

CANDIDATE PACK

JOIN OUR FAMILY

Head of EYFS



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Why Repton

Vision:

To foster a nurturing and inclusive community where students grow into confident, compassionate leaders and innovative thinkers, equipped to contribute positively to both local and global contexts.

Mission:

To provide a holistic British education that balances academic excellence with character development, creativity, and global awareness, ensuring every student is inspired, supported, and challenged to achieve their full potential within a values-driven, forward-thinking school environment.

Aims:

Grounded: A self-motivated, critical thinker who is emotionally resilient, physically robust, spiritually alive, and happy.

Rounded: A culturally attuned, socially conscious modern citizen who is politically informed, environmentally aware, and technologically fluent.

Unbounded: Able to forge ahead confidently, intellectually curious and internationally minded, seeking opportunity and finding achievement.

Values:



Respect — We foster a community that values diversity and encourages mutual respect, ensuring everyone feels valued.

Wholeness — We focus on nurturing the complete individual, promoting growth in moral, intellectual, social, and physical aspects.

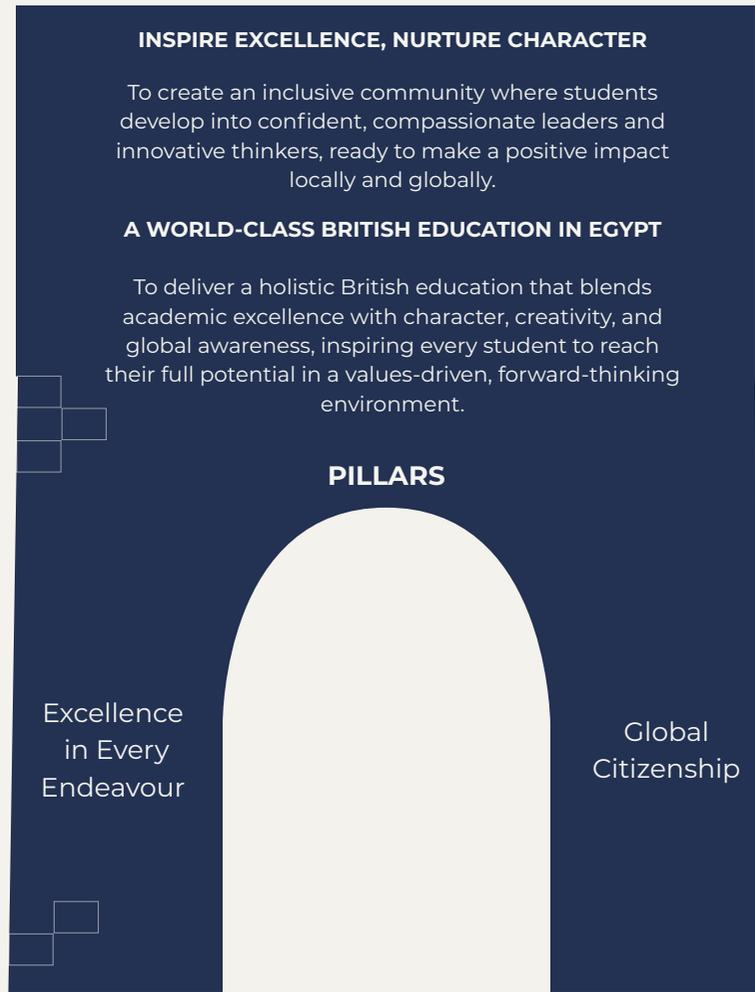
Truth — We prioritise honesty and integrity, building a community based on trust and transparency.

Excellence — We strive for high standards in teaching and learning, encouraging students to achieve their best.

Our Accreditations::



Strategic Pillars



At Repton Cairo, we are dedicated to cultivating an environment where every student is inspired to achieve excellence and grow in character. Our commitment to providing a world-class British education in Egypt is deeply rooted in Repton's rich 460-year tradition. We focus on developing the whole child, ensuring that academic rigour is balanced with holistic growth and global perspectives. Our pillars, Excellence in Every Endeavour and Global Citizenship, guide our educational approach, empowering students to become confident, compassionate, and curious learners. By nurturing these qualities, we prepare our students to lead with purpose and make meaningful contributions to the world.

The Repton Family of Schools



Repton Cairo, part of the prestigious Repton family of schools linked to Repton UK, upholds a strong commitment to academic excellence and core values. Embracing diversity and multiculturalism, the school fosters a vibrant environment where students are encouraged to think critically, achieve highly, and grow into resilient, socially responsible individuals. With world-class facilities and a child-centred approach, Repton Cairo supports each student's academic, personal, and social development. Regular quality assurance from Repton UK ensures consistently high standards. More than a school, Repton Cairo is a nurturing community where students are inspired to realise their full potential.

Welcome from the School Principal

Dear Parents and Guardians,

A very warm welcome to each of you!

As the school principal, it is my pleasure to welcome you back to another exciting year at Repton Cairo. I understand that life can be a whirlwind of activities, and keeping up with school policies, curriculum, and events can be a challenge. This is why we have compiled this comprehensive handbook to serve as your go-to guide for all things Repton.

Inside, you will find everything from our school's vision, mission, and core values that guide our educational approach, to the fundamental details of our programmes, activities, and academic calendar. This handbook will also outline the policies your children are expected to follow, provide an overview of our curriculum, and highlight the many services we offer to support your child's educational journey.

Throughout the year, we will be sharing more detailed information about the curriculum and other exciting updates tailored to your child's year group. Whilst the handbook is packed with useful information, please do not hesitate to reach out with any additional questions or suggestions. Our philosophy is that Students Come First, and we are always eager to hear how we can enhance their experience.

I am excited to continue our journey together in nurturing your children as global citizens. Together, we can make their learning journey personalised, meaningful, safe, and fun.

Looking forward to another fantastic year ahead!

Warm regards,

Stephen Priest
School Principal



Working at Repton Cairo

Repton Cairo is committed to employing and rewarding educators who share its ambition, its aims and its values. This will be reflected in an attractive remuneration package as well as investments in both staff professional development and facilities.

Repton Cairo has its own tax free salary scale and the person will enter the scale at the level suiappointedable to his/her qualifications and experience.

Repton staff also benefit from:

- An attractive '100%' fee remission scheme
- Private health care
- Annual flights to country of origin
- Accommodation

The School is committed to the professional development of its staff invests significantly in this area.

Repton Cairo is set within the prestigious Mivida development in New Cairo. Mivida as an integrated community with much green space, its own shopping, leisure and entertainment options, and is 30 minutes drive to Cairo international airport.





Our Campus

Repton Cairo's campus is thoughtfully designed to nurture active learning and inspire curiosity at every turn. From open, light-filled classrooms to dynamic outdoor spaces, the environment encourages students to engage, explore, and collaborate beyond the boundaries of traditional learning. Every corner of the campus is intentionally crafted to promote education—whether through purpose-built facilities, shared communal areas, or spaces that invite creativity and movement—creating a setting where learning feels natural, continuous, and alive throughout the school day.



It is the largest city
in Africa.

Living in Cairo

While all this is within reach, Mivida in New Cairo, where Repton Cairo is situated, is a completely different proposition. The Head will have accommodation in this development, as will many of the teaching staff. It has been recently built – and continues to develop – as an integrated community, with much green space, its own shopping, leisure and entertainment options and a variety of types of property, including luxury villas and lakeside apartments. It has been developed in an ecologically sustainable way. Repton Cairo and a German school provide the international education options for Mivida. Despite this sense of being ‘another world’, Mivida has good access to other parts of Cairo and is a 30-minute drive from Cairo’s international airport.

Cairo is a city of contrasts. It is the largest city in Africa, although it considers itself to be more Mediterranean and Middle Eastern.

There are extraordinarily rich cultural and historical sites to visit, whether the Pyramids of Giza, the many sites of Old Cairo or the medieval souq; Cairo’s architecture led to the description ‘a city of a thousand minarets’.

Cairo has long been a centre of the political and cultural life in the Middle East and North Africa and the wider Mediterranean, and has a similarly proud academic tradition, including having the second oldest institution of higher learning in the world. Cairo is a mix of liberal and conservative attitudes, adding further to the impression of the city as a melting pot of cultures.

The weather in Cairo is hot in the summer and chilly (as low as 8 degrees) in winter. Rainfall is negligible, mostly falling as brief showers during the winter. Warmer temperatures in the spring are sometimes accompanied by the khamaseen, a hot, dry and sandy wind from the south.

The Role

Post:
Reporting to:

Head of EYFS
School Principal

The Early Years Coordinator is responsible for promoting the Early Years and the highest education programmes and standards of achievement in Early Years through effective leadership and management.

PRINCIPLES

- The Head of EYFS is expected to undertake all the professional duties of a teacher, under the reasonable direction of the School Principal. In addition, the Head of EYFS will be expected to take responsibility for the co-ordination and development of work throughout the school in EYFS through the duties detailed below.
- In fulfillment of all responsibilities and duties, the Head of EYFS should show a commitment to the school's mission statement, the policies and philosophy & ethos of the school, and strive to maintain these through professional personal conduct and effective relationships with colleagues, pupils and parents.
- This job description identifies the responsibilities of the post. It will be reviewed annually by the School Principal and may be subject to amendment, as the needs of the school require, but only after full consultation with the Head of EYFS.

RESPONSIBILITIES AND DUTIES

Teaching and Development

- Lead the EYFS team in the planning and delivery of a creative and stimulating curriculum
- Ensure the curriculum supports and develops children's independence
- Brief and update colleagues on relevant policy and practice through meetings and workshops
- Monitor and evaluate learning and teaching in Early Years through looking at learning environments, planning, talking to students and visiting lessons

- Enrich the curriculum through arranging educational visits and guest speakers
- Take responsibility for ensuring high quality teaching provision throughout the EYFS
- Secure high quality indoor and outdoor learning across EYFS
- Ensure curricular policy development is focused on continuous improvement
- Ensure all EYFS children are able to learn and achieve to the best of their abilities and that they make good progress from their starting points
- Ensure all requirements for EYFS including assessment arrangements/ expectations are met
- Work with the Assessment lead to monitor the progress of pupils and report evaluated data to the Senior Leadership Team (SLT)
- Work in partnership with the SLT to monitor the success of the teaching and learning of the curriculum and manage areas for improvement
- Organise opportunities for pupils in the EYFS which are appropriate to the curriculum
- Act as a role model in the planning for, and delivery of own teaching of Early Years
- Ensure that the Lower School Early Years and Sports areas demonstrate and display high expectations
- Lead parent workshops when necessary
- Raise the profile of Early Years through organising displays, competitions, events, initiatives etc.. and promote Early Years through a range of extracurricular activities and events

LEADERSHIP AND MANAGEMENT

- Support the policies, ethics and vision of the school and actively promote high levels of achievement in the Early Years Foundation Stage
- Actively contribute to the leadership and management of the school
- Identify and facilitate the training needs of colleagues, lead relevant staff training as necessary as well as creating opportunities for colleagues to learn from you and each other
- Establish and maintain regular communications with the School Principal, and work closely together to draw up, implement, monitor and evaluate the School Improvement Plan in respect of Early Years
- Develop and review the Early Years curriculum, policies and initiatives
- Work with the SLT to ensure the successful implementation of school policies and procedures
- Establish and maintain positive working relationships with all members of staff
- Provide support and guidance for members of the EYFS team
- Organise and manage the day-to-day running of EYFS, including efficient use of teaching resources
- Lead weekly EYFS meetings and ensure effective communication with staff
- Support the SLT in the performance management of staff in the EYFS
- Assist the SLT in the review and evaluation of EYFS policies and procedures
- Support and mentor new members of staff as part of the induction process
- Stimulate colleagues and team members, by creating a supportive, challenging and positive environment
- Manage your own professional development by attending relevant training opportunities
- Keep up-to-date with current thinking and research that positively impacts on EYFS
- Work with the Admin and EYFS team to ensure that the in-year admissions and September intake process is successful. e.g. Open days, class lists, transition arrangements, welcome packs etc.
- Undertake other reasonable duties as requested by the Head of Department, Head of Faculty or members of the Senior Leadership Team and any duties that the School Principal deems necessary for the effective operation of the school

COMMUNICATION AND RESOURCING

- Develop and maintain effective relationships with parents, colleagues, the Board and the local and wider school communities
- Develop and maintain links with relevant external advisory and support agencies
- Actively communicate with the local community to seek opportunities that extend the curriculum and enhance teaching and learning in EYFS
- Ensure parents/carers are well-informed about the EYFS curriculum as well as their child's progress and potential areas for development
- Provide necessary information to the school's Board to ensure it meets its responsibilities
- Communicate any local and national changes to members of the EYFS team
- Liaise with other colleagues to ensure a smooth transition for all pupils from EYFS to Key Stage 1
- Ensure that Early Years is well-resourced
- Maintain a record of equipment and resources and manage their allocation
- Manage a budget for EYFS
- Ensure that all health and safety arrangements are in place for Early Years lessons and events

ADDITIONAL DUTIES AND SAFEGUARDING

- Promote and safeguard the welfare of all pupils
- Ensure that a high standard of care for pupils is consistently maintained
- Act as a role model for members of staff and children

RELATIONSHIPS

- Responsible for
All EYFS teachers
- Responsible to
School Principal

Co-operate & Communicate Effectively With

- The School Administration
- All colleagues, both teaching and non-teaching
- The enrichment teachers
- Inspection teams
- Parents
- Pupils





Information for Candidates

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About You

Qualifications / Attainment

Essential

- Bachelors Degree
- QTS

Desirable

Master's

Skills Required

Essential

- Effective leader with a track record of experience in academic/curriculum leadership positions
- Experience in delivery of the English National Curriculum.
- Problem solver, able to work under pressure and manage competing priorities
- Strategic thinker, able to prioritise, plan and organise
- Team builder
- Highly skilled teacher, able and happy to model highly effective planning, teaching, marking and assessment

Desirable

- International school teaching experience
- Experience/understanding of UK independent school education

Personal and Professional Qualities

Essential

- Excellent communication skills, leadership and persuasion skills
- Strong organisation skills
- Resilient, adaptable, flexible
- Sense of humour

Application Process

Applications should be made by sending a fully completed Repton Cairo Application Form, including at least 2 referees and Cover Letter, to hr@reptoncairo.org

CVs may also be sent in addition to the Application Form.





REPTON

CAIRO

www.reptoncairo.org