



Queen  
Elizabeth's  
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

# Director of Creative Arts



# 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 visionary leader to become the founding Director of Creative Arts at Queen Elizabeth's School, Gurugram, a unique opportunity to design and lead a world-class Creative Arts programme from the ground up.

This prestigious role encompasses strategic oversight of Visual Arts, Music, Drama, and Dance, placing creative expression at the heart of the school's identity. You will shape a bold, future-facing programme that inspires imagination, cultivates talent, and fosters artistic excellence across all disciplines.

As a member of the middle leadership team, you will ensure the Creative Arts are fully integrated into the wider curriculum and co-curricular life, enriching the educational journey of every student. Your work will reflect the ambition and values of Queen Elizabeth's Global Schools, while honouring the legacy of our founding institution, Queen Elizabeth's School, Barnet, renowned for its academic and cultural distinction.

If you are an inspirational and forward-thinking leader with a passion for empowering young people through the arts, we invite you to help us shape one of the region's most dynamic and distinctive Creative Arts programmes.

# The Role

Job Title: **Director of Creative Arts**

Reporting to: **Assistant Head**

## Strategic Leadership

- Define and execute an ambitious, long-term vision for the Creative Arts, ensuring alignment with the school's mission, values, and international outlook.
- Provide inspirational leadership across the Visual Arts, Music, Drama, and Dance, embedding a culture of artistic excellence, innovation, and high expectations.
- Position the creative arts as a vital and fully integrated element of the Cambridge International Curriculum, ensuring coherence and progression through Pre-Prep, Prep and Senior Schools.
- Drive interdisciplinary collaboration and future-facing pedagogy, promoting the arts as a catalyst for creativity, critical thinking, and student voice.

## Programme Design and Enrichment

- Design and deliver a rich, inclusive, and aspirational arts programme that nurtures talent at every level, from emerging learners to advanced artists and performers.
- Lead the planning and execution of flagship cultural events, including school productions, concerts, exhibitions, showcases, and festivals, reflecting the vibrancy of school life.

- Expand the co-curricular landscape through high-quality clubs, ensembles, workshops, and masterclasses, offering diverse creative pathways for student engagement.
- Identify and support high-potential students, facilitating access to elite opportunities, competitions, and university-level mentorships.

## Faculty Leadership and Professional Growth

- Lead, inspire, and mentor a high-performing arts faculty, cultivating a culture of collaboration, creativity, and continuous improvement.
- Design a robust programme of professional development, ensuring staff remain at the forefront of best practice in arts education and creative pedagogy.
- Conduct performance reviews with clarity and ambition, offering meaningful feedback and fostering a shared commitment to excellence.



### **Community Engagement and Cultural Partnerships**

- Build and sustain strong partnerships with parents, alumni, and cultural stakeholders, showcasing the impact and reach of the school's creative arts provision.
- Forge strategic links with leading local and international arts institutions, including galleries, theatres, universities, and professional networks.
- Curate community-facing events and outreach initiatives that position the school as a regional hub for creative excellence and cultural leadership.

### **Resources and Facilities Management**

- Oversee the effective use and enhancement of creative arts facilities, ensuring they reflect professional standards and inspire creativity.
- Strategically manage the department's budget and resources, ensuring the sustainable investment in materials, equipment, and emerging technologies.
- Evaluate and procure cutting-edge tools and platforms that support innovative, student-led learning across all creative disciplines.

### **Student Development and Inclusive Access**

- Inspire students to explore their creative potential, cultivating a deep appreciation for the arts.
- Provide tailored support for students preparing for examinations, portfolios, auditions, and public performances.
- Champion inclusivity, ensuring that every student regardless of ability, background, or experience has access to transformative arts education.

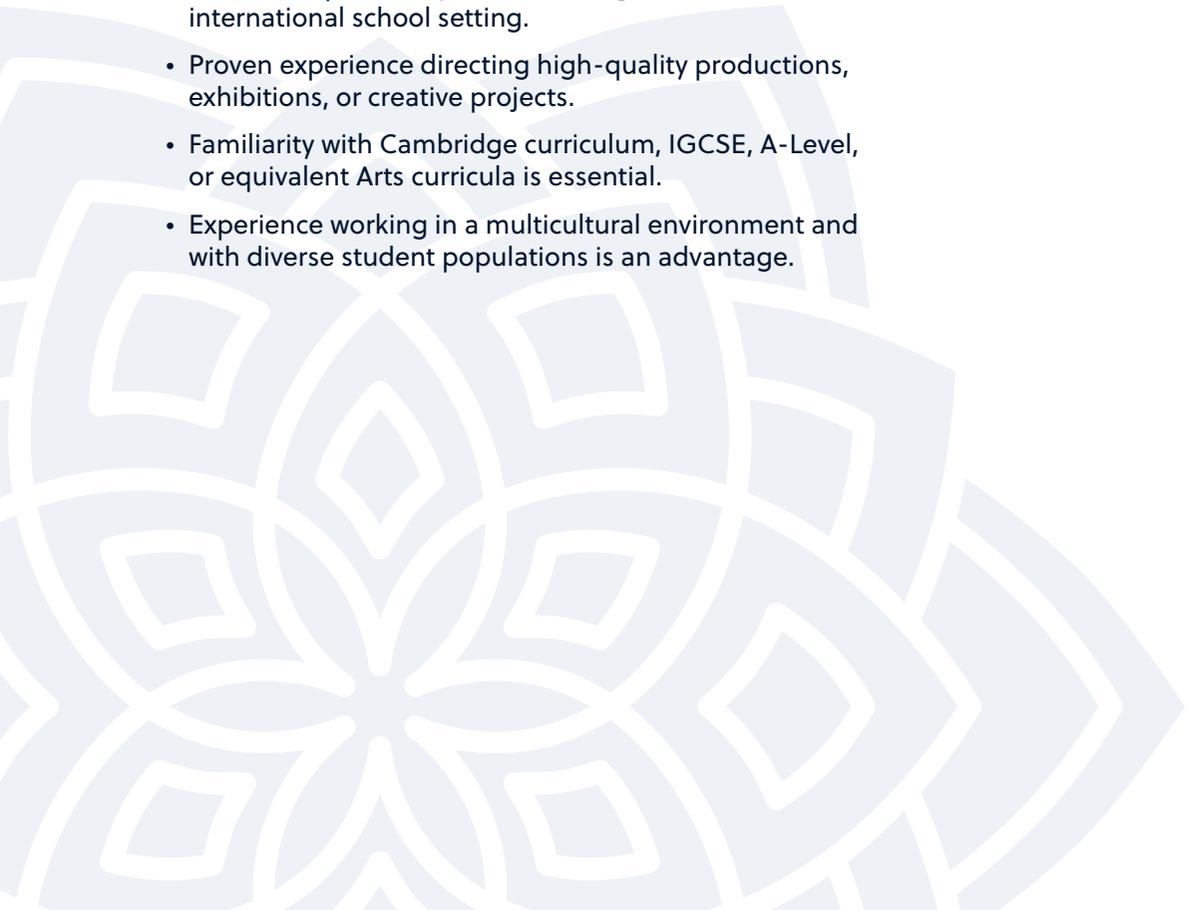
# The Person

## Qualifications and Experience

- Bachelor's Degree in a relevant field (e.g., Music, Drama, Visual Arts, Dance or Creative Arts). A Master's Degree is preferred.
- A recognised teaching qualification (e.g., PGCE, QTS, or equivalent).
- A minimum of 5 years of leadership experience in arts education, preferably in a Cambridge curriculum or international school setting.
- Proven experience directing high-quality productions, exhibitions, or creative projects.
- Familiarity with Cambridge curriculum, IGCSE, A-Level, or equivalent Arts curricula is essential.
- Experience working in a multicultural environment and with diverse student populations is an advantage.

## Personal Qualities

- Ability to inspire and motivate both staff and students to achieve artistic excellence.
- Commitment to fostering a culture of creativity, inclusion, and innovation.



# 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.

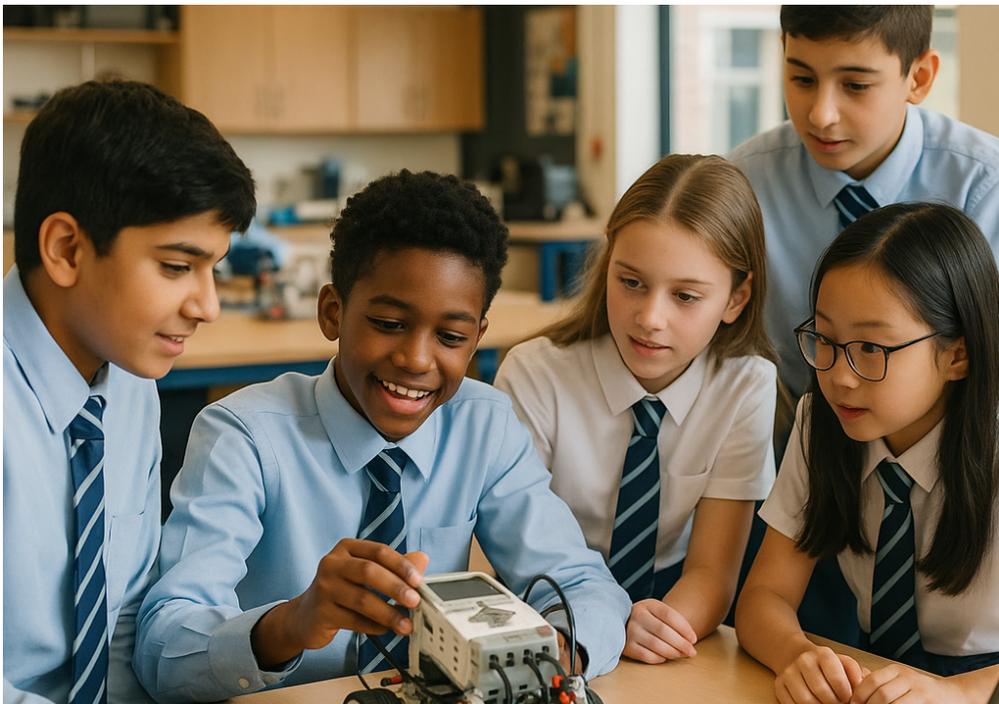
**Gratuity** End-of-service gratuity provided in accordance with local Labour Law.

**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 Creative Arts Programme 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.