



Queen
Elizabeth's
School

DUBAI SPORTS CITY



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Founding Head of Prep School



Welcome

Thank you for your interest in joining Queen Elizabeth's School, Dubai Sports City. 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.



Dan Clark
Principal
Queen Elizabeth's School,
Dubai Sports City



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The School

At Queen Elizabeth's School, Dubai Sports City, 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 Head of Prep School to lead our dynamic Key Stage 1 and 2 provision. This is an exciting opportunity to join a prestigious British international school that combines academic excellence, innovation, and holistic development.

The ideal candidate will be a visionary and experienced leader with a strong grounding in the National Curriculum for England. You will inspire a culture of high expectations, drive outstanding teaching and learning, and foster a nurturing and inclusive environment where every child thrives.

As part of our senior leadership team, you will play a pivotal role in shaping the strategic direction of the Prep School and ensuring it reflects the values and high standards of our founding school, Queen Elizabeth's School, Barnet.

If you are passionate about shaping young minds, collaborating with dedicated professionals, and leading within a high-performance culture, we would be delighted to hear from you.

The Role

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

Strategic Leadership

- Provide visionary and strategic leadership to establish the Prep 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 Prep 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 KHDA regulations and support the school's alignment with the standards required for BSO (British Schools Overseas) accreditation.
- Serve as a strategic partner in the school's founding leadership team, contributing to whole-school decision-making and representing the Prep 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 National Curriculum for England (Key Stages 1 and 2), ensuring alignment with the academic ethos of Queen Elizabeth's School, Barnet and adapting provision to meet UAE statutory requirements for Islamic Education, Arabic, and Social Studies, in line with regulatory expectations.
- 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 Preparatory phase.



Staff Leadership & Development

- Attract, recruit, and retain outstanding educators with the passion, expertise, and ambition to deliver a world-class British prep education as well as the ambitious UAE statutory requirements for Islamic Education, Arabic, and Social Studies.
- 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 UAE, UK, KHDA and BSO 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 Prep School experience.

School Operations & Administration

- Lead the strategic and day-to-day operations of the Prep 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 Prep 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 KHDA, MoE, BSO, and internal policies - and modelling a proactive approach to risk management and student welfare.

Other

- Promote and respect the heritage, traditions, and values of Emirati culture, fostering an inclusive environment that reflects the national identity and cultural expectations of the UAE.
- 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 Senior Leadership Team, 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 premium British curriculum school, ideally in a Preparatory or Primary setting.
- Demonstrable expertise in curriculum design, staff development, and the successful implementation of whole-school improvement strategies.
- In-depth knowledge of KHDA regulations, 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.
- Deeply committed to educational excellence and the holistic development of young people, aligned with the school's vision of developing confident, able, and responsible young people.
- Upholds the highest standards of safeguarding and child protection, with a demonstrable commitment to the welfare and safety of all students.
- Maintains appropriate personal and professional boundaries with children and young people, modelling exemplary conduct at all times.
- Aligned with the ethos, values, and strategic vision of Queen Elizabeth's Global Schools and the founding school in Barnet.
- Purposeful, positive, and forward-looking—able to inspire confidence and lead with optimism, even in times of challenge or change.

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, tax-free salary aligned to our internal salary scale, which is based on qualifications and experience. This scale is reviewed annually by the Board of Governors 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 to support a high standard of living in Dubai.

Relocation Support For international hires, flights to Dubai are covered for the employee. A relocation/shipping allowance is included to ease the transition.

Annual Airfare Annual return airfare is provided for the employee 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, Dubai Sports City.

Gratuity End-of-service gratuity provided in accordance with UAE 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 Prep 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.

Opening and operations are subject to the completion of the building and final approval from KHDA.



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*Some images within this document have been generated using Artificial Intelligence (AI).