little nest

A PLACE TO BLOOM

At Little Nest, we believe that high-quality early childhood experiences lay the foundation for lifelong learning. Our preschool is more than just a place of learning — it is a vibrant, nurturing community where children and families grow together. Grounded in contemporary early years pedagogy, Little Nest offers an innovative, inquiry-led, and play-rich learning experience that celebrates children's curiosity, creativity, and joy. Central to our approach is a deep respect for each child as a unique individual. We design personalized learning experiences that honour every child's interests, strengths, and pace, fostering a strong sense of identity and belonging. Every element of our environment and curriculum is thoughtfully crafted to support holistic development — nurturing minds, hearts, and bodies — while building meaningful relationships that last well beyond the preschool years.









Its uniqueness lies in the following aspects:

Inspiring Learning Spaces: Our environment is thoughtfully designed as an active partner in the learning process. Our varied and intentional spaces spark creativity, collaboration, and exploration — from a warm and welcoming library that nurtures a love for stories, to a children's kitchen that invites hands-on learning. Spacious outdoor play and gymnastics areas, a lively mud kitchen, and a dedicated music and movement room offer rich opportunities for discovery, self-expression, and joyful learning every day.

Whole-Child Approach: We see every child as capable, curious, and full of potential. Our holistic approach to early learning nurtures the whole child — supporting emotional, social, physical, and cognitive growth in equal measure. Beyond building emergent academic skills, we focus on fostering confidence, empathy, resilience, and a strong sense of self, ensuring that every child thrives as a joyful, engaged learner.

Community-Centric: Our families are valued as essential partners in every child's learning journey. We build strong home–school connections through active parent involvement, collaborative workshops, and joyful community events. Our community celebrates cultural heritage and diversity, creating an inclusive environment where every family's story is honoured and every child grows with a deep sense of belonging.

Child-Led Learning: At Little Nest, children's interests, ideas, and questions shape the learning journey. Our experiential, play-based curriculum follows the child, offering both breadth and balance across all key areas of development — cognitive, social-emotional, physical, and creative. This personalized approach ensures that each learner is supported at their own pace while engaging deeply with a wide range of learning experiences. Ongoing documentation and observation allow us to track and celebrate every child's growth over time, building a rich picture of their unique learning story.

The Little Nest Community also includes a vibrant, family-centred club that offers a range of after-school classes to extend learning and help children engage with their interests and emerging developing skills. The club provides a nurturing environment where children can explore, grow, and build foundational skills, while parents can participate in discussions, support groups, and skill-building opportunities.

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Job Description of Head of Little Nest Preschool

Role Summary:

The Head of Little Nest Preschool is a senior leadership position responsible for providing strategic, pedagogical and operational leadership and ensuring the overall quality of learning, development, care and wellbeing of children from 6 months to 36 months at Little Nest Preschool. The role involves the direct supervision, coaching and appraisal of two senior leaders — the Head of Learning and the Head of Student Life — ensuring cohesive and aligned leadership across the Little Nest Preschool.

The Head of Little Nest Preschool is responsible for fostering a positive, nurturing, responsive and enriching environment that supports the learning, development, care and wellbeing of infants and toddlers. The role ensures that the pedagogical, pastoral, operational and family-engagement dimensions of Little Nest Preschool are effectively integrated. The Head of Little Nest Preschool reports directly to the Dean & CEO and works collaboratively with the Board and other stakeholders to advance the school's mission, vision and strategic initiatives.

In consultation with the Board, Dean & CEO and other school leaders, the Head of Little Nest Preschool participates in developing the school's values, vision, mission, goals and Strategic Plan. S/he is then responsible for the continuous improvement of Little Nest Preschool for children from 3 months to 36 months, within the context of the School Strategic Plan. S/he will conceptualize and propose goals, strategies and programmes to the Dean & CEO; obtain the Dean & CEO's concurrence; and be responsible to the Dean & CEO for the agreed-upon results.

This position plays a crucial role in driving pedagogical excellence and fostering a culture of continuous improvement. The Head of Little Nest Preschool provides visionary leadership, supports leadership and faculty development, and contributes to the advancement of innovative, research-informed and child-centred approaches to infant and toddler learning and development. S/he is responsible for building and sustaining a thriving culture of collaboration among leaders, educators, caregivers and families.

Core Responsibilities:

- Directly supervise, coach and appraise the Head of Learning and Head of Student Life, ensuring cohesive and aligned leadership of the Little Nest Preschool and clear accountability for learning, development, care, wellbeing and family experience.
- Establish clear priorities, expectations and performance standards for Little Nest Preschool and ensure that the Head of Learning and Head of Student Life align their respective functions with these priorities.
- Provide guidance and support to educators and caregivers in developing and implementing effective, developmentally appropriate and child-centred learning and care practices.
- Conduct regular observations of learning and care environments and provide constructive feedback to educators and caregivers to enhance their pedagogical and professional practices.
- Collaborate with educators, caregivers and instructional teams to design and align learning experiences that are developmentally appropriate, inquiry-based, play-inspired and responsive to the needs and interests of infants and toddlers.
- Lead and facilitate professional development for educators and caregivers, focusing on research-informed early childhood practices, observation and documentation, child development, responsive caregiving and reflective practice.
- Analyse children's learning, developmental and wellbeing information to identify trends, areas of improvement and opportunities for targeted support or intervention.
- Stay informed about current research, trends and innovations in infant and toddler learning, development and care and share relevant findings with faculty and leadership teams to promote a culture of continuous improvement.
- Foster a culture of collaboration and professional growth through coaching, mentoring and providing resources to support educator and caregiver development.
- Coordinate and organize conferences, workshops and other professional learning opportunities for educators and caregivers.
- Collaborate with school leaders and administrators to ensure the alignment of Little Nest Preschool practices with the school's mission, vision and goals.
- Contribute to the development and implementation of initiatives aimed at promoting innovation and excellence in infant and toddler learning, development, care and wellbeing.

Oversight of Little Nest Preschool Leadership (through the Head of Learning and Heads of Student Life):

Academic and Pedagogical Leadership (via the Head of Learning):

- Provide strategic direction and oversight for the design and implementation of inquiry-based, play-inspired and developmentally appropriate learning experiences for children from 3 months to 36 months.
- Ensure that pedagogical approaches at Little Nest Preschool are child-centred, responsive, inclusive and aligned with current research and understanding of infant and toddler development.
- Oversee the mentoring and coaching of educators and caregivers in reflective, responsive and child-centred teaching and caregiving practices.
- Ensure effective observation, documentation and developmental tracking of children's learning journeys, informing planning, individualised support and early intervention.
- Ensure that learning environments, experiences and resources are thoughtfully designed to support children's development, curiosity, exploration, relationships and agency.
- Promote appropriate parent workshops, documentation walkthroughs and other opportunities to build a shared understanding of infant and toddler learning, development and responsive caregiving.
- Ensure that observation, documentation and assessment practices are used effectively to understand children's development and inform planning and provision.
- Monitor the quality and impact of pedagogical leadership and professional learning within Little Nest Preschool.
- Promote continuity and coherence in children's learning and development as they progress through Little Nest Preschool Pre School.

Administrative and Pastoral Leadership (via the Heads of Student Life):

- Provide strategic direction and oversight for the day-to-day administrative and pastoral operations of Little Nest Preschool.
- Ensure effective systems for parent relations, communication and community-event coordination.
- Oversee children's care and wellbeing, including attendance, health, safety, nutrition, hygiene and age-appropriate behaviour guidance.
- Ensure that enrichment and community programming is appropriate to infants and toddlers.
- Monitor the effectiveness of wellbeing, family-engagement and community initiatives.
- Ensure that policies, procedures and expectations are consistently implemented across Little Nest Preschool while recognising the distinct developmental needs of different age groups.
- Oversee the curation of the food menu, ensuring healthy and balanced meals and snacks that are appropriate to the developmental needs of infants and toddlers.
- Ensure that the physical environment, routines and operational practices support a safe, nurturing, responsive and developmentally appropriate experience for every child.

Educational Leadership

- Leads with a mission and vision that focuses on the desired outcomes for children's learning, development, wellbeing and agency.
- Provides visionary leadership in curriculum and pedagogical development, implementation and evaluation, ensuring alignment with the school's mission and educational standards.
- Oversees the delivery of high-quality, developmentally appropriate learning experiences that promote children's curiosity, engagement, learning, development and wellbeing.
- Fosters a culture of continuous improvement, encouraging innovative, reflective and effective infant and toddler teaching and caregiving practices.
- Collaborates with instructional leaders and educators to develop and implement professional development programmes that enhance pedagogical practices and outcomes for children.
- Stays abreast of research-based best practices in infant and toddler education and promotes their integration into Little Nest Preschool's instructional and pedagogical strategies.
- Energizes the school community with clear, contemporary and contextual guiding statements aligned with the IBO Mission to build understanding and commitment for high expectations.
- Regularly communicates the achievement of the school's mission and vision through evidence of children's progress and development, celebrates children's learning and uses information for further improvements.
- Uses appropriate developmental, learning and wellbeing information to support change and effectively lead innovations that result in improved outcomes for children.
- Uses a definition of learning, developed from the school's shared culture and context, to guide curriculum planning, pedagogy, observation and documentation so that practices align with research and provide opportunities for children to act as a result of their own learning.
- Ensures a coherent curriculum derived from agreed learning and developmental outcomes and rooted in best practices to support the development of all children.

- Establishes procedures for regular curriculum review and development and promotes curriculum innovation.
- Collaborates with the Leadership Teams to focus the agenda, attention and discussion on substantive, strategic and symbolically important issues for Little Nest Preschool and the school.
- Liaises with the Head of Library to ensure that age-appropriate learning resources, children's literature and research-informed approaches effectively support the Little Nest Preschool curriculum and children's development.

Human Resource Leadership

- Directly manages the performance, professional growth and wellbeing of the Head of Learning and Head of Student Life, including regular one-to-one check-ins, leadership coaching and formal appraisal.
- Provides leadership, coaching, mentoring and professional development to educators and caregivers through the Head of Learning and Head of Student Life.
- Enacts legal and ethical practices to safeguard children's wellbeing and sets high levels of performance in staff.
- Ensures that recruitment and retention practices are in alignment with the school's mission, vision and values and reflect the school's unwavering commitment to child protection.
- Supports the development, communication and implementation of personnel policies for all categories of staff, providing clear expectations of professional practice.
- Implements performance appraisal processes which include ongoing coaching, mentoring and feedback to promote learning and professional growth.
- Creates a climate that supports collaboration focused on improving children's learning, development, care and wellbeing.
- Identifies and develops leadership capacity and succession opportunities within Little Nest Preschool.

Community, Communication and Relationships

- Cultivates positive relationships with families and the community to achieve partnerships that benefit children's learning, development and wellbeing.
- Creates a climate of trust and evidence-based professionalism, honouring commitments and handling conflict directly and respectfully.
- Effectively communicates the school's Mission, Vision and values to the Little Nest Preschool community.
- Promotes adult-child interactions that are appropriate, purposeful, responsive and characterised by mutual respect.
- Establishes channels of communication that promote mutual understanding, compassion and collaboration among all community members.
- Ensures that parents and families are appropriately informed about children's learning, development, wellbeing and experiences.
- Fosters meaningful opportunities for family participation and engagement in Little Nest Preschool Pre School.

Strategic Planning and Implementation

- Contributes to the development and implementation of the school's strategic goals, ensuring that Little Nest Preschool's objectives are aligned.
- Leads the development and implementation of Little Nest Preschool priorities and action plans in consultation with the Dean & CEO and relevant school leaders.
- Participates in decision-making processes related to budgeting, resource allocation and educational policies affecting Little Nest Preschool.
- Collaborates with other school leaders to ensure a cohesive approach to curriculum, pedagogy, assessment, professional development, wellbeing and family engagement.
- Monitors and evaluates the effectiveness of programmes, initiatives and policies, making data-driven decisions to drive continuous improvement.
- Identifies emerging risks and opportunities affecting Little Nest Preschool and develops appropriate strategies in consultation with relevant stakeholders.
- Provides regular strategic updates to the Dean & CEO on the performance, priorities, risks and progress of Little Nest Preschool.

Collaborate with the Student Support Team

- Works closely with the Student Support Team to ensure effective coordination of services and support for children with additional or individual needs.
- Facilitates regular meetings with the team to review children's progress, discuss interventions and develop individualized support plans as needed.
- Provides guidance and support to team members in implementing appropriate and inclusive accommodations, adaptations and interventions to meet the unique needs of children with additional needs.

- Serves as an advocate for children with additional needs, ensuring their voices are heard and their rights are respected.
- Collaborates with parents, educators and support staff to develop effective strategies and interventions that address the specific needs of each child.
- Regularly monitors the developmental and social-emotional progress of children with additional needs, collaborating with educators and support staff to identify areas for improvement and implement appropriate interventions.
- Ensures that support plans and interventions are reviewed regularly and adapted in response to children's changing developmental and learning needs.
- Promotes an inclusive culture in which every child is supported to participate meaningfully in Little Nest Preschool Pre School

Administrative

- Implements and monitors all policies and regulations.
- Reviews and analyses relevant learning, developmental, wellbeing and engagement information and periodically apprises the Dean & CEO on the progress of Little Nest Preschool.
- In consultation with the Head of Student Life, Head of Learning and/or Programme Coordinators, develops teaching and educator allocations for each class and programme within the academic calendar, considering the availability of teacher resources.
- Contributes to and reviews information for the preparation of the school diary, staff handbook and policy manual.
- Supervises preparation of school publications such as the school magazine and newsletters.
- Approves the leave of teachers and educators based on the school's leave policies.
- Supervises and contributes to the orientation and presentations for Little Nest Preschool, in consultation with the Head of Student Life, Head of Learning and Programme Coordinators.
- Extends academic support in the admissions process by conducting age-appropriate admission assessments and engaging with prospective children and their families, in consultation with the Admissions Committee and the Dean & CEO.
- Ensures appropriate operational coordination across Little Nest Preschool to maintain quality, consistency and efficiency of provision.
- Provides regular reporting to the Dean & CEO on the development and progress of Little Nest Preschool.
- Performs other duties as assigned by the Dean & CEO.

Safeguarding Commitment

In accordance with the school's commitment to adhere to the International Task Force on Child Protection and all other relevant guidance and legislation in respect of safeguarding children, the Head of Little Nest Preschool will be required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school, including attending regular professional training on compliance with international safeguarding policies.