



Queen  
Elizabeth's  
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Early Years  
Teaching Assistant  
(stage: Nursery,  
FS1, FS2)



## 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

Queen Elizabeth's School, Gurugram is seeking a warm, dedicated, and enthusiastic Early Years Teaching Assistant to join the founding team of our Early Years Foundation Stage (EYFS), supporting children in Nursery, FS1, and FS2 during the most formative years of their learning journey.

This is a unique opportunity to help shape a nurturing, inclusive, and inspiring early learning environment in a new, world-class school from its inception. Working closely with class teachers, you will play a vital role in creating a safe, stimulating, and joyful setting where young children feel secure, valued, and confident to explore the world around them.

You will support play-based, child-centred learning experiences that foster curiosity, independence, communication, and social development, while helping children build strong foundations for lifelong learning. From facilitating learning through structured activities and imaginative play to supporting personal care, routines, and emotional wellbeing, your contribution will be central to each child's growth and happiness.

If you are a caring and committed Early Years professional who believes in the power of early childhood education and is excited to be part of an ambitious international school community, we would be delighted to hear from you.

# The Role

**Job Title: Early Years Teaching Assistant (stage: Nursery, FS1, FS2)**

**Reporting to: Class Teacher / Head of Pre-Prep School**

## **Supporting Teaching and Learning**

- Support the class teacher in delivering engaging, age-appropriate, and play-based learning experiences aligned with the Early Years Foundation Stage (EYFS) and the National Curriculum for England, as applicable.
- Assist in implementing planned activities that promote student's curiosity, creativity, and early learning skills through structured and child-initiated play.
- Provide targeted support to individuals and small groups to reinforce learning, support language development, and encourage active participation.
- Help prepare learning environments, resources, and displays that are stimulating, inclusive, and developmentally appropriate.
- Support the use of educational technology and learning tools in ways that enhance engagement and early digital awareness.
- Support inclusive practices by adapting activities and providing additional assistance to student with varying learning needs, including those requiring learning support or enrichment.
- Work closely with the class teacher and support teams to implement individual learning strategies and care plans where required.
- Ensure every child is supported to access learning and participate fully, regardless of ability or background.

## **Student Wellbeing, Safeguarding and Development**

- Foster a classroom culture rooted in respect, empathy, and high expectations, where every student feels safe, empowered, and known.
- Promote students' holistic development by nurturing their emotional wellbeing, resilience, social skills, and character alongside their academic growth.
- Model professionalism, emotional intelligence, and ethical conduct, serving as a daily role model for students.
- Uphold the highest standards of safeguarding and child protection, ensuring all responsibilities are carried out in accordance with school policies, local requirements, and international best practice.

## **Parent and Community Partnership**

- Support in maintaining open, proactive communication with parents to build strong partnerships and support each child's learning journey.
- Assist in sharing insights on progress, behaviour, and achievement through regular updates, parent meetings, and formal reporting.
- Participate fully in parent-facing events, including conferences, workshops, and celebration days, to foster a welcoming and engaged school community.
- Approach all family interactions with cultural awareness, ensuring that communication is respectful, inclusive, and sensitive to diverse backgrounds.



### **Professional Growth and Collaboration**

- Take an active role in your own professional learning, engaging with school-led training and external development opportunities to remain at the forefront of pedagogical excellence.
- Share best practice and collaborate with colleagues to refine approaches, co-plan, and elevate teaching and learning across the school.
- Contribute to staff meetings, planning teams, and teaching and learning communities, demonstrating leadership in thought and practice

### **Whole School Contribution**

- Lead or support high-quality extracurricular opportunities, including clubs, competitions, and enrichment activities that enhance student experience.
- Play an active role in school-wide initiatives and events, including assemblies, theme weeks, festivals, and performances.
- Uphold all school policies, including those related to safeguarding, health and safety, and inclusion, maintaining the highest levels of professionalism at all times.

### **Curriculum Enrichment and Innovation**

- Contribute to the ongoing development and contextualisation of the school's curriculum, ensuring breadth, depth, and relevance to both international and regional contexts.
- Design interdisciplinary projects and inquiry-based experiences that cultivate critical thinking, global awareness, and cross-curricular connections.
- Ensure cultural responsiveness is embedded in all planning and delivery, celebrating diversity and reflecting the values of the school's global community.

# The Person

## Qualifications and Experience

- Bachelor's Degree in Education or a related field / Diploma or Certificate in Early Childhood Education, Child Development, or a related field (preferred).
- A recognised teaching qualification (e.g., PGCE, QTS, or equivalent).
- A minimum of 2-3 years of teaching experience, preferably in a Cambridge International Curriculum school.
- Prior experience working with young student in a nursery or early years setting is highly desirable.
- Understanding of EYFS principles and child-centred, play-based learning approaches.

## Personal Qualities

- A genuine passion for working with young student and supporting their early development.
- Patient, caring, and empathetic, with strong interpersonal skills.
- Enthusiastic, flexible, and proactive, with a willingness to learn and grow professionally.
- Committed to inclusion, child wellbeing, and maintaining high standards of care and education.



# 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.

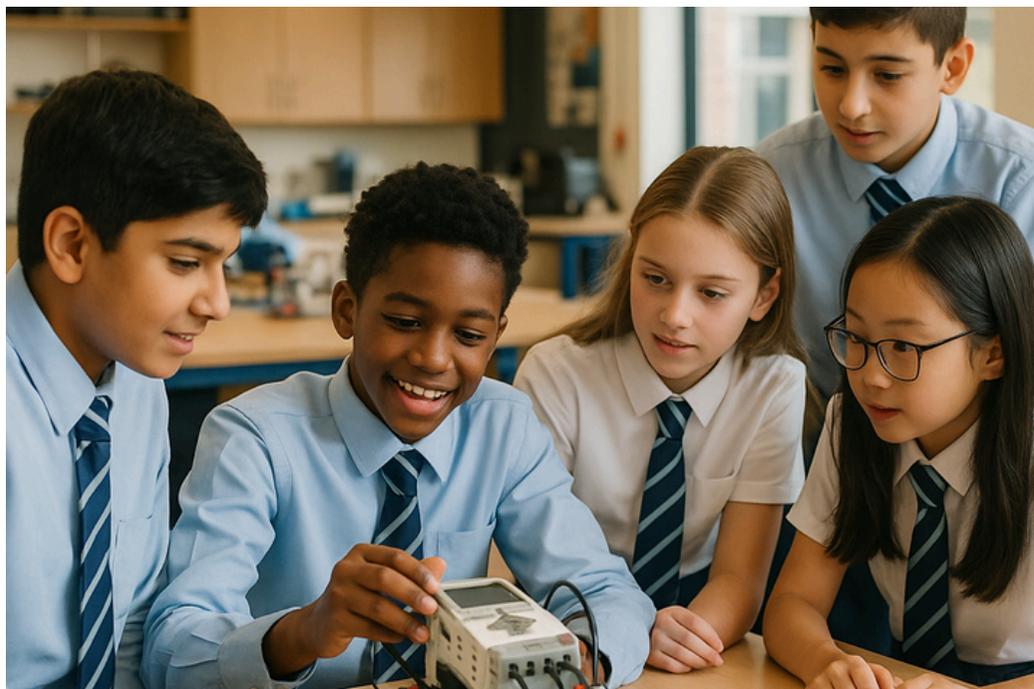
**Annual Airfare** Annual return airfare will be provided for international hires and eligible dependents.

**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.

**Gratuity** End-of-service gratuity provided in accordance with local Labour Law. **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.

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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.