



Brief for the appointment of Head of Pre-Prep

In partnership with

COGNITA



THRIVE WITH COGNITA

DISCOVER PURPOSE, CREATE CHANGE

Cognita has entered into a partnership with **Alleyn's Schools Group** 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 a finalist in both the TES and Independent School of the Year awards in 2024. Cognita's flagship London School, North Bridge House, has campuses in Canonbury, Hampstead and Regent's Park.

The Regent's Park and Hampstead campuses will become part of the **Alleyn's Schools Group**. **Alleyn's Regent's Park** will open in September 2025 and **Alleyn's Hampstead** 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. Hampstead's new Sixth Form opens this September.

✿ **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 Head of Pre-Prep, here at **Alleyn's** Regents park. 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 Lunn
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.

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 100 schools in 17 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...

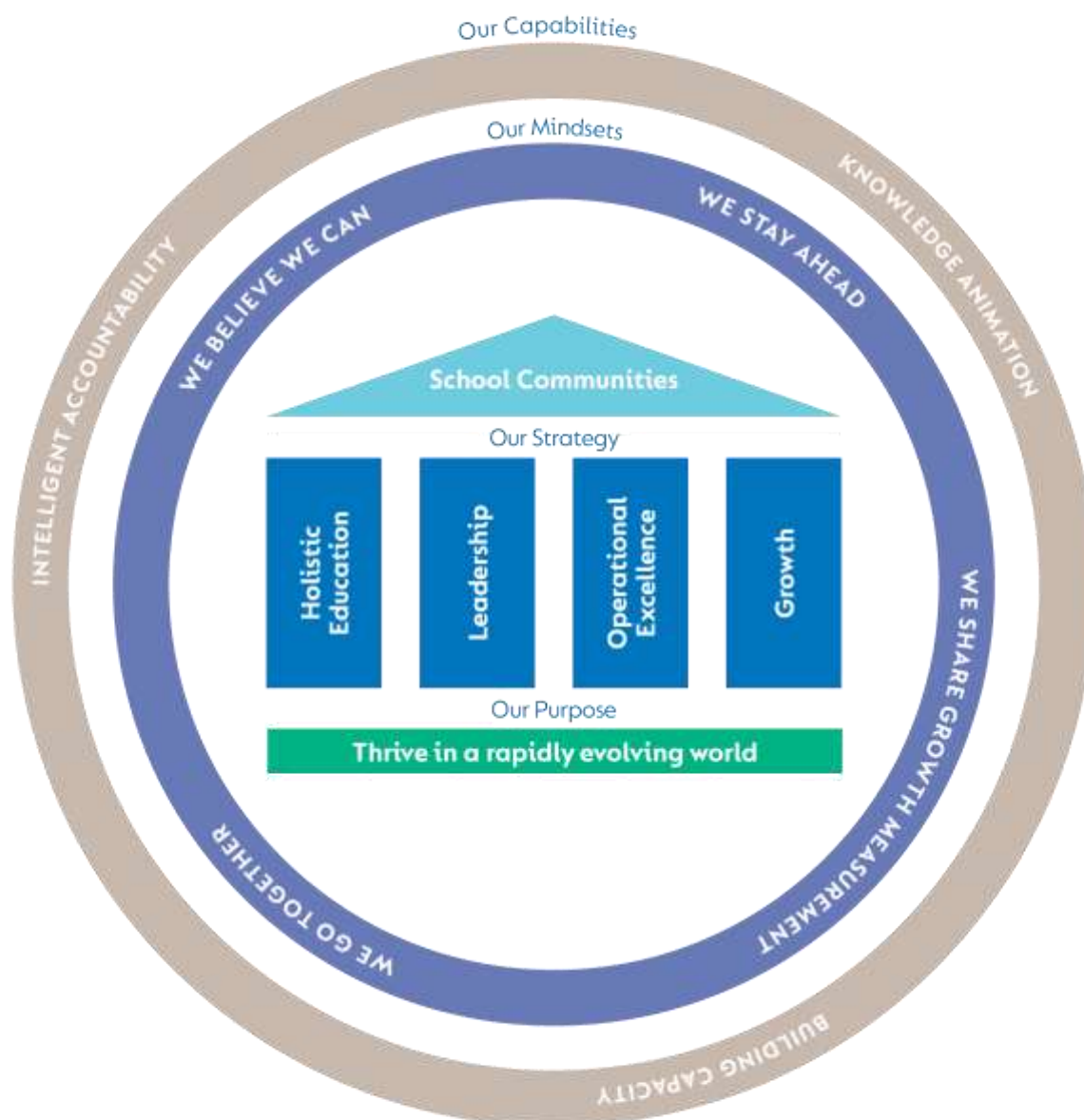
OUR QUALITY FRAMEWORK

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 this 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.**

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 Regents Park on the next page...



FIND OUT MORE ABOUT ALLEYN'S REGENT'S PARK

As a leading co-educational independent school in the UK, we offer a scholarly, values-led, holistic and joyful education within our community and far beyond it. Like our player founder, we are creative and pioneering, embracing a spirit of possibility, collectively and individually.

We want our pupils to be 'all they can be' – kind, happy, inspired, and, having found their thing, ready to lead and to make a positive difference in the world when they leave us.

'ALL WE CAN BE' AT ALLEYN'S REGENT'S PARK

WELCOME TO OUR SCHOOL

Regent's Park Prep is located in a historic, former convent on the edge of Regent's Park and educates children aged 4–13. Currently preparing for 11+ and 13+ entry with an expectation that it becomes an 11+ centre of excellence from September 2026.

The school draws pupils from across North London from Finchley to Chelsea and Wembley to Hackney and is very well connected with Camden Town on the northern line just a five-minute walk away.

OUR VISION

This is a remarkable time to join one of our remarkable schools. The world-class Alleyn's educational proposition together with an investment plan to create a first-rate teaching and learning environment positions Regent's Park 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:

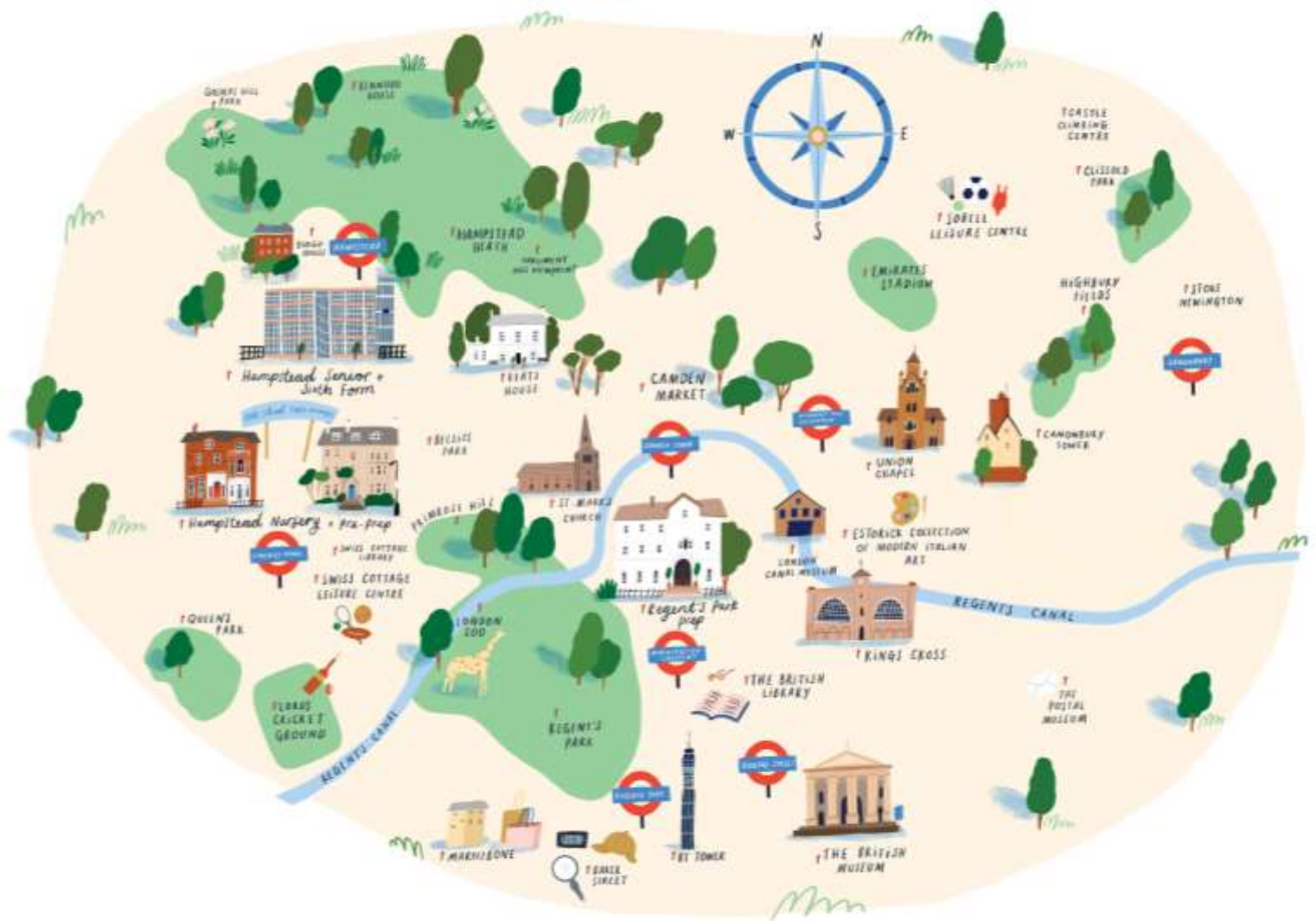
1. iQ "Alleyn's Intelligence Quotient" – Academic
2. AEQ "Alleyn's Emotional Quotient" – Pastoral
3. All In Co-Curricular & Partnership – Academic
4. Aspiring Minds – Scholarship
5. Events Programme – The key markers of our school year, and opportunities for collaboration.
6. Thought Leadership – Alleyn's 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.

CAMPUS LOCATIONS



THE ALLEYN'S ROCCK – OUR SCHOOL VALUES

RESPECT
OPPORTUNITY
CURIOSITY
COURAGE
KINDNESS

WHAT YOU'LL BE DOING

ROLE PURPOSE

The Head of Early Years will be responsible for the strategic, academic, pastoral, and operational leadership of the Department (Reception to Year 2). The post holder will be an inspiring and visible leader who drives excellence in early education, fosters a nurturing learning environment, and ensures an outstanding foundation for every child.

As part of the Senior Leadership Team this role will be responsible for a forward thinking, evidence-based approach to early years learning and ensure sector leading pedagogy and innovation. A large part of the role will be to plan the strategic growth of the department, including management of facilities and the possibility of additional age groups.

The role holder will line manage all Early Years team members and have key working relationships with the Deputy Head – Strategy & Innovation, Assistant Head Teaching & Learning and SENCo.

STRATEGIC & PEOPLE LEADERSHIP

- Collaborate with the Head to refine and articulate **the school's strategic vision, ensuring alignment with the values and aspirations of the school proposition.**
- Be a leading practitioner, modelling effective methodology and practice to inspire Early Years team members. To teach, supervise, lead, manage and evaluate the delivery of high-quality teaching and learning in the Early Years and ensure continuity and progression into KS1
- Support the recruitment, retention, and professional development of staff, building capacity for leadership and innovation within the team.
- Provide clear and constructive feedback to staff, guiding their professional growth and ensuring **alignment with the school's values and objectives.**

CURRICULUM AND LEARNING INNOVATION

- Champion sector-leading pedagogy and innovation, ensuring an evidence-based and forward-thinking approach to early learning.
- **Drive the school's digital and educational technology strategy,** ensuring the integration of cutting-edge tools and practices to enhance teaching and learning outcomes.
- Foster an environment where teaching excellence and innovative pedagogical practices thrive, providing inspiration and support to staff adopting new approaches.

COMMUNITY AND PARTNERSHIPS

- Organisation of Parent Education with respect to the Early Years Provision
- Supporting and organising internal and external events
- Strengthen relationships with parents, engaging them as active partners in the school's journey towards innovation and excellence.
- Promote a culture of mutual respect, collaboration, trust, and excellence across the school community.
- Cultivate partnerships with local, national, and international organisations to enhance learning opportunities and elevate the school's reputation.
- Act as an ambassador for the school ethos, ensuring the school's presence and impact extend beyond its immediate community.
- Establish and sustain purposeful partnership with the Cognita family of schools.

SENIOR LEADERSHIP TEAM

The Head of Pre-Prep will report to the Headteacher at Regent's Park.

Following the appointment of the new Head of Pre-Prep, the SLT will comprise:

- Headteacher
- Deputy Head of School
- Assistant Head of School
- (Staff Development & SENDCO)
- Assistant Head of School (Co-Curriculum)
- Assistant Head of School (Pastoral)
- Head of Marketing & Admissions
- Finance Manager

SAFEGUARDING AND COMPLIANCE

- DSL for EYFS
- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague well-being.
- To engage in safeguarding training when required.
- Lead the school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, health & safety procedures and code of conduct.
- Protect intellectual property.

WHAT YOU'LL BRING

PERSON SPECIFICATION

SKILLS/ATTRIBUTES/TRAITS

- Strong interpersonal skills: ability to lead, motivate, challenge and inspire colleagues and give feedback in a supportive manner.
 - Able to establish credibility with all staff.
 - Able to establish positive relationships with parents and staff.
 - High expectations and a commitment to raising standards of attainment for all pupils.
 - Examples of professional resilience, and positivity.
 - Able to embrace change and help others to manage the change process.
 - Good organisational and personal management skills.
 - Able to work effectively as part of teams at all levels.
 - Strategic leadership and management skills. (Desirable)
 - Ability to analyse, interpret and act on formative and summative data (Desirable)
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EXPERIENCE & KNOWLEDGE

- Evidence of high level of expertise in teaching and learning in the EYFS.
 - A working knowledge of strategies and techniques for raising pupil attainment generally including different groups of pupils notably SEN and EAL.
 - Active involvement in the development of school policies as a member of a school leadership team.
 - Experience of a range of summative and formative assessment procedures.
 - Experience of leading and managing a team within a school
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QUALIFICATIONS

- Qualified Teacher status with an Early Years Focus.
 - Evidence of recent professional development impacting on quality of teaching and pupil outcomes
 - NCSL Leading from the Middle or equivalent leadership qualification with evidence of impact on teaching and learning (Desirable)
 - Further Qualifications within education and leadership (desirable)
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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
- School holidays
- Life assurance
- Pension scheme
- Flu vaccinations
- Employee assistance programme
- My StaffShop discounts
- 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