



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Deputy Head of Prep School (Pastoral)



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 a compassionate, strategic, and inspiring leader to serve as Deputy Head (Pastoral) for the Prep School at Queen Elizabeth's School, Gurugram.

The successful candidate will lead the school's pastoral care strategy, ensuring the highest standards of student wellbeing, personal development, and safeguarding. A central aspect of the role will be the leadership and development of the QE House Programme, embedding it as the cornerstone of student life and character education across the Prep School.

You will work closely with staff, students, and families to cultivate a nurturing, inclusive, and values-led school culture, fully aligned with the Cambridge International Primary Curriculum and the ethos of Queen Elizabeth's Global Schools. Your work will empower students to thrive both personally and socially - becoming confident, able and responsible young people.

As a key member of the founding senior leadership team, you will play a pivotal role in shaping the vision of the Prep School in line with the overarching mission of Queen Elizabeth's Global Schools, upholding the values and legacy of our founding institution, Queen Elizabeth's School, Barnet.

If you are a dynamic and empathetic leader who thrives in high-performance environments and is passionate about nurturing the whole child, we would be delighted to hear from you.

The Role

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

Pastoral Leadership

- Lead the development and execution of a comprehensive, values-driven pastoral care strategy that champions student wellbeing, personal growth, and safeguarding excellence across the Prep School.
- Champion the integration of local culture, heritage, and values within the school's pastoral framework, ensuring that all students feel a deep sense of cultural pride, belonging, and representation within the school community.
- Oversee the design and implementation of school-wide policies related to behaviour and student welfare, ensuring alignment with the school's mission and the highest standards of pastoral care.
- Cultivate a culture of kindness, respect, and inclusivity, where every student feels known, supported, and empowered to thrive.
- Collaborate closely with the Head of Prep and Deputy Head of Prep (Academic) to ensure that pastoral provision is seamlessly integrated into the broader educational experience.
- Serve as the Prep School's Deputy Designated Safeguarding Lead, ensuring full compliance with local and accrediting body safeguarding frameworks and leading a culture of vigilance and care.

Student Wellbeing and Personal Development

- Oversee the emotional, social, and behavioural development of all students, ensuring proactive systems of support are in place to meet individual and group needs.
- Lead on the monitoring and improvement of attendance and punctuality, devising intervention plans to address emerging concerns.
- Provide compassionate and strategic guidance to students facing challenges, including conflict resolution, emotional regulation, and peer dynamics.
- Design and implement a rich programme of character education, mental health awareness, and resilience-building, aligned with the QE House Programme and whole-school pastoral vision.
- Champion student voice and wellbeing, leading initiatives that celebrate achievement, build confidence, and foster a strong sense of belonging.

Behaviour and Conduct

- Uphold and lead a culture of exceptional behaviour and personal responsibility, ensuring consistent implementation of the school's behaviour policy across all year groups.
- Support and empower staff to manage behaviour effectively through coaching, modelling, and professional development.
- Analyse behaviour data to identify trends, evaluate the impact of interventions, and refine strategies to support a positive learning environment.
- Act as the lead point of contact for complex behavioural matters, engaging sensitively and proactively with parents when required.

Parent and Community Engagement

- Build strong, trust-based partnerships with parents, ensuring open communication and shared responsibility for student wellbeing.
- Maintain proactive dialogue with families around pastoral matters, offering both support and clarity in times of need.
- Design and deliver a calendar of parent engagement events, including seminars on topics such as digital citizenship, wellbeing, and positive parenting strategies.

Staff Development and Leadership

- Inspire and lead all staff in their pastoral responsibilities,

ensuring a unified and professional approach to student care and development.

- Plan and deliver high-impact training sessions on safeguarding, behaviour management, student welfare and emotional literacy.
- Conduct appraisals and performance reviews for staff with pastoral duties, setting clear goals and offering constructive guidance to support growth.
- Collaborate with academic leaders to ensure that the pastoral and academic dimensions of school life are aligned, coherent, and mutually reinforcing.

Operational and Strategic Responsibilities

- Monitor and report on key pastoral indicators, including attendance, safeguarding records, and behavioural trends, to inform strategic decision-making.
- Ensure the school's full compliance with all relevant local safeguarding standards, maintaining robust documentation and systems.
- Contribute to the preparation and successful execution of inspection visits, ensuring that pastoral provision is clearly articulated and evidenced.
- Support the Head of Prep School in managing day-to-day operational matters, including timetabling, staffing, and resourcing.
- Act as Acting Head of Prep School when required, providing continuity of leadership and upholding the highest standards of care and professionalism.



The Person

Qualifications and Experience

- Bachelor's Degree in Education or a related field (PGCE or equivalent teaching qualification required).
- Significant leadership experience in a Prep School setting, ideally as a Head of Year, Head of Pastoral, or similar role.
- Comprehensive knowledge of pastoral systems and safeguarding frameworks.
- Proven ability to manage complex safeguarding cases and work with external agencies.
- Experience in leading and managing teams, with a focus on professional development and performance improvement.

Personal Qualities

- Strong knowledge of local and best practice safeguarding policies and pastoral care practices.
- Proven ability to handle sensitive issues with empathy, discretion, and professionalism.

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.

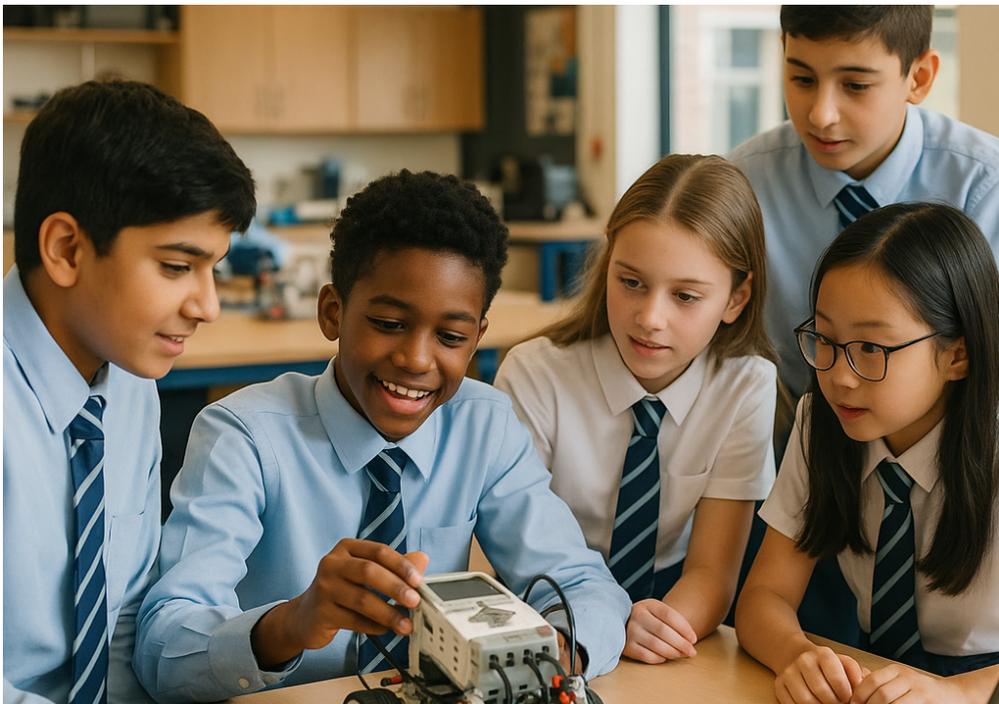
Gratuity End-of-service gratuity provided in accordance with local Labour Law.

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 Pastoral Prep 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.