

Role Profile

Early Years / Preschool Teacher (English Speaking)

Location: Four Forest Zug

Reporting To: Head of Pre-School & KG1

Role overview

What you'll be doing

Role purpose

Early Years / Preschool Teachers in our bilingual programme provide a nurturing, engaging, and developmentally appropriate learning environment for young children within an immersive bilingual setting.

In this role, you will support children's early development through play-based, inquiry-led learning, fostering curiosity, confidence, and a love of learning. Working closely with your German-speaking counterpart, you will contribute to a cohesive bilingual experience, supporting language development, social skills, and emotional wellbeing.

You will play a key role in building strong relationships with families, ensuring clear communication and a supportive home-school partnership during these important early years.

Key Accountabilities

Early Years Curriculum Delivery

- Plan and deliver high-quality, play-based learning experiences in line with Early Years best practice.
- Create a safe, stimulating and inclusive classroom environment that supports exploration and discovery.
- Support children's development across key areas including language, social skills, early numeracy, and physical development.
- Encourage creativity, independence, and confidence through structured and free play.

Child Development, Observation and Assessment

- Observe, assess, and document children's development and learning through ongoing formative assessment.
- Use observations to plan next steps and tailor learning to individual needs.
- Provide clear and supportive feedback to parents on children's progress, wellbeing, and development.
- Maintain accurate and up-to-date records in line with school expectations.

Wellbeing and Safeguarding

- Create a warm, caring and secure environment where children feel safe and valued.
 - Support children's emotional, social, and behavioural development.
 - Promote positive behaviour and model respectful interactions.
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Collaboration in a Bilingual Setting

- Work closely with German-speaking colleagues to ensure continuity within the bilingual model.
 - Align routines, expectations, and key language across both classrooms.
 - Contribute to collaborative planning and shared learning experiences.
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Parent Engagement and Communication

- Build strong, trusting relationships with parents and carers.
 - Communicate regularly and professionally regarding children's development and wellbeing.
 - Support parent meetings, reports, and school events.
 - Act as a key point of contact for families, particularly during transition into school.
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Contribution to School Life

- Participate in staff meetings, professional development, and whole-school initiatives
 - Contribute to school events, trips, and community activities.
 - Support the wider life of the school in line with its values and expectations.
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What you will be doing

- Deliver engaging, play-based learning experiences in English.
 - Support children's early development across all key areas of learning.
 - Observe and assess children's progress and plan next steps.
 - Create a safe, nurturing, and stimulating classroom environment.
 - Build strong relationships with children and their families.
 - Work collaboratively within a bilingual teaching model.
 - Support children's wellbeing, behaviour, and social development.
 - Contribute to school life, events, and the wider community.
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Safeguarding Responsibilities

- 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.

Role overview

What you'll bring

Essential	Desirable
Skills • Native fluency in English, with the ability to teach English language learners effectively. • Strong communication skills, particularly with young children and parents. • Understanding of early childhood development and play-based learning. • Warm, patient and nurturing approach. • Ability to create an engaging and stimulating learning environment.	Skills • German language knowledge would be an advantage, and other languages are welcome in our multicultural school. • Knowledge of education technology and integrating it into the classroom. • Learner centred pedagogy.
Qualifications • Degree in Early Education or related field. • Recognised teaching qualification.	Qualifications
Experience • Experience working in Early Years / Preschool settings. • Proven ability to support young children's development and wellbeing.	Experience • Familiarity with Lehrplan 21. • Experience of working in a bilingual school environment is an advantage.

Key Stakeholders you'll be working with

- **Internal:** Executive Principal, Principal, the Senior Leadership Team, teaching and non-teaching staff, students, parents, and Cognita's regional and global education
- **External:** Cantonal and local education authorities, inspection and accreditation bodies, professional associations, partner and feeder schools, community and business partners, prospective parents and families, and organisations that support and promote the school's bilingual and international profile.

Signed: _____

Date: _____

COGNITA