



AKELEY WOOD  
SCHOOL

APPOINTMENT OF  
PRE-SCHOOL  
TEACHER  
JUNIOR SCHOOL

# Our School

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Akeley Wood School is a dynamic and friendly place to work with numerous opportunities for professional development. We educate around 800 children from Nursery to Sixth Form across three beautiful campuses. We have a progressive approach to teaching and learning and look to recruit high calibre staff committed to achieving the highest standards and to actively take part in the school life. An energetic, flexible and empathic attitude is required to thrive at this forward thinking school with a strong belief that every child can acquire strategies to ensure they fulfil their true potential. Personal integrity, honesty, energy, stamina and enthusiasm are all essential attributes.

This role is for a Pre-School Teacher, being responsible for the education, welfare and personal care of students, helping them to develop both inside and outside the classroom and to support the policies and aims of the school ensuring the good social, emotional and physical development of every child.

This is an incredibly exciting time to join Akeley with the school moving forward at a rapid pace, to provide the very best student experience in the local area.

# Part of a Global Family

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What kind of education genuinely prepares young people for the future?

How can schools ensure their pupils are well- equipped to navigate unknown paths ahead?

Akeley Wood School is part of the Cognita Schools Group, an extraordinary network of diverse yet connected schools, spanning sixteen different countries. We share one common purpose: to deliver inspiring education that encourages all to thrive in an ever changing world.

Together, we provide a uniquely global education that goes beyond grades to develop the skills young people need in order to embrace the opportunities – and challenges – they will face beyond school. Qualities like agency, adaptability, positive attitude, a global mindset, cultural awareness and collaboration – these, alongside strong academics, are at the heart of a Cognita education.

**As a global family, we connect with each other to share expertise, insights and best practice across the world to help us develop rich learning environments in every school.**

# About Cognita

Cognita is a global leader in independent education. Founded in 2004, we are a growing community of over 100 schools across 16 countries from Europe to North America, Latin America, Asia and the Middle East. Each of our schools is proudly unique, but our collective purpose is to create an environment where we can all thrive in a rapidly evolving world.

## The Cognita Quality Framework

Our Quality Framework allows us to engage with our diverse range of schools with a clear and common language, shared across regions.

Each school has its own distinctive character and identity and the Quality Framework is the golden thread that connects us.



## The Cognita Mindsets

To embed the Quality Framework into our culture in Europe we embrace four mindsets.



### **We go together**

We operate with our collective goals in mind.



### **We stay ahead**

We embrace change to stay ahead.



### **We believe we can**

We take ownership of our responsibilities and always believe we can.



### **We share a growth mindset**

We are open to new ideas and ways of working.



# The Role

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**We are seeking to recruit an full time Pre-School Teacher based at our Junior School, Wicken Park campus.**

## Purpose

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- To be responsible for the education, welfare and personal care of pupils.
- Helping all pupils to develop both inside and outside the classroom.
- Support the policies and aims of the school and ensure the good social, emotional and physical development of every child.

## Holistic Education

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- Ensure clarity of focus on academic achievement and personal development.
- Together with the Executive Headteacher and SLT, embed the Cognita Quality Framework: A3 – Attitudes, Adaptability and Agency.
- Ensure a rigorous focus on pupils' achievement, using data and assessment tools to monitor pupil progress and challenge under-achievement with pupils and colleagues.
- Be an advocate for student wellbeing and ensure the Cognita Be Well Charter is used as a key tool in student wellbeing.



# Key Accountabilities

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## **Standards and Quality Assurance**

- Support the aims & ethos of the school
- Set a good example in terms of dress, punctuality & attendance
- To participate in meetings at the School which relate to the curriculum and organisation of the school and the pastoral care of the pupils
- To attend INSET days and staff meetings, parents' evenings and information evenings
- To attend events, including any Saturday Open Mornings and Afternoons, and events organised by the Parents' Association
- To supervise daily, lunch sessions and other break duties as timetabled
- To plan, monitor and support the work of Teaching Assistants
- To participate in arrangements made for staff appraisal

## **Teaching and Learning**

- To be responsible for the education, welfare and personal care of pupils, having regard to the aims and objectives of Akeley Wood School Policies
- To share in the responsibility for the discipline and pastoral care of the pupils, including the safeguarding and promoting of children's welfare
- To support the Head Teacher, Senior Leadership Team, staff and other professionals in the preparation of schemes of work, lesson plans and School Policies
- To maintain good order and discipline among pupils and safeguard their health and safety, both on and off the school premises
- To create and maintain a safe, organised, tidy and stimulating class environment

## **Assessing and Reporting**

- To assess, record, track and report on children's progress and attainment in line with School Policy
- To be responsible for maintaining the children's individual profiles
- To be responsible for reporting to parents on the children's progress, as well as communicating and consulting with parents regularly
- Work within the Code of Practice relating to Special Educational Needs.

# Safeguarding & Compliance

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- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

# Special Requirements

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- Willingness to obtain an Enhanced DBS check.
- Willingness to obtain any relevant overseas criminal record checks
- A willingness to comply with all Cognita and Akeley Wood policies and procedures

# Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Attitude/ Approach</b>	<ul style="list-style-type: none"> <li>• A commitment to CPD</li> <li>• A willingness to work hard, with energy and enthusiasm, and be prepared to go 'the extra mile'.</li> <li>• Calmness and efficiency and the ability to work under pressure at certain times;</li> <li>• Positive outlook and sense of humour</li> </ul>	
<b>Skills/ Attributes/ Traits</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of the EYFS</li> <li>• Excellent communication skills (oral, written and use of ICT);</li> <li>• Good organisational and administrative skills;</li> <li>• Create a stimulating learning environment</li> <li>• Ability to take the lead in supervising other supporting adults with the classroom.</li> <li>• Ability to work independently or as a member of a team.</li> <li>• Awareness of Health &amp; Safety requirements and a thorough understanding of safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>• MIE accreditation</li> </ul>
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of the nature of independent education and of the high expectations therein;</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in an independent school</li> <li>• Previous EYFS Class Teacher experience</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified to at least NVQ6</li> <li>• Teaching degree with Early Years Specialism or Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric First Aid qualification</li> </ul>

# How to apply

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Applicants must submit a Cognita application form and a covering letter addressed to Vanessa Conlan, Executive Headteacher addressing the criteria outlined in this Candidate Brief and accompanying person specification. The letter should be no more than two sides of A4. A current CV can also be added but it cannot replace the completed application form.

All applications should be submitted to our Recruitment team by email, [juniorschool.careers@akeleywoodschool.co.uk](mailto:juniorschool.careers@akeleywoodschool.co.uk) and must be received by 5.00pm - Friday 3rd May 2024.

Interviews: Thursday 9th May 2024 or Friday 10th May 2024

The new Pre-School Teacher will be expected to take up the post, September 2024.

*Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, 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. In addition to all other background checks, appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if you have lived in the UK) and/or Overseas Checks for all other countries in which you have lived or worked (for 3 months or more in any one country in the past 10 years) and your country of origin.*

**This post is exempt from the Rehabilitation of Offenders Act 1974 and Cognita Schools is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.**