



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Preparatory Teaching Assistant

JANUARY 2026



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 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 Preparatory Teaching Assistant to join the founding academic team at Queen Elizabeth's School, Gurugram.

This is a unique opportunity to support the establishment of a new school that brings together the academic excellence, values, and heritage of Queen Elizabeth's School, Barnet, with the innovation and ambition of a global education group. You will be responsible to work closely with Prep Teachers to develop confident, able and responsible young people.

As a Preparatory Teaching Assistant in our Prep school, you will assist in cultivating a nurturing yet aspirational classroom environment where every child is encouraged to flourish academically, socially, and emotionally. You will inspire a lifelong love of learning while setting the highest expectations for progress, conduct, and personal growth. You will play an important role in bringing to life the vision of Queen Elizabeth's Global Schools, contributing to a school culture that values scholarship, character, inclusion, and global citizenship.

If you are an outstanding practitioner who is passionate about teaching, committed to continuous improvement, and excited to help establish a world-class school from the ground up, we would be delighted to hear from you.

The Role

Job Title: Preparatory Teaching Assistant

Function: Academics

Reporting to: Deputy Head of Preparatory (Academics)

Teaching and Learning Excellence

- Support the delivery of intellectually rigorous, engaging, and imaginative lessons
- aligned with the National Curriculum for England and fully compliant with local requirements.
- Assist prep teachers in integrating locally mandated subjects with sensitivity, purpose, and respect for cultural context.
- Contribute to personalised learning by supporting individual students and small groups, helping to meet diverse learning needs, interests, and abilities.
- Reinforce learning objectives by providing targeted academic support to ensure all students are appropriately challenged and supported to make strong progress.
- Support the effective use of educational technology to enhance learning, creativity, and digital literacy in line with the school's innovation strategy.
- Assist with formative and summative assessment practices, including observations, feedback, and record-keeping, to help monitor student progress and inform teaching.
- Adapt support strategies to ensure inclusive access to learning, including for students requiring learning support, EAL assistance, or academic enrichment.

Student Wellbeing, Safeguarding, and Development

- Help foster a positive classroom culture grounded in respect, empathy, inclusion, and high expectations, where every student feels safe, valued, and supported.
- Support student's holistic development, contributing to their emotional wellbeing, resilience, social skills, and confidence alongside academic learning.
- Model professionalism, positive behaviour, and ethical conduct, acting as a consistent role model for students in line with school values.
- Maintain vigilance in safeguarding and child protection, ensuring all responsibilities are carried out in accordance with school policies, local regulations, and international best practice.
- Communicate promptly and appropriately with Prep teachers regarding any concerns related to student wellbeing, behaviour, or safety.



Parent and Community Partnership

- Support open and positive communication with parents, under the guidance of the class teacher, to help build strong partnerships that support each child's learning and development.
- Contribute observations and insights on students' progress, behaviour, and engagement to assist teachers with reporting, parent meetings, and conferences.
- Participate professionally in parent-facing events such as conferences, workshops, information sessions, and celebration days, helping to create a welcoming and inclusive school community.
- Approach all interactions with families with cultural awareness and sensitivity, ensuring communication is respectful, inclusive, and aligned with the school's values and policies.
- Always maintain confidentiality and professionalism when handling parent communication and student information.

Professional Growth and Collaboration

- Engage proactively in professional learning by participating in school led training, induction programmes, and relevant development opportunities to strengthen skills.
- Work collaboratively with Prep teachers and colleagues to support planning, share best practice, and contribute to consistent, high-quality teaching and learning across the Prep School.
- Contribute positively to staff meetings, planning sessions, and professional learning communities, demonstrating professionalism, reflective practice, and a commitment to continuous improvement.
- Seek and respond constructively to feedback to enhance effectiveness in supporting student learning and classroom practice.

Whole School Contribution

- Support the delivery of high-quality co-curricular and extracurricular activities, including clubs, enrichment programmes, and school events, contributing positively to students' wider learning experiences.
- Participate actively in whole-school initiatives and events such as assemblies, theme weeks, celebrations, performances, and special programmes, supporting organisation and student engagement as required.
- Uphold all school policies and procedures, including those relating to safeguarding, health and safety, behaviour, and inclusion, always maintaining the highest standards of professionalism.
- Act as a positive ambassador for the school, demonstrating commitment to its values, ethos, and community life.



The Person

Qualifications and Experience

- Bachelor's degree or equivalent in Education or a related field.
- Teaching qualification (PGCE, QTS, or equivalent) – not mandatory but advantageous.
- Minimum 5 years of experience working in a classroom or educational support role, ideally in a Cambridge International Curriculum school.
- Understanding of COBIS standards and inspection expectations, particularly in relation to safeguarding, teaching quality, and staff professionalism, with experience in a British international school context preferred.
- Understanding of Cambridge curriculum frameworks, assessment practices, and teaching strategies appropriate for Prep School students.
- Awareness of local educational regulations and standards is desirable.

Personal Qualities

- A genuine passion for working with children and supporting their academic, social, and emotional development.
- Creativity, adaptability, and a proactive approach to supporting teaching and learning.
- Commitment to inclusivity, equity, and student well-being, promoting a positive and nurturing classroom culture.
- Professionalism, reliability, and strong interpersonal skills, with the ability to work collaboratively as part of a teaching team.



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.

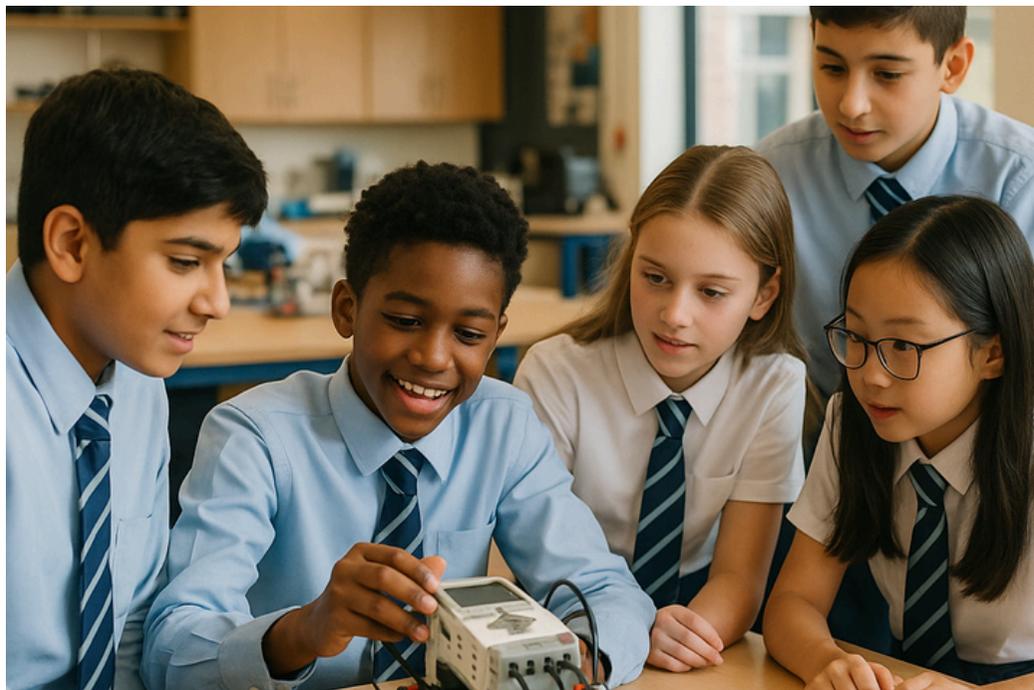
Annual Airfare Annual return airfare will be provided for international hires and eligible dependents.

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.

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.