



Queen  
Elizabeth's  
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

# Prep Teacher



# 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 exceptional and inspiring Prep Teacher to join the founding academic team at Queen Elizabeth's School, Gurugram.

This is a rare opportunity to help shape the learning culture 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 for delivering intellectually rigorous, dynamic, and creative lessons that spark curiosity, build deep understanding, and develop confident, able and responsible young people.

As a teacher in our Prep School, you will cultivate 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: **Prep Teacher**  
Reporting to: **Head of Prep School**

## Teaching and Learning Excellence

- Deliver intellectually rigorous, engaging, and imaginative lessons aligned with the National Curriculum for England and fully compliant with local requirements.
- Integrate locally mandated subjects with purpose, quality, and cultural sensitivity.
- Champion personalised learning by tailoring instruction to meet the individual needs, interests, and learning profiles of every student, ensuring all learners are challenged and supported to succeed.
- Embed purposeful use of educational technology to enhance instruction, foster creativity, and build digital fluency in line with the school's innovation strategy.
- Employ formative and summative assessment practices to monitor progress, refine instruction, and ensure students meet and exceed age-related expectations.
- Adapt teaching approaches to ensure inclusive access for students with varying abilities, including those requiring learning support or enrichment.

## Student Wellbeing, Safeguarding, and Development

- Foster a classroom culture rooted in respect, empathy, and high expectations, where every student feels safe, empowered, and known.
- Promote students' holistic development by nurturing their emotional wellbeing, resilience, social skills, and character alongside their academic growth.
- Model professionalism, emotional intelligence, and ethical conduct, serving as a daily role model for students.
- Uphold the highest standards of safeguarding and child protection, ensuring all responsibilities are carried out in accordance with school policies, local requirements, and international best practice.

## Parent and Community Partnership

- Maintain open, proactive communication with parents to build strong partnerships and support each child's learning journey.
- Share insights on progress, behaviour, and achievement through regular updates, parent meetings, and formal reporting.
- Participate fully in parent-facing events, including conferences, workshops, and celebration days, to foster a welcoming and engaged school community.
- Approach all family interactions with cultural awareness, ensuring that communication is respectful, inclusive, and sensitive to diverse backgrounds.

## Curriculum Enrichment and Innovation

- Contribute to the ongoing development and contextualisation of the school's curriculum, ensuring breadth, depth, and relevance to both international and regional contexts.
- Design interdisciplinary projects and inquiry-based experiences that cultivate critical thinking, global awareness, and cross-curricular connections.
- Ensure cultural responsiveness is embedded in all planning and delivery, celebrating diversity and reflecting the values of the school's global community.

## Professional Growth and Collaboration

- Take an active role in your own professional learning, engaging with school-led training and external development opportunities to remain at the forefront of pedagogical excellence.
- Share best practice and collaborate with colleagues to refine approaches, co-plan, and elevate teaching and learning across the school.
- Contribute to staff meetings, planning teams, and teaching and learning communities, demonstrating leadership in thought and practice.

## Whole School Contribution

- Lead or support high-quality extracurricular opportunities, including clubs, competitions, and enrichment activities that enhance student experience.
- Play an active role in school-wide initiatives and events, including assemblies, theme weeks, festivals, and performances.
- Uphold all school policies, including those related to safeguarding, health and safety, and inclusion, maintaining the highest levels of professionalism at all times.



# The Person

## Qualifications and Experience

- Bachelor's Degree in Education or a related field.
- A recognised teaching qualification (e.g., PGCE, QTS, or equivalent).
- A minimum of 2-3 years of teaching experience, preferably in a Cambridge International Curriculum school.
- Proven experience in differentiating instruction and supporting students with diverse learning needs.
- Knowledge of local education regulations and standards is an advantage.

## Personal Qualities

- A passion for teaching, creativity, and innovation in the classroom.
- Commitment to fostering inclusivity and promoting the well-being of all students.

# 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.

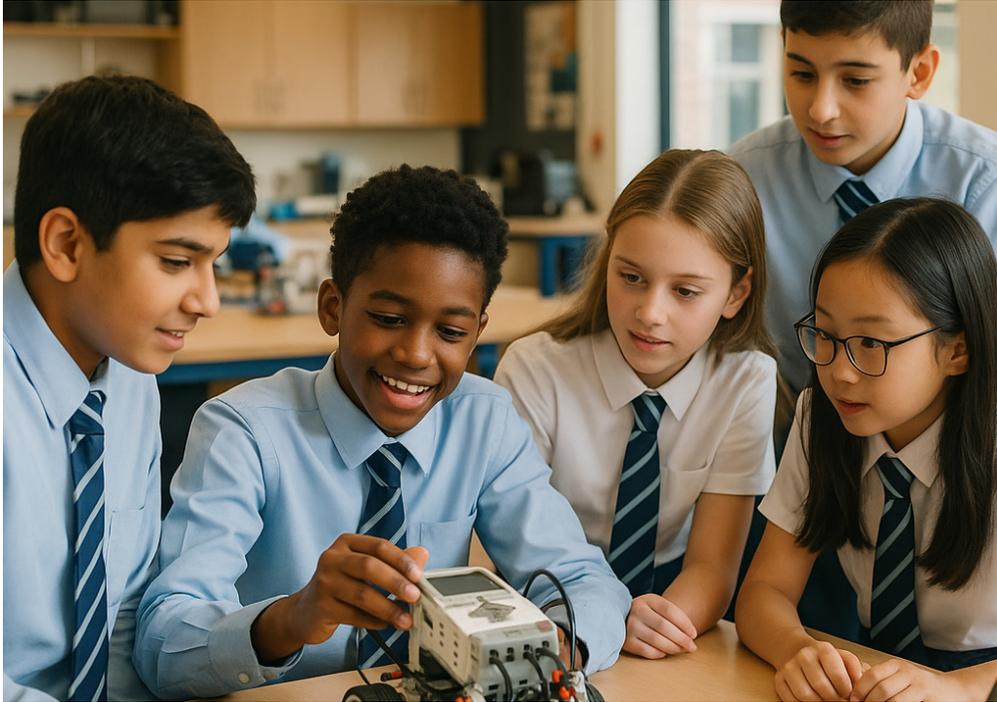
**Gratuity** End-of-service gratuity provided in accordance with local Labour Law.

**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

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 Prep School education to nurture confident, able, and responsible young people in alignment with the mission of Queen Elizabeth's Global Schools.

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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.