



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Founding Head of Senior School



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 Global 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.





The Opportunity

We are seeking an exceptional Founding Head of Senior School to lead the academic, strategic and operational delivery of the Senior School at Queen Elizabeth's School, Gurugram. This is a unique opportunity to shape a world-class Senior School from the ground up within a prestigious international school group.

The ideal candidate will be an inspiring and experienced school leader with a proven track record of delivering academic excellence, fostering holistic student development, and building high-performing teams. You will be responsible for leading all aspects of the Senior School—academic outcomes, pastoral care, co-curricular provision, and staff development—ensuring a rich, rigorous, and inclusive educational experience.

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

If you are a dynamic and forward-thinking leader who thrives in high-performance environments and is passionate about delivering exceptional education, we would be delighted to hear from you.

The Role

Job Title: **Founding Head of Senior School**
Reporting to: **Principal**

Strategic Leadership

- Provide visionary and strategic leadership to establish the Senior School as a benchmark of excellence, rooted in the values and academic ethos of Queen Elizabeth's School, Barnet.
- Shape and implement an ambitious long-term vision for the Senior phase, ensuring alignment with whole-school strategy and the global standards of the Queen Elizabeth's brand.
- Lead the development of a high-performance culture characterised by innovation, accountability, and continuous improvement in both academic and pastoral domains, underpinned by a rigorous and responsive school improvement planning cycle.
- Ensure full compliance with Haryana regulations and support the school's alignment with the standards required for British Schools Overseas (BSO) and Council of British International Schools (COBIS) accreditation.
- Serve as a strategic partner in the school's founding leadership team, contributing to whole-school decision-making and representing the Senior School with distinction to internal and external stakeholders.

Academic Excellence & Curriculum Development

- Lead the design and delivery of an ambitious and intellectually rigorous curriculum based on the Cambridge International Curriculum, ensuring alignment with the academic ethos of Queen Elizabeth's School, Barnet and adapting provision to meet Indian statutory requirements.
- Drive exceptional teaching and learning through the implementation of evidence-informed pedagogical approaches, integrating innovation and educational technology to enrich the learning experience.
- Champion inclusive, student-centred learning that recognises the needs of every child, ensuring appropriate challenge, support, and differentiation for a diverse and high-achieving student body.
- Curate a vibrant and holistic enrichment programme that cultivates curiosity, creativity, and character—extending learning well beyond the classroom through co-curricular and cross-disciplinary opportunities.
- Embed the school's vision of nurturing confident, able, and responsible young people, ensuring that academic, personal, and social development are equally prioritised within the Senior school.



Staff Leadership & Development

- Attract, recruit, and retain outstanding educators with the passion, expertise, and ambition to deliver a world-class British Senior School education.
- Inspire and develop a high-performing teaching team through strategic mentoring, clear goal setting, and a culture of continuous reflection and professional growth.
- Implement a robust and developmental performance management framework, including regular lesson observations, coaching conversations, and evidence-informed feedback.
- Design and lead a professional development programme that reflects the latest in pedagogical research, curriculum innovation, and leadership progression.
- Model exemplary leadership by cultivating a collaborative, respectful, and intellectually curious staff culture grounded in trust, shared values, and a commitment to excellence.

Pastoral Care & Student Well-Being

- Create and sustain a safe, inclusive, and nurturing environment where every child feels known, valued, and empowered to flourish both academically and personally.
- Champion a whole-school approach to wellbeing, working collaboratively with staff, parents, and specialist teams to support students' emotional, social, and behavioural development.
- Ensure the highest standards of safeguarding and child protection, embedding a culture of vigilance, accountability, and care in line with UK, BSO and COBIS requirements.
- Build strong, trusting relationships with families, serving as a visible and approachable presence and as a key liaison in matters relating to student welfare, behaviour, and pastoral support.
- Embed the school's commitment to developing confident, able, and responsible young people, ensuring that wellbeing and character development are integral to the Senior School experience.

School Operations & Administration

- Lead the strategic and day-to-day operations of the Senior School with efficiency, foresight, and attention to detail ensuring a seamless learning environment where academic and pastoral priorities can thrive.
- Oversee timetabling, staffing, and resource allocation to maximise learning time, support teacher effectiveness, and optimise student experience.
- Collaborate with admissions and marketing teams to position the Senior School as a first-choice destination for ambitious families, ensuring enrolment targets are met with students aligned to the school's ethos.

- Monitor and analyse assessment data to inform teaching, improve outcomes, and embed a culture of evidence-based decision-making and continuous improvement.
- Uphold the highest standards of health, safety, discipline and safeguarding, ensuring full compliance with local regulations, BSO and COBIS standards, and internal policies—and modelling a proactive approach to risk management and student welfare.

Other

- Promote and respect the heritage, traditions, and values of local culture, fostering an inclusive environment that reflects the national identity and cultural expectations of students.
- Engage actively in professional learning and development to remain at the forefront of educational leadership and best practice.
- Attend and contribute meaningfully to leadership, staff, and governance meetings as required.
- Demonstrate a thorough understanding of, and full compliance with, all school policies and procedures, and contribute to their ongoing review and development.
- Undertake any additional duties that may be reasonably assigned by the Principal or Governing Body, in support of the school's strategic priorities.
- This job description is not intended to be exhaustive. The post-holder may be required to undertake additional responsibilities in line with the evolving needs of a growing, world-class school.

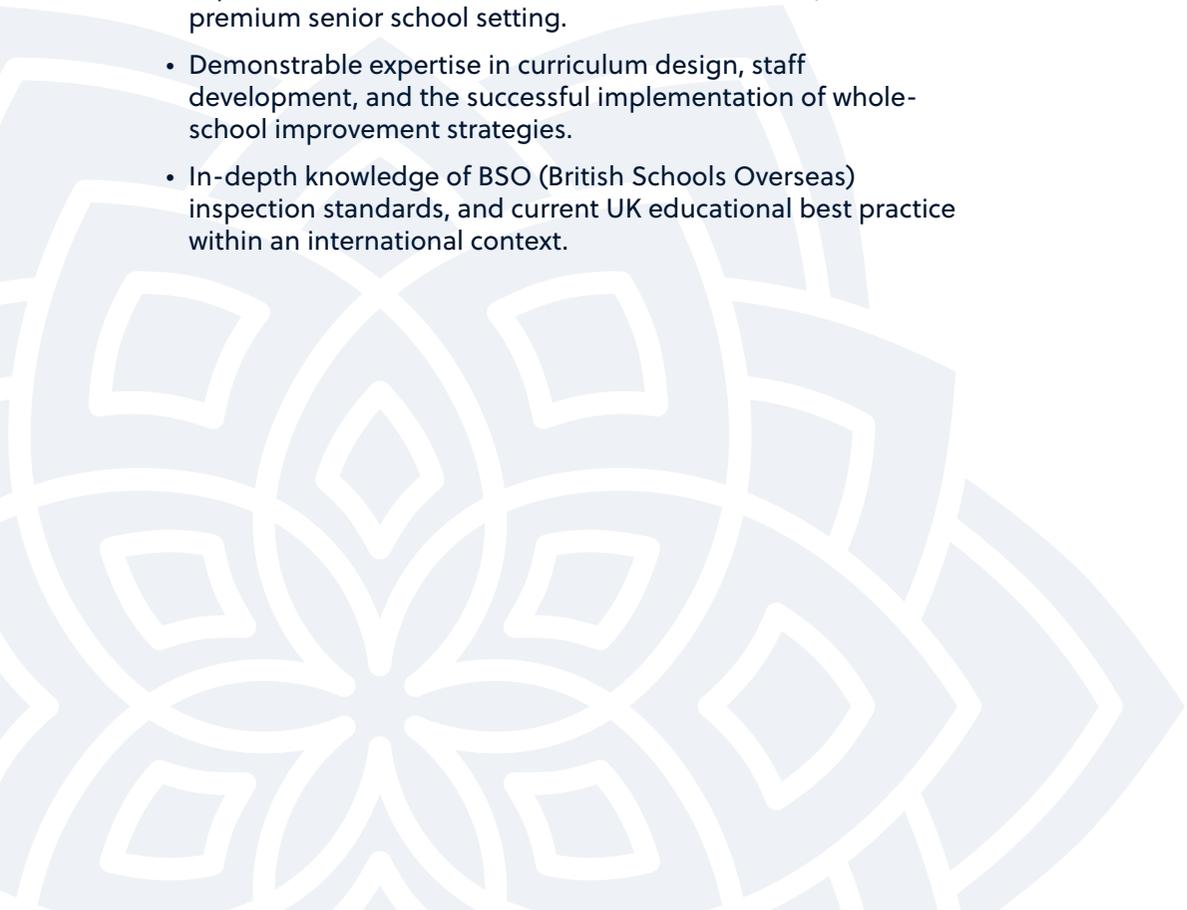
The Person

Qualifications and Experience

- Bachelor's degree in Education (BEd), PGCE, or equivalent teaching qualification; a Master's degree in Education or Educational Leadership is strongly preferred.
- Qualified Teacher Status (QTS) or equivalent international certification.
- A minimum of five years' successful senior leadership experience within a British curriculum school, ideally in a premium senior school setting.
- Demonstrable expertise in curriculum design, staff development, and the successful implementation of whole-school improvement strategies.
- In-depth knowledge of BSO (British Schools Overseas) inspection standards, and current UK educational best practice within an international context.

Personal Qualities

- Exceptional interpersonal and communication skills, with the ability to build strong relationships and communicate effectively with students, staff, and parents.
- Highly organised and solutions-focused, with strong analytical skills and the ability to manage complex priorities with calm efficiency.
- A visible, inspirational leader with a student-first mindset who models integrity, resilience, and high expectations in all aspects of school life.



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.

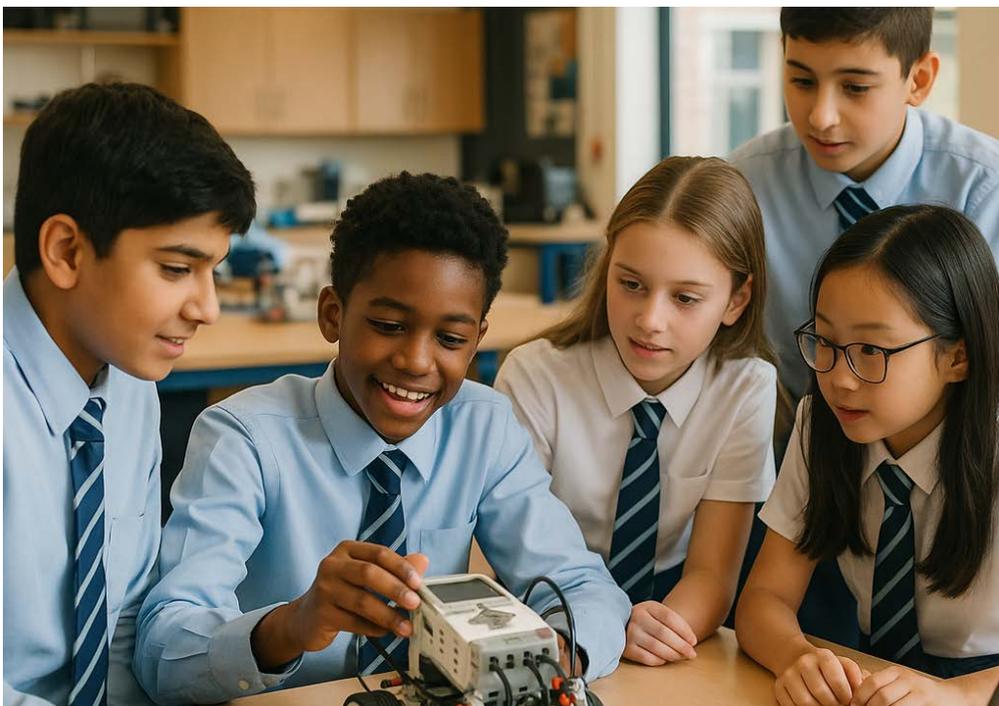
Gratuity End-of-service gratuity provided in accordance with local Labour Law.

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 Senior School 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.