brief for the appointment of Lower Junior School Lead

In partnership with

COGNITA



DISCOVER PURPOSE, CREATE CHANGE

Cognita has entered into a partnership with Alleyn's to create two leading independent day schools in north London.

Alleyn's is south London's finest coeducational day school, consistently placed within the top London schools for academic achievement and winner of the Independent Coeducational School of the Year Award 2025. Cognita's flagship London schools, North Bridge House Regent's Park and North Bridge House

Hampstead, form part of the new Alleyn's Schools Group. Alleyn's Regent's Park opened in September 2025 and Alleyn's Hampstead is opening in September 2026.

A new Junior School will open in Hampstead in 2026, creating a through school for children aged 2–18, with Nursery, Junior, Senior and Sixth Form sections.

 We're excited to see how you'll help shape the future at Cognita. Good luck with your application – we can't wait to see what you'll bring.

Thank you very much for your interest in the role of Lower Junior School Lead, here at Alleyn's Hampstead. I am delighted that you are considering it and I hope to give you a sense of us and why an Alleyn's School is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also indicate what we are seeking to achieve here.

So, why Alleyn's? Alleyn's is part of a historic foundation which has been educating young people for more than 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful and academic exploration and discovery is something we very much welcome at our schools. Here, as well as acting, Edward Alleyn was also a philanthropist. His school was established to change the lives of children –initially “12 poor scholars”. It is rather wonderful that the original 12 has grown into the large, thriving community of the Alleyn's Schools' Group with more than two thousand children across north and south London, reflecting the Founder's vision. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations and we are delighted that you are interested in joining this group.

Along with our history and heritage, we are also very proud of our future-facing outlook, both in our innovative and dynamic curriculum (we have devised exciting AI focused courses which all our pupils study) and in our facilities and in our approach to the adventure of teaching in and learning in and beyond the classroom. I very much want to tell you about our pupils too. They are engaging, grounded, passionate and interesting young people, who throw themselves wholeheartedly into the life of the school and they are a real pleasure to work with. The really lovely staff/pupil relationships here are critical and they underpin all we do.

I do hope that you will be able to get a sense of energy and fun at the heart of our schools during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about our schools. And we really hope that you enjoy discovering that for yourselves, during this recruitment process.

May I wish you the very best of luck?

Warm regards,
Mrs Jane Lunnon
Head, Alleyn's



**'IF YOU'RE LOOKING FOR THE EPICENTRE
OF FORWARD THINKING EDUCATION,
HERE IT IS' TATLER SCHOOLS GUIDE 2025**



A WORLD OF SCHOOLS CONNECTED BY A SINGLE PURPOSE


At Cognita, we don't just provide education – we create environments where students, teachers, and colleagues can truly thrive. As part of our global family, you'll join a unique community that's dedicated to shaping the future of education. Our purpose is simple yet powerful: to empower every individual to **thrive in a rapidly evolving world**.

We believe in the power of individuals to create a lasting impact. Joining us means being part of a community where your ideas, passion, and drive can truly make a difference.

This candidate pack is your guide to discovering how you can thrive with us.

INSIDE THIS PACK YOU'LL DISCOVER:

- **About Cognita** – learn about what fuels us and keeps us moving forward.
- **Our people promise** – learn about the role you'll play and the impact you'll make with us.
- **School introduction** – learn about the great school you'll join.
- **Role overview** – understand how we see you contributing and explore what's expected of you.
- **Benefits** – discover the rewards of becoming part of Cognita.
- **Application process** – find out what's next and how to apply.

 **Want to understand the thread that connects our schools? See our Quality Framework on the next page.**

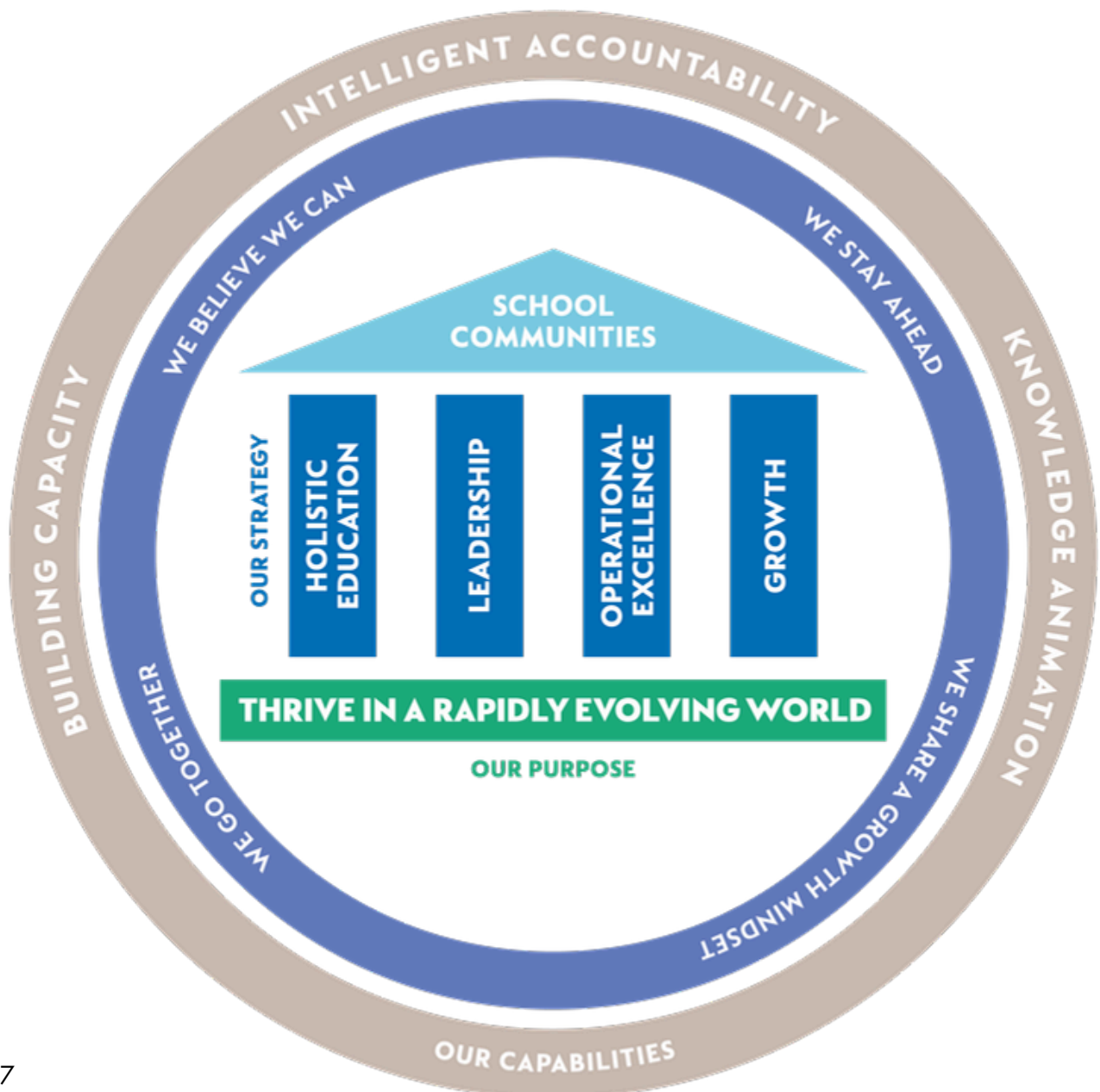
OUR QUALITY FRAMEWORK

With the support of our Cognita Quality Framework, we ensure that every school maintains its unique identity while benefiting from shared best practices, knowledge, and a global commitment to excellence.

This framework is the golden thread that connects all our schools, helping us create world-class learning environments for everyone.

Every Cognita school is special to us, but we are united by our collective goals, passion for innovation, and commitment to progress. Together, we collaborate, embrace new challenges, and create meaningful change that benefits not only our schools but the communities around us.

✿ **Keep reading to understand the mindsets that empower us to thrive and brings all this to life.**



BUILDING A STRONG CULTURE FOR AN EVOLVING WORLD

For our extraordinary community to fulfil our purpose, we rely on the strength of our culture. We thrive and our students thrive when we go forward together, progress by facing challenge, anticipate the future, and stay open to new ideas and ways of working.

OUR MINDSETS

Building a thriving culture isn't accidental – it's the result of intentional choices and actions we take every day. By living through our mindsets, we don't just shape the way we work – we build a culture that empowers us to drive purpose and create change so we can grow, succeed and make a lasting impact.

WE GO TOGETHER

We are stronger together, as one global schools system and operate with our collective goals in mind. We show up for one another, collaborate widely and share generously.

WE BELIEVE WE CAN

We are driven and passionate about what we do. Determined learners, we progress fast by facing challenges and empowering others to do the same. We take ownership of our responsibilities and always believe there is a way.

WE STAY AHEAD

We embrace change to stay ahead, whilst maintaining high-standards and best practice. We anticipate the future, not afraid to do things differently so that both our students and our business thrive today and tomorrow.

WE SHARE A GROWTH MINDSET

We always consider the needs and perspectives of others. We are open to new ideas and ways of working, connecting to wider perspectives wherever possible.



Want to better understand the role you'll play and the impact you'll make with us? Have a look at the next page.

DISCOVER PURPOSE, CREATE CHANGE WITH US

We are a diverse community, united by a shared purpose: to **thrive in a rapidly evolving world.**


We empower every school, teacher, colleague and student to focus on what they do best.

As a dynamic, committed team in 90 schools in 21 countries, we move fast but securely and progress while maintaining high standards. Find diversity, autonomy, and challenge to build a purposeful career with a variety of opportunities both upwards and sideways.

Join a welcoming, supportive network of talented people who are resilient and driven to achieve. Embrace change and innovate thoughtfully, take in fresh perspectives to achieve ambitious goals and create an inclusive, sustainable future in education. Striving for excellence and encouraging one another, make your mark through intentional impact and creating meaningful change for children and our incredible school system.

Your voice matters in our collaborative, open environment. We show up for one another, care about everyone's well-being and value input from our whole school community. Our strength lies in our diverse and expansive collaboration, championing local ownership and creating opportunities through our differences.

Achieve more in a place that thinks ahead, is unafraid to do things differently, and welcomes new ideas. Create change, grow, care, and always find purpose in a place committed to helping you and everyone thrive.

 Find out what this means for your role on the following pages...

BE THE CATALYST FOR EDUCATIONAL TRANSFORMATION

Step into a transformative leadership role at Cognita, where your vision and drive will shape the future of our schools. Every action you take has a clear purpose: to inspire both staff and students to achieve their fullest potential. In this role, you will foster innovation, collaboration, and inclusion, creating a lasting impact and championing a shared mission of educational excellence.

DISCOVER PURPOSE AND CREATE CHANGE WITH US:

THRIVE IN AN EXTRAORDINARY COMMUNITY

In our global community, collaboration and shared goals are central. You'll be part of a passionate network that supports and inspires each other. Together, we achieve more than we ever could alone, sharing generously and collaborating widely.

CREATE MEANINGFUL CHANGE EVERY DAY

Lead with a bold purpose and inspire transformative educational environments. At Cognita, you'll drive initiatives that promote inclusivity and diversity, making a profound difference in the lives of our students and staff. Your leadership will leave a legacy of progress and excellence.

CHAMPION PROGRESS IN EDUCATION

We stay ahead by embracing and role-modelling change, pushing the boundaries of what's possible in education. Your forward-thinking approach will set new standards for innovation, ensuring that our schools continue to thrive today and tomorrow.

LEARN AND DEVELOP FROM NEW CHALLENGES

At Cognita, we embrace challenges with determination and optimism. In your role, you'll continually develop new skills and take ownership of your growth, while empowering others to do the same.



Find out more about Alleyn's Hampstead on the next page...



'ALL WE CAN BE' AT ALLEYN'S HAMPSTEAD

WELCOME TO OUR SCHOOL

At Alleyn's Hampstead, we will have three age-appropriate campuses. Two Nursery and Junior School campuses, one dedicated to children aged 2 to 6 years, one for children aged 6 to 11 and a Senior campus educating 11-18 year olds.

All campuses have embarked on a transformational development programme as they become part of the Alleyn's Schools Group. Remodelling and refurbishment of existing facilities, together with a comprehensive building plan will not only enhance the teaching and learning environments but will provide first-rate facilities and position Alleyn's as a leading provider in the north London market.

OUR VISION

This is a remarkable time to join one of our outstanding schools. The world-class Alleyn's educational proposition, together with an investment plan to create a first-rate teaching and learning environment, positions Alleyn's Hampstead as one of London's leading co-educational day schools. Alleyn's vision, "All We Can Be," champions the ideal that every member of the community should have the opportunity to discover and develop their unique talents.

There are seven core elements to an Alleyn's education:

1. AiQ "Alleyn's Intelligence Quotient" – Academic

2. AEQ "Alleyn's Emotional Quotient" – Pastoral
3. All In Co-Curricular & Partnership – Academic
4. Aspiring Minds – Scholarship
5. Events Programme – The key markers of our school year, and opportunities for collaboration.
6. Thought Leadership – Alleyn's leading the debate and challenging the status quo.
7. Physical Environment – The marginal gain approach to educational design & smart schools.

ALLEYN'S VALUES

We recognise wonderful academic results are a by-product of an outstanding values-driven education, an education which aims to:

- Promote respect, well-being and diversity in a caring community where every individual can flourish;
- Develop curiosity, wonder, creativity and a love of learning;
- Inspire ambition and intellectual rigour through excellent teaching and learning;
- Cultivate discovery and opportunity through an outstanding co-curriculum;
- Foster awareness, leadership and connection through partnership and enterprise;
- Cherish the wide Alleyn's family and honouring our historic commitment to Edward Alleyn's charitable foundation.

WHAT YOU'LL BE DOING

ROLE PURPOSE

The Lower Junior School Lead at Alleyn's Hampstead Nursery & Junior School embodies the school's Vision, Mission, and Values.

This role requires a kind, compassionate, ambitious, and proactive leader who is deeply committed to the wellbeing and personal development of pupils and staff. As a visible and service-oriented leader, the Lower Junior School Lead is responsible for driving forward the academic vision, curriculum development, and assessment excellence across the lower years.

The Lower Junior School Lead will oversee the academic, pastoral, and operational provision for Years 1–3, while also delivering high-quality classroom teaching as part of their timetable.

SENIOR LEADERSHIP TEAM (SLT) RESPONSIBILITIES

- Contribute to the formulation of the vision, strategy, and School Development Plan.
- Collaborate with the Headteacher and SLT in implementing and reviewing school policies.
- Assist in the management of the school and lead strategic academic initiatives.
- Deputise for the Headteacher in their absence, alongside other SLT members.
- Uphold and promote high professional standards among staff.
- Build strong relationships within the school community to support a positive and inclusive culture.
- Lead whole-school assemblies and staff meetings focused on pastoral care, wellbeing, and academic development.

- Support the recruitment, development, and appraisal of staff.
- Share responsibility for marketing and promoting the school's ethos.
- Participate in key school events and fulfil SLT duties as required.
- Be available to parents, pupils, and staff as needed, referring serious issues to the Headteacher when appropriate.

EDUCATIONAL LEADERSHIP, TEACHING & LEARNING

- Lead and manage the Lower Junior School (Years 1–3), ensuring high standards of teaching and learning.
- Hold responsibility for a designated teaching timetable within the Lower School or across the school, as determined annually by the Headteacher.
- Contribute directly to pupil progress through teaching, assessment, and curriculum delivery.
- Develop and implement a rigorous, creative, and engaging curriculum aligned with the school's academic vision.
- Oversee the preparation, administration, and quality assurance of 5+, 6+, and 7+ assessments.
- Monitor and evaluate pupils' academic progress, providing timely and effective feedback to staff, parents, and key stakeholders.
- Support and mentor Lower School staff, promoting continuous professional development and best practice.
- Collaborate with the Deputy Head (Strategy and Innovation) to develop innovative teaching practices, initiatives, and cross-curricular projects.

ROLE OVERVIEW > WHAT YOU'LL BE DOING

- Establish strong partnerships with parents, feeder schools, and senior schools to ensure smooth transitions and continuity of learning.
- Oversee the smooth transition of pupils joining the Lower School and support pupils moving to the Upper School.

PASTORAL CARE

- Ensure the wellbeing and safety of all pupils within the Lower School.
- Foster a positive, inclusive environment where children feel valued, supported, and challenged.
- Build strong relationships with pupils, parents, and key stakeholders, providing guidance and support where needed.
- Implement effective behaviour management strategies that promote positive behaviour, resilience, and social development.

OPERATIONAL MANAGEMENT

- Oversee the day-to-day operations of the Lower School, including staffing, resources, and timetabling.
- Ensure the learning environment is safe, welcoming, and conducive to academic and personal development.
- Collaborate with senior leaders to contribute to the overall strategic development and success of the school.
- Promote effective communication and collaboration within the Lower School team and across the wider school community.
- Take a leading role in preparing the school for inspections and assessment audits.
- Formulate, develop, and update policies as appropriate, alongside the Headteacher and SLT.

PARENT LIAISON

- Maintain high standards of communication with parents throughout the year, addressing queries and feedback.
- Communicate regularly with parents regarding pupils' progress, ensuring statutory reporting requirements are met.
- Support transitions from Lower School to Upper School, ensuring continuity of academic and pastoral provision.

SAFEGUARDING

- Act as a DDSL (Deputy Designated Safeguarding Lead).
- Support the Designated Safeguarding Lead (DSL) to ensure compliance with statutory safeguarding requirements and school policies.
- Provide training and support to Lower School staff on safeguarding issues and procedures.
- Work closely with external agencies, including social services and the police, to safeguard and promote pupils' welfare.
- Maintain accurate and confidential safeguarding records.

The Lower Junior School Lead post carries both strategic leadership responsibility and a substantive teaching commitment. The balance of leadership and teaching hours will be reviewed annually in line with school priorities.

This list is not exhaustive, and the post holder may be required to undertake any reasonable duties requested by the Headteacher.

WHAT YOU'LL BRING

Essential	Desirable
<p>SKILLS</p> <ul style="list-style-type: none"> • Extensive knowledge of assessment procedures for 5+, 6+, and 7+, as well as broader primary curricula. • Strong interpersonal and communication skills, with the ability to engage effectively with staff, pupils, and parents. • Commitment to promoting the welfare and wellbeing of all children. 	<p>SKILLS</p> <ul style="list-style-type: none"> • A track record of motivating and inspiring staff. • Strong record of excellent pupil outcomes. • Evidence of financial awareness, e.g., ability to work within a budget.
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Qualified Teacher Status (QTS) or equivalent. 	<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Further study beyond degree level.
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience teaching in both KS1 and KS2. • Proven leadership experience within primary education, preferably in an independent school setting. 	<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience working in a split-site school and awareness of the opportunities and challenges it presents. • Experience implementing whole-school initiatives and contributing to school development at strategic and operational levels. • Understanding of regulatory requirements.
<p>PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none"> • Visionary leadership with a passion for academic excellence, innovation, and strategic development. • Collaborative team player who values and fosters a positive school culture. • Analytical thinker, able to use data to guide decisions and drive improvement. • Empathetic, kind, and approachable, with a genuine commitment to pupils' holistic development. 	<p>PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none"> • Wider interests that could contribute to the extra-curricular life of the school. • Calm and supportive manner.

KEY STAKEHOLDERS YOU'LL BE WORKING WITH

- **Internal:** Pupils, Teachers, Cognita colleagues.
- **External:** Educational providers, Parents, Inspectorates, Peripatetic teachers.

THE BENEFITS THAT WILL HELP YOU THRIVE

Our benefits are more than just perks – they're a reflection of our commitment to your growth, well-being, and success. Whether you're looking to expand your professional horizons or ensure a healthy balance between work and life, we offer a range of benefits designed to support you every step of the way.

WHAT YOU'LL GET

Core benefits

- Competitive salary based on level and experience
- Life assurance
- Pension scheme
- Flu vaccinations
- Employee assistance programme
- Exclusive third-party discount platform
- Cycle to work scheme
- School fee discount
- A wide range of professional subscriptions

GREAT, SO WHAT HAPPENS NEXT?

HOW TO APPLY

We're excited to get to know you and learn more about your unique skills and experiences. To help us process your application smoothly, here are a few steps to guide you:

- Please submit a completed Cognita application form, along with a cover letter that highlights how your experience and skills align with the role. The cover letter should be no more than two sides of A4 and can be submitted in the specified languages.
- Feel free to include your CV, but please ensure it accompanies the completed application form.
- Submit your application via our applicant tracking system by following the apply now link on the advert. Be sure to submit it by the stated deadline so we can review your application as soon as possible.

We can't wait to meet you. Best of luck with your application, and we'll be in touch with the next steps soon.

SAFEGUARDING AT COGNITA

At Cognita Schools, we are fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and third parties to share this commitment. As part of our safer recruitment practices, pre-employment background checks will be conducted before any appointment is confirmed.

DIVERSITY, EQUITY, AND INCLUSION (DE&I)

At Cognita, diversity, equity, and inclusion are at the heart of everything we do. As a global community spanning over 94 nationalities, we know that our strength lies in our diversity. It's what drives our success and makes Cognita a place where everyone can thrive.

We are committed to:

- Attracting, recruiting, and retaining diverse talent.
- Embedding DE&I principles into every part of school life.
- Fostering inclusive environments where all voices are heard and celebrated.

No matter where you come from or what stage of your career journey you're on, you're welcome at Cognita.



Your journey towards making a real difference starts here and we're excited to see how you'll make your mark.

Contact us at recruitment@cognita.com and begin your journey today.

COGNITA