



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Deputy Head of Prep School (Academic)



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 outstanding academic leader to serve as Deputy Head of Prep School (Academic), a key strategic role within the school's founding leadership team.

You will lead the academic vision for the Preparatory School, ensuring the highest standards of teaching, learning, and curriculum delivery in alignment with the Cambridge International Primary Curriculum, while thoughtfully contextualising this within our multicultural, globally-minded environment. Your leadership will be instrumental in embedding a rigorous and innovative academic culture that reflects the heritage and high performance associated with our founding school, Queen Elizabeth's School, Barnet.

As a senior member of the founding team, you will shape and implement a curriculum that fosters intellectual curiosity, depth of understanding, and a lifelong love of learning—ensuring that every student is challenged, supported, and inspired.

If you are a visionary academic leader with a proven track record of academic excellence, we would be delighted to hear from you.

The Role

Job Title: Deputy Head of Prep School (Academic)
Reporting to: Head of Prep School

Academic Leadership

- Provide strategic leadership in the design, delivery, and continuous enhancement of the Cambridge International Primary Programme across the Prep School.
- Ensure the curriculum is intellectually rigorous, globally relevant, and engaging for a diverse and high-achieving international student body.
- Collaborate with subject leaders to embed innovative, research-informed pedagogical practices and ensure alignment with the school's broader academic vision.
- Oversee the implementation of robust formative and summative assessment frameworks, ensuring coherence with international benchmarks and internal quality assurance standards.
- Analyse academic performance data to identify trends, drive improvement, and personalise learning pathways for all students.
- Cultivate a culture of academic ambition, intellectual curiosity, and continuous improvement, in keeping with the standards and legacy of Queen Elizabeth's School, Barnet.

Excellence in Teaching and Learning

- Champion the highest standards of teaching across the Prep School through systematic observation, feedback, and coaching.
- Lead on the development of impactful professional learning opportunities that empower teachers to refine their craft and deliver exceptional classroom experiences.
- Promote evidence-based instructional strategies, with an emphasis on technology integration, creativity, and critical thinking.
- Ensure teaching is inclusive, adaptive, and responsive to the individual needs, backgrounds, and aspirations of each learner.

Staff Development and Professional Growth

- Work in close collaboration with class teachers, learning support specialists, and parents to ensure every child makes excellent progress and is supported to achieve their full potential.
- Work with the Director of Inclusion to quality assure intervention and extension programmes that are data-driven, targeted, and impactful for learners at all levels.
- Ensure academic provision is aligned with the school's pastoral vision, nurturing students who are not only high achievers but also confident, able and responsible individuals.

Student Progress and Wellbeing

- Work in close collaboration with class teachers, learning support specialists, and parents to ensure every child makes excellent progress and is supported to achieve their full potential.
- Work with the Director of Inclusion to quality assure intervention and extension programmes that are data-driven, targeted, and impactful for learners at all levels.

- Ensure academic provision is aligned with the school's pastoral vision, nurturing students who are not only high achievers but also confident, able and responsible individuals.

Strategic and Operational Leadership

- Support the Head of Prep School in delivering the academic vision and long-term strategic priorities of the school.
- Contribute to the design and execution of the academic timetable, calendar, and staffing allocations to ensure smooth day-to-day operations.
- Ensure full compliance with all relevant international quality assurance frameworks and local regulatory requirements.
- Represent the Prep School with confidence and professionalism at parent forums, events, and external engagements.
- Assume the responsibilities of the Acting Head of Prep School when required, providing continuity of leadership and decision-making.



The Person

Qualifications and Experience

- Bachelor's Degree in Education or a related field (Master's degree in Education or Leadership preferred).
- A recognised teaching qualification (e.g., PGCE, QTS, or equivalent).
- A minimum of 5 years of teaching experience in a Cambridge International Curriculum school, with at least 3 years in a leadership role.
- Demonstrated success in leading curriculum development, staff training, and academic improvement.
- Knowledge of local education landscape and guidelines is an advantage.

Personal Qualities

- Deep understanding of the Cambridge International Curriculum and its application in an international context.
- Passion for innovation in education, with a commitment to driving academic excellence.

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.

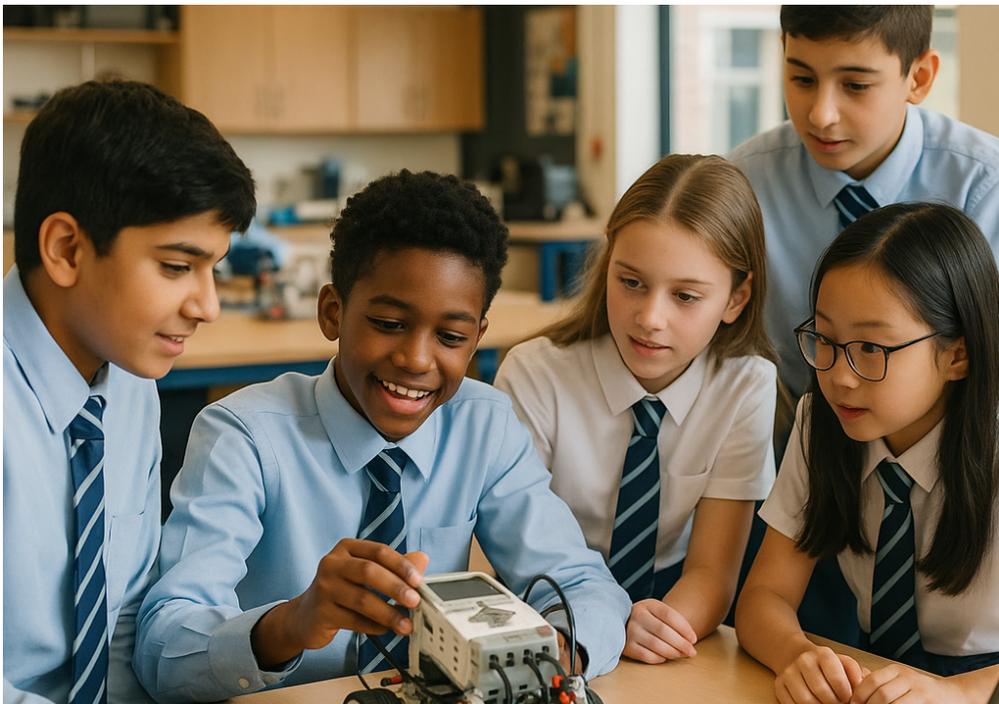
Gratuity End-of-service gratuity provided in accordance with local Labour Law.

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.

Shortlisted candidates will be invited to a two-stage interview process:

First stage: Panel interview with school leadership team.

Second stage: As part of the final stage, candidates will be asked to present their vision for delivering an outstanding Preparatory School education to nurture confident, able, and responsible young people, in alignment with the mission of Queen Elizabeth's Global Schools.

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.