



Queen  
Elizabeth's  
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

# Pre-Prep Teacher



# Welcome Message

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 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

We are seeking an exceptional and inspiring Pre-Prep Teacher to join the founding team of Queen Elizabeth's School, Gurugram, India.

This is a rare and exciting opportunity to shape a world-class early years programme that combines the academic rigour of the Cambridge Early Years Programme with a nurturing, child-centred approach to holistic development. You will play a transformative role in cultivating curiosity, creativity, communication, and emotional wellbeing during the most formative years of a child's life.

The ideal candidate will bring warmth, imagination, and deep expertise in early childhood pedagogy, along with the flexibility and ambition to thrive in a dynamic, high-performance environment. You will contribute to the design and delivery of a pioneering Pre-Prep model that reflects international best practice while respecting the cultural context of India.

You will play a key role in realising the vision of Queen Elizabeth's Global Schools – combining academic excellence, character education, and global citizenship within an inclusive and inspirational setting for young learners.

If you are an outstanding early years educator with the passion, professionalism, and vision to shape the future of a new generation, we would be delighted to hear from you.

# The Role

**Job Title:** Pre-Prep Teacher

**Reporting to:** Head of Pre-Prep School

## Inspirational Teaching and Learning

- Embrace an innovative setting by designing learning experiences that foster language acquisition, cultural appreciation, and cognitive development.
- Plan and deliver inspiring, developmentally appropriate lessons aligned with the Cambridge Early Years Curriculum, ensuring the highest standards of early childhood education.
- Use play-based learning, storytelling, song, movement, and hands-on exploration to cultivate early literacy, numeracy, inquiry, and social-emotional skills.
- Employ a range of interactive, creative teaching strategies to spark curiosity, critical thinking, and a love of learning from the earliest years.
- Personalise learning by differentiating instruction to meet the developmental stages, interests, and needs of every child, ensuring all learners feel seen, included, and supported.
- Monitor and document each child's progress through formative observations and developmental milestones, using assessment insight to refine teaching and provide targeted next steps.

## Pastoral Excellence and Child Development

- Create a warm, inclusive, and nurturing classroom culture where every child feels secure, celebrated, and able to thrive.
- Promote the holistic development of each learner—social, emotional, physical, and cognitive—ensuring individual growth is carefully supported and meaningfully guided.
- Actively model and reinforce positive behaviour, emotional literacy, and respectful peer relationships within a caring community of learners.
- Identify and respond to individual learning or developmental concerns by collaborating with families, specialists, and the school's learning support team to provide timely and appropriate interventions.
- Build children's confidence, independence, and resilience through affirming interactions, personalised encouragement, and consistent routines.



### **Parental Partnership and Communication**

- Build strong, trusting relationships with parents, positioning them as partners in their child's learning journey.
- Provide insightful, timely updates on each child's development through formal reports, parent-teacher conferences, and day-to-day communication.
- Host family learning opportunities, such as workshops, presentations, or classroom showcases, that deepen home-school connections and celebrate children's learning.
- Respond to parent enquiries with warmth, professionalism, and clarity, maintaining cultural sensitivity and fostering collaboration.

### **Curriculum Innovation and Enrichment**

- Contribute to the design and evolution of a rich early years curriculum that integrates creativity, inquiry, global awareness, and cultural responsiveness.
- Develop safe, engaging, and well-organised learning environments, both indoors and outdoors, that promote exploration, problem-solving, and joyful discovery.
- Integrate technology, storytelling, movement, and artistic expression to create multisensory learning opportunities that reflect the highest international standards.
- Collaborate with colleagues to develop imaginative cross-curricular projects, thematic weeks, and experiential activities that bring the curriculum to life.

### **Collaboration and Professional Growth**

- Work collaboratively with fellow Pre-Prep educators to ensure curriculum alignment, shared expectations, and a consistent educational philosophy across the phase.
- Participate fully in planning meetings, reflective discussions, and whole-school initiatives, contributing positively to the life and culture of the school.
- Actively pursue professional development opportunities, staying informed of emerging research and innovations in early years education.
- Contribute to the wider school community through involvement in school events, enrichment activities, and cross-phase initiatives.

### **Safeguarding, Compliance, and Duty of Care**

- Maintain an uncompromising commitment to safeguarding, ensuring the safety, protection, and welfare of every child in accordance with school policy and international best practice.
- Supervise children attentively during all parts of the school day, including transitions, breaktimes, meals, and off-site activities, ensuring their wellbeing at all times.
- Follow all school policies and regulatory guidelines related to health and safety, inclusion, and child protection, reporting concerns immediately and appropriately.
- Uphold the values and standards of Queen Elizabeth's Global Schools, modelling professionalism, integrity, and respect in all interactions.



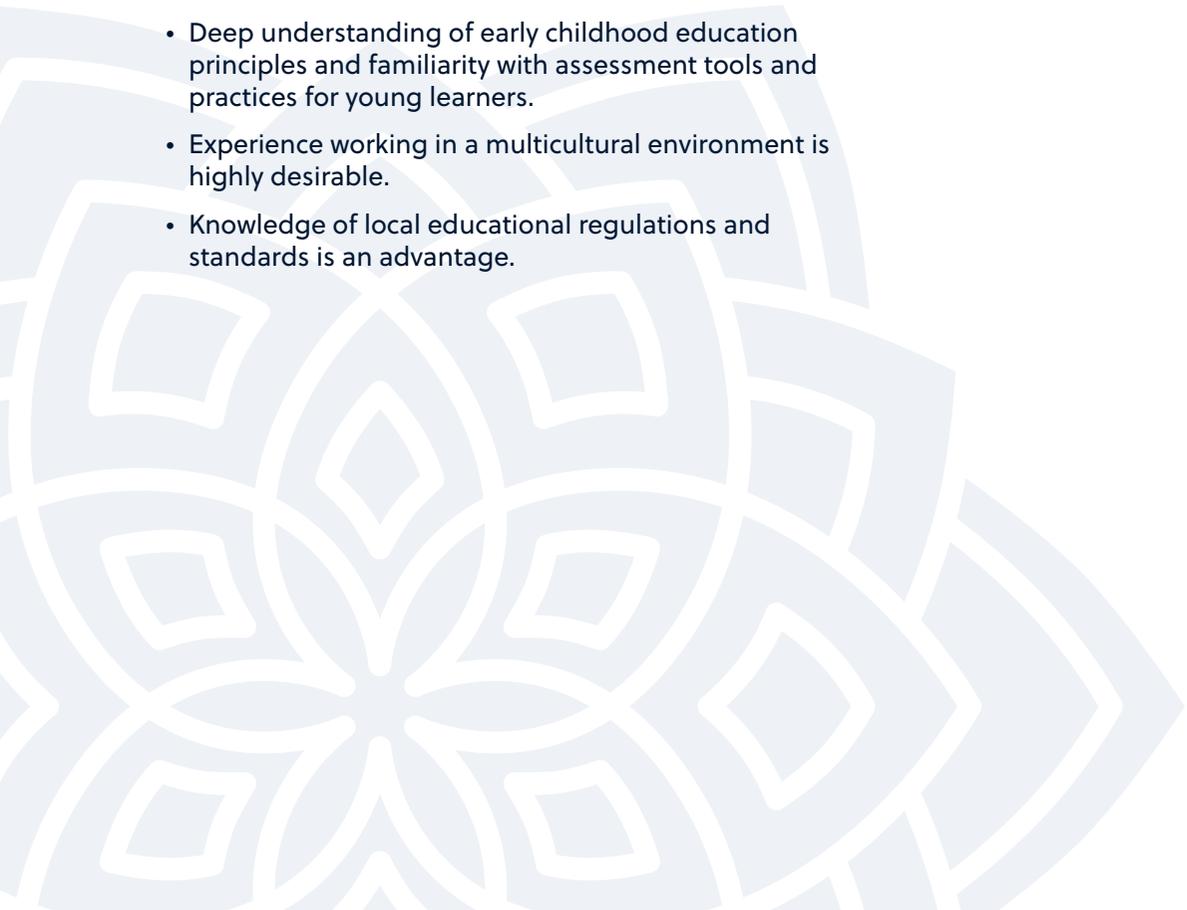
# The Person

## Qualifications and Experience

- Bachelor's Degree in Education, Early Childhood Education, or a related field.
- A recognised teaching qualification (e.g., PGCE, QTS, or equivalent).
- A minimum of 3 years of experience teaching in Early Years, preferably within a Cambridge International Curriculum school.
- Deep understanding of early childhood education principles and familiarity with assessment tools and practices for young learners.
- Experience working in a multicultural environment is highly desirable.
- Knowledge of local educational regulations and standards is an advantage.

## Personal Qualities

- A creative and innovative mindset, with a passion for fostering a love of learning in young children.
- Commitment to fostering inclusivity and promoting the well-being of all students.



# The Package

We believe that outstanding educators deserve outstanding support. Our compensation and benefits package reflect 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** A housing allowance is provided for international hires 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 is provided for international employees 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.

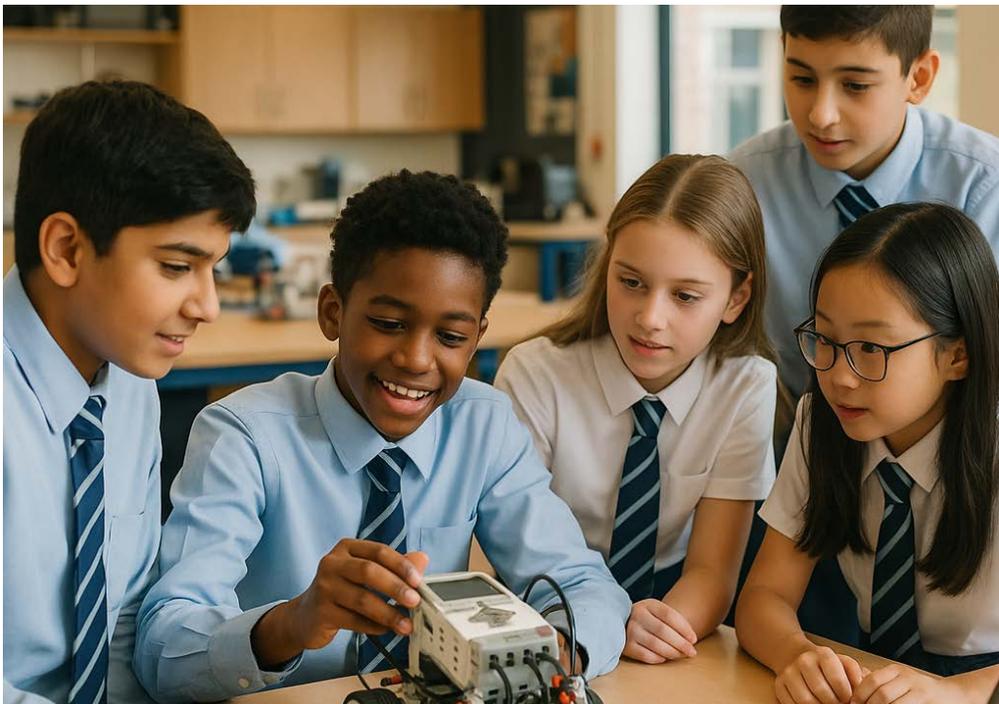
**Gratuity** End-of-service gratuity provided in accordance with local Labour Law.

**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.

Candidates will be asked to present their vision for delivering an outstanding Pre-Prep School education to nurture confident, able, and responsible young people, in alignment with the mission of Queen Elizabeth's Global Schools.

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Queen Elizabeth's Global Schools are an equal opportunities employer and is 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.