BRIGHTON COLLEGE
VIETNAM

Head of EYFS - Job Description

Safeguarding Responsibilities

Brighton College is committed to safeguarding and promoting the welfare of our pupils and expects all employees to share this commitment. All applicants should read the College's Safeguarding and Child Protection Policy, which is available on our website, and are required to declare any information as requested on the application form. Applicants must be willing to undergo child protection screening, such as the International Child Protection Certificate (ICPC) if they are UK based/UK national or a police certificate from every country that they have worked in outside the UK, as well as written/verbal reference checks from previous employers and qualification verification checks.

ABOUT THE ROLE

An exciting opportunity to lead, develop and grow Early Years at Brighton College Vietnam.

Brighton College Vietnam, part of the world-renowned Brighton College family of schools, is seeking an exceptional and passionate Head of Early Years Foundation Stage (EYFS) to lead the next phase of development of our growing Early Years provision.

With our Nursery and Reception classes established, we are entering an exciting period of growth. This is an opportunity to build on strong foundations, further develop the quality of provision and help shape the future direction of Early Years at Brighton College Vietnam.

We welcome applications from both outstanding and experienced EYFS teachers ready to take their first step into leadership and established EYFS leaders seeking an exciting opportunity within a growing international school.

The successful candidate will combine excellent early years practice with warmth, creativity and strong interpersonal skills. They will be passionate about providing exceptional experiences for young children, developing an inspiring learning environment, building a strong team and strengthening relationships with current and prospective families.

Reports to: Deputy Head of Prep School (Academic)

KEY RESPONSIBILITIES

Leadership and Department Development

- Lead and develop the EYFS department, working closely with the Head of Prep and wider leadership team to deliver the strategic vision and support future growth.

- Build a positive, collaborative team culture, supporting colleagues through mentoring, professional development and the sharing of best practice.
- Oversee curriculum planning, assessment and tracking, ensuring high-quality provision and clear progression across Nursery and Reception.
- Contribute to the strategic development of the department, including future staffing, resources and operational requirements.
- Play a key role in the significant development of our indoor and outdoor EYFS environments, working with College leadership and operational teams to create inspiring spaces that promote curiosity, independence, creativity and exploration.

Teaching and Learning

- Demonstrate and promote outstanding EYFS practice, ensuring engaging, purposeful and developmentally appropriate learning experiences.
- Maintain a teaching commitment, modelling excellent classroom practice. The precise allocation will reflect the successful candidate's experience and the needs of the department.
- Ensure a rich balance of child-initiated learning, continuous provision and carefully planned adult-led experiences.
- Ensure all children are supported and appropriately challenged, including those with EAL and additional learning needs.
- Promote high-quality interactions, language development and early literacy and mathematical understanding.

Safeguarding and Operational Leadership

- Undertake the role of Deputy Designated Safeguarding Lead (DDSL) for EYFS, taking responsibility for safeguarding leadership within the department and working closely with the Prep and College safeguarding teams.
- Ensure EYFS colleagues understand and consistently follow safeguarding, health and safety and child protection procedures.
- Maintain high standards of care, hygiene, organisation and safety across the EYFS environment.
- Work with the Head of Prep to manage staffing, budgets and resources effectively.
- Lead transition arrangements between Nursery, Reception and the wider Prep School, ensuring continuity of learning and positive experiences for children and families.

Community, Parental Engagement and Marketing

- Build strong, trusting relationships with current parents and carers, fostering a genuine sense of belonging within the EYFS community.
- Act as an enthusiastic ambassador for EYFS and Brighton College Vietnam, communicating the department's vision and achievements.
- Work closely with Admissions and Marketing to support pupil recruitment, retention and the continued growth of the department.
- Actively engage with prospective families through school tours, open days, admissions events and taster sessions.
- Promote community initiatives, including our Bright Start Programme, parent workshops and stay-and-play sessions.

Teaching Commitment and Leadership Development

The teaching commitment will be flexible, reflecting the experience, strengths and professional aspirations of the successful candidate alongside the needs of the department.

We welcome applications from:

- Outstanding EYFS practitioners ready to take their first step into formal leadership.
- Established EYFS leaders bringing strategic experience and expertise to a growing department.

For an emerging leader, the Head of Prep will provide appropriate guidance, mentoring and professional support to facilitate a successful transition into leadership.

Person Specification

The successful candidate will demonstrate:

- A recognised teaching qualification, Qualified Teacher Status (QTS), and a strong track record of successful teaching within the Early Years Foundation Stage (EYFS), ideally in a UK or UK-curriculum international school setting.
- A thorough understanding of the EYFS framework, child development and outstanding early years practice.
- Either established leadership experience or the clear potential and ambition to take the next step into leadership.
- Strong safeguarding knowledge and the professional judgement to undertake the role of EYFS DSL, with a commitment to further relevant training and development.
- The ability to inspire and develop colleagues, building a positive and collaborative team.
- Excellent communication skills and the ability to develop strong relationships with families from diverse cultural backgrounds.
- A genuine enthusiasm for marketing, community engagement and promoting the department to prospective parents.

- Creativity and an interest in developing exceptional indoor and outdoor learning environments.
- Strong organisational skills, initiative, resilience and a proactive, solutions-focused approach.

Recruitment and Selection Priorities

Candidates will be invited to demonstrate their contribution to three key areas:

1. Educational Excellence: Outstanding EYFS practice, curriculum development, child development and safeguarding.
2. Leadership and Growth: The ability or potential to inspire colleagues, develop provision and contribute to the strategic growth of the department.
3. Community and Environment: Enthusiasm for engaging current and prospective parents, promoting EYFS and developing exceptional indoor and outdoor learning environments.

Above all, we are looking for someone who is passionate about young children, believes in the power of exceptional early education and is excited by the opportunity to help shape the next chapter of Brighton College Vietnam.