



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Founding Head of Pre- Preparatory (EYFS)



Welcome from CEO

Thank you for your interest in joining Queen Elizabeth's School, Gurugram. I am delighted you're exploring the possibility of becoming part of our extraordinary journey. At Queen Elizabeth's Global Schools, we are doing something truly special. We are building an ambitious and inclusive family of schools inspired by the values and heritage of our founding school Queen Elizabeth's School, Barnet—one of the UK's most academically distinguished institutions. But while our standards are world-class, our mission is deeply human: to nurture confident, able, and responsible young people, who are ready to shape the world with both intellect and integrity.

We are unapologetically aspirational for every child and every colleague. That means we expect the best, but we also give our best. As part of our team, you'll find yourself surrounded by high performing, like-minded professionals who support, challenge, and inspire one another every day. You will be empowered to lead, to grow, and to make a genuine impact. We are proud of the diverse and inclusive communities we are cultivating across our schools, and safeguarding is central to all that we do. This is a place where every individual, regardless of background, is seen, heard, and valued.

If you believe in the power of education to transform lives, and if you are excited by the idea of helping shape something exceptional from the ground up, we warmly invite you to take the next step with us.



Caroline Pendleton-Nash
CEO, Queen Elizabeth's Global Schools



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The School

At Queen Elizabeth's Global School, Gurugram, we proudly extend the distinguished legacy of Queen Elizabeth's School, Barnet—one of the United Kingdom's most celebrated academic institutions. Founded on centuries of tradition and intellectual rigour, our branch schools uphold an uncompromising commitment to academic excellence, character formation, and cultural enrichment.

Our vision is to cultivate dynamic, world-class learning environments where the next generation of confident, able, and responsible young people are shaped. We challenge our students to think independently, lead with purpose, and embrace a global perspective—all within a community that values tradition, discipline, and innovation.

By blending the timeless values of our founding school with the opportunities of a rapidly evolving world, we ignite curiosity, inspire ambition, and prepare our students to make meaningful contributions to society—as scholars, leaders, and changemakers.





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The Opportunity

The Founding Head of Pre-Preparatory (EYFS) Queen Elizabeth, Gurugram provides strategic, academic, and pastoral leadership for the Early Years Foundation Stage and Pre-Preparatory phase. The role is responsible for establishing an outstanding, values-driven EYFS provision aligned with the academic ethos, standards, and global reputation of Queen Elizabeth's School, Barnet. The post holder will play a pivotal role in shaping school culture, curriculum excellence, and professional growth, while contributing actively to whole-school leadership and development.

The Role

Job Title: Founding Head of Pre-Preparatory (EYFS)

Reporting to: Principal

Strategic Leadership

- Provide clear, inspirational, and strategic leadership to establish the Pre-Preparatory School as a centre of excellence in Early Years education.
- Develop and implement a compelling long-term vision for EYFS and Pre-Prep aligned with whole-school strategy, British educational values, and international best practice.
- Demonstrate strong instructional leadership, modelling exemplary teaching practice and driving high standards of learning and pedagogy.
- Lead rigorous school improvement planning for EYFS, ensuring continuous review, evaluation of impact, and responsiveness to emerging needs.
- Ensure compliance with statutory requirements and lead accreditation readiness for CIS, Cambridge, EYFS, BSO, and COBIS.
- Act as a key member of the founding leadership team, contributing to strategic decision-making and representing the Pre-Prep phase to internal and external stakeholders.

Academic Excellence & Curriculum Development

- Lead the design, implementation, and evaluation of a high-quality EYFS and Pre-Prep curriculum aligned with the EYFS Framework, Cambridge Early Years, and British International standards.
- Establish curriculum, assessment, and teaching frameworks using the Cambridge International Curriculum, ensuring clear progression into Key Stage 1.
- Ensure inclusive, engaging, and developmentally appropriate learning environments that nurture confident, curious, and independent learners.
- Champion play-based, inquiry-led, and concept-driven learning, with a strong focus on in-the-moment planning and child-led exploration. Embed innovative and evidence-based practices, with a proven ability to implement programmes such as Cambridge Early Years successfully.
- Monitor student progress through effective assessment systems, ensuring timely interventions and personalised support.
- Design and implement differentiated lessons and activity plans to accommodate diverse learning styles and developmental needs.
- Model lessons and lead phonics interventions across Primary, ensuring early literacy foundations are secure.
- Demonstrate expertise in child behaviour management, classroom organisation, lesson planning, and activity design.
- Foster positive, nurturing learning environments through empathy, patience, and consistent behaviour expectations.
- Promote inclusive practices that support learners with diverse needs and backgrounds.
- Ensure teaching reflects best practice in Early Years pedagogy and inquiry-based learning approaches.



Staff Leadership & Development

- Recruit, develop, and retain high-quality EYFS and Pre-Prep educators aligned with the school's ethos and commitment to excellence.
- Inspire and support staff through coaching, mentoring, and professional dialogue.
- Lead training and professional learning aligned with AITSL, NPQSL, and international leadership standards.
- Implement a robust performance management framework, including lesson observations, feedback, and reflective practice.
- Foster a collaborative, innovative, and growth-oriented professional culture.

Pastoral Care & Student Well-Being

- Create and sustain a safe, inclusive, and nurturing environment where every child feels known, valued, and empowered to flourish both academically and personally.
- Champion a whole-school approach to wellbeing, working collaboratively with staff, parents, and specialist teams to support students' emotional, social, and behavioural development.
- Ensure the highest standards of safeguarding and child protection, embedding a culture of vigilance, accountability, and care.
- Build strong, trusting relationships with families, serving as a visible and approachable presence and as a key liaison in matters relating to student welfare, behaviour, and pastoral support.
- Embed the school's commitment to nurture confident, able, and responsible young people, ensuring that wellbeing and character development is integral to the Pre-Prep School experience.

School Operations & Administration

- Oversee the effective day-to-day operations of the Pre-Preparatory School.
- Manage staffing, timetabling, and resource allocation to optimise learning outcomes.
- Use data and structured review processes to monitor teaching quality and student achievement.
- Ensure compliance with health, safety, and operational policies.
- Contribute to financial planning, budgeting, and resource forecasting as required.
- Coordinate parent meetings, school events, and community engagement initiatives to strengthen home-school partnerships.
- Build strong, transparent, and trusting relationships with parents through effective communication and engagement.
- Collaborate with Admissions and Marketing teams to support enrolment, transitions, and school profile building.

Other

- Engage actively in professional learning and development to remain at the forefront of educational leadership and best practice.
- Attend and contribute meaningfully to leadership, staff, and governance meetings as required.
- Demonstrate a thorough understanding of, and full compliance with, all school policies and procedures, and contribute to their ongoing review and development.
- Undertake any additional duties that may be reasonably assigned by the Principal or Senior Leadership Team, in support of the school's strategic priorities.
- This job description is not intended to be exhaustive. The post-holder may be required to undertake additional responsibilities in line with the evolving needs of a growing, world-class school.



The Person

Qualifications and Experience

- Bachelor's degree in Education (BEd), PGCE, or equivalent teaching qualification.
- Qualified Teacher Status (QTS) or equivalent international certification.
- Master's degree in Education or Educational Leadership (strongly preferred).
- Minimum five years' senior leadership experience, ideally within EYFS or Pre-Prep in a British or British International school.
- Proven experience in curriculum development, accreditation readiness, staff leadership, and school improvement.
- Strong working knowledge of EYFS, Cambridge International, BSO, COBIS, and UK best practice in an international context.

Personal Qualities

- Passionate advocate for play-based, inquiry-driven, and inclusive education.
- Inspirational, visible leader with excellent interpersonal and communication skills.
- Highly organised, reflective, and solutions-oriented.
- Demonstrates integrity, professionalism, and high expectations.
- Deep commitment to safeguarding, wellbeing, and holistic child development.
- Resilient, adaptable, and aligned with the ethos and values of Queen Elizabeth's Global Schools.



The Package

We believe that outstanding educators deserve outstanding support. Our compensation and benefits package reflects our deep commitment to attracting and retaining exceptional colleagues who share our ambition and values. Subject to individual status, our package includes:

Salary We offer a generous, salary aligned to our internal salary scale, which is based on qualifications and experience. This scale is reviewed annually by the Governing Body to ensure it remains competitive with leading international schools. The salary reflects our expectation that staff contribute fully to the co-curricular, pastoral, and house life of the school. A strong commitment to holistic education is at the heart of our professional culture.

Accommodation Housing / a housing allowance is provided to support a high standard of living.

Relocation Support For international hires, flights are covered for the employee and eligible dependents. A relocation/shipping allowance is included to ease the transition.

Annual Airfare Annual return airfare will be provided for international hires and eligible dependents.

Medical Insurance Comprehensive medical insurance is provided for the employee and dependents (where applicable).

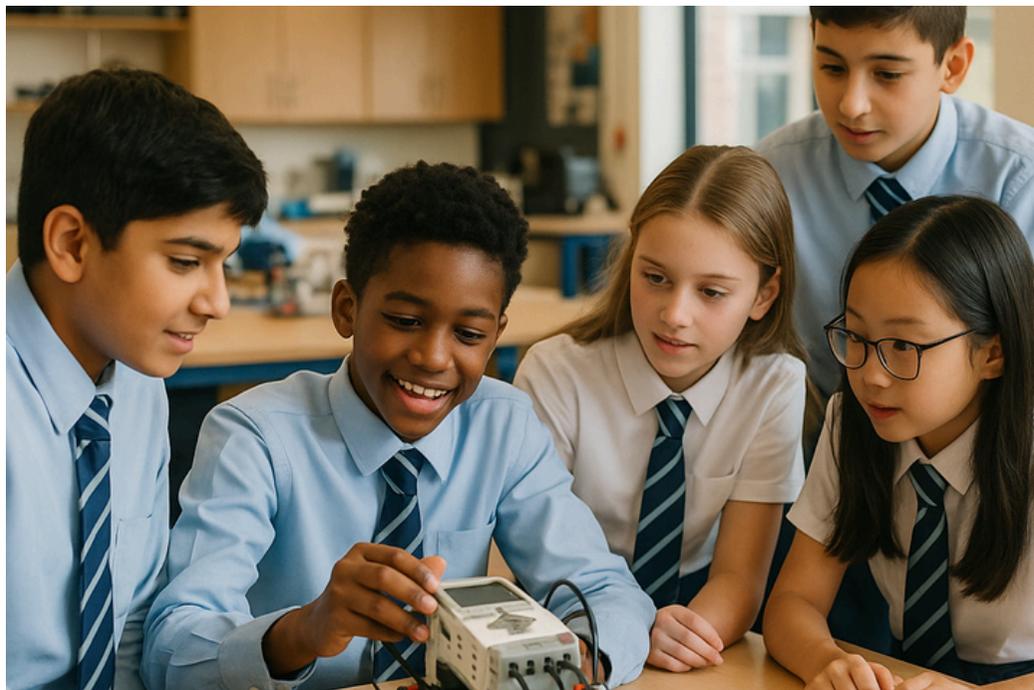
School Fee Remission Subsidised education for up to two children attending Queen Elizabeth's School, Gurugram.

Professional Development A dedicated Professional Development Fund is available to support continuous growth through courses, certifications, or attendance at leading educational conferences.

Discretionary End-of-Contract Bonus A discretionary bonus may be awarded upon completion of the contract, in recognition of performance and contribution to school life.

Wellbeing & Staff Culture A calendar of staff wellbeing and enrichment activities, focused on balance and connection. A supportive, inclusive environment where all colleagues are valued, inspired, and empowered.





The Process

Applications should be submitted electronically via the TES platform. Please ensure that all required documents are uploaded as part of your application.

Shortlisted candidates will be invited to a panel interview with the school leadership team. Candidates will be asked to present their vision for delivering an outstanding education that nurtures confident, able, and responsible young people, in alignment with the ethos of Queen Elizabeth's Global Schools.

Queen Elizabeth's Global Schools are an equal opportunities employer and are deeply committed to safeguarding our students, ensuring their safety and wellbeing. We expect all staff and members of our community to share this commitment and to promptly report any concerns about a student's or community member's safety or wellbeing. Applicants must be willing to undergo rigorous child protection screening, including checks with past employers and providing Police Clearance Certificates from all countries that the applicant has resided in.



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*Some images within this document have been generated using Artificial Intelligence (AI).

*Opening and operations are subject to building completion and final approval from the Government of Haryana Education Department and Cambridge International Education.