



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Director of Multilingual Programmes



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 visionary and accomplished language education leader to serve as Director of Multilingual Programmes at Queen Elizabeth's School, Gurugram.

This is a prestigious opportunity to shape and lead the development of innovative, world-class language learning experiences within a truly multilingual and multicultural environment. You will oversee the design, implementation, and evaluation of exceptional language programmes that foster fluency, cultural intelligence, and global citizenship—ensuring alignment with the Cambridge International Curriculum and the school's strategic academic vision.

As a key academic leader, you will collaborate across all phases of the school to embed language learning as a cornerstone of our international identity. You will drive excellence in Hindi, French, and additional modern foreign languages, championing linguistic diversity as a powerful pathway to intercultural competence and future-ready leadership.

As a member of the extended leadership team, you will play an instrumental role in advancing the mission of Queen Elizabeth's Global Schools, while upholding the values and scholarly legacy of our founding institution, Queen Elizabeth's School, Barnet.

If you are a dynamic and forward-thinking educator with a passion for multilingualism and a commitment to shaping globally fluent learners, we would be delighted to hear from you.

The Role

Job Title: **Director of Multilingual Programmes**
Reporting to: **Assistant Head**

Strategic Leadership of Language Programmes

- Design and implement a whole-school multilingual strategy, aligned with the school's mission, student demographics, the standards of the Cambridge International Curriculum.
- Champion multilingualism as a cornerstone of global citizenship, international-mindedness, and inclusive education.
- Lead the development of a home-language/mother tongue programme, ensuring students are supported in preserving and celebrating their cultural and linguistic heritage through academic rigour.
- Lead the strategic development and implementation of a comprehensive, whole-school English as an Additional Language (EAL) programme, ensuring alignment with the Cambridge International Curriculum framework and the school's inclusive ethos.
- Collaborate with the Senior Leadership Team to ensure the school's language offerings are future-focused, globally relevant, and responsive to university and career readiness pathways.

Curriculum Development and Innovation

- Oversee the design, resourcing, and delivery of all language

curricula across the school, ensuring academic excellence and alignment with Cambridge IGCSE, A-Level, and internationally recognised language proficiency frameworks.

- Lead innovation in language teaching and learning, integrating technology, adaptive tools, and interdisciplinary approaches to support deep, transferable language acquisition.
- Ensure a cohesive, vertically aligned progression for both native and non-native speakers, offering personalised pathways that meet the needs of diverse learners.

Faculty Leadership and Development

- Lead, mentor, and manage a team of expert language educators, cultivating a collaborative, reflective, and aspirational departmental culture.
- Design and deliver strategic professional development in multilingual and EAL pedagogy, informed by global best practice and current research.
- Recruit, onboard, and retain exceptional educators, establishing the school's language faculty as a benchmark of international teaching excellence.

Student Achievement and Engagement

- Monitor student progress through robust, data-informed assessment systems, ensuring personalised, high-impact language learning pathways.
- Promote student engagement through language clubs, international exchanges, cultural festivals, and competitive opportunities that enrich the curriculum and elevate student confidence.
- Oversee the design and delivery of a high-impact EAL programme, providing targeted support for students at varying stages of English language acquisition to enable full access to the curriculum.
- Collaborate with academic leaders and subject teachers to embed EAL strategies across all subjects, ensuring inclusive, language-rich learning environments through differentiation and scaffolding.
- Implement and manage EAL-specific assessment and reporting systems, using internationally benchmarked tools to track progress and inform provision.
- Provide strategic leadership over EAL staffing, timetabling, and professional development, ensuring the programme is expertly staffed, well-resourced, and continuously evolving.

Parent and Community Engagement

- Foster strong, trust-based relationships with parents through transparent communication, curriculum workshops, and regular feedback on student progress.
- Establish strategic partnerships with embassies, cultural institutions, examination boards, and universities, enhancing the reach and reputation of the school's multilingual offer.
- Lead the planning of high-profile multilingual and multicultural events, celebrating the global diversity of the school community and promoting language appreciation.

Compliance, Accreditation and Reporting

- Ensure full compliance with COBIS, BSO, and relevant local education authorities in all areas related to language provision, including documentation, safeguarding, and inspection readiness.
- Provide detailed reports and strategic recommendations to the Senior Leadership Team, Governing Body, and external accreditation bodies.
- Remain at the forefront of global developments in multilingual and EAL education, ensuring the school remains a leader in innovative and impactful language provision.



The Person

Qualifications and Experience

- A Master's degree in Linguistics, Education, Modern Languages, or a related field.
- A minimum of 5 years of leadership experience in leading language programmes, preferably in British or international schools.
- Strong understanding of the Cambridge curriculum and international qualifications (IGCSE, A-Level)

Personal Qualities

- Inspirational leadership and ability to drive academic excellence.
- Exceptional communication and interpersonal skills.
- Strategic thinking and the ability to plan long-term initiatives.
- Commitment to inclusion, internationalism, and multilingualism.
- Strong organisational skills and attention to detail.

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.

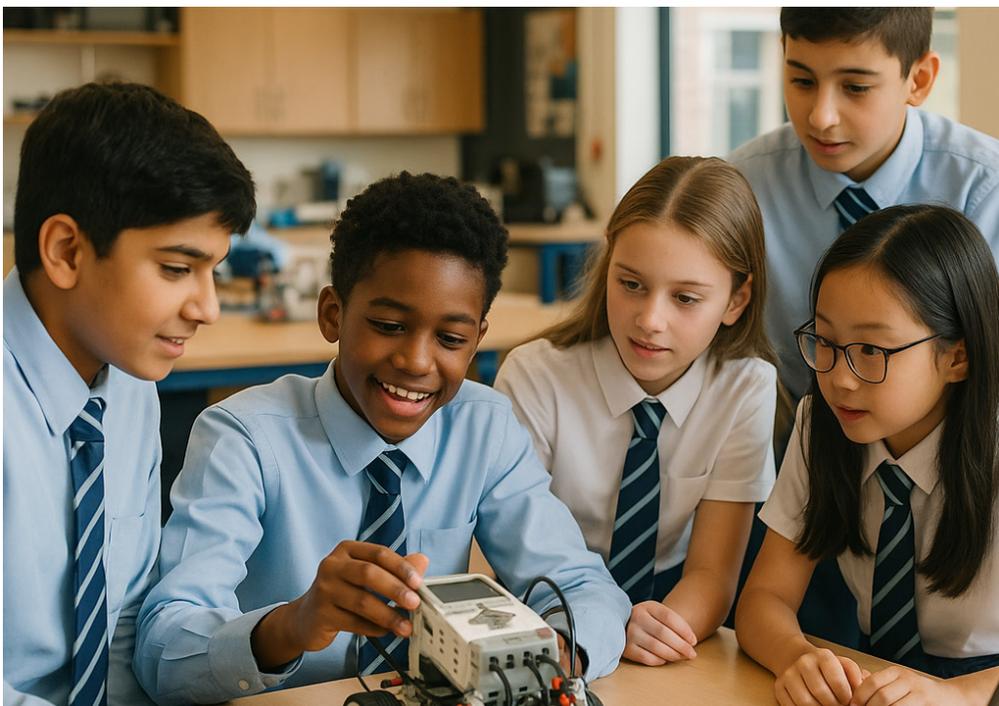
Gratuity End-of-service gratuity provided in accordance with local Labour Law.

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 Whole School Multilingual Education Programme 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.