



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Inclusion Teaching Assistants (Whole School)

JANUARY 2026



Welcome from CEO

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.





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The Opportunity

We are seeking an exceptional and visionary Inclusion Teaching Assistant to support the delivery of an inclusive learning environment across all year levels at Queen Elizabeth's School, Gurugram.

This role works collaboratively with teachers, the SENCO (Special Educational Needs Coordinator), parents and external agencies to support students with additional learning needs, behavioral needs and/or developmental differences.

The role contributes to students' academic access, social inclusion, and wellbeing throughout the whole school community. As a key member of the school's team, you will help shape the school's vision in alignment with the mission of Queen Elizabeth's Global Schools, upholding values and legacy of our founding institution, Queen Elizabeth's School, Barnet.

If you are a dynamic, empathetic, and forward-thinking leader with a passion for inclusive excellence, we would be delighted to hear from you.

The Role

Job Title: Inclusion Teaching Assistants (Whole School)

Function: Academics

Reporting to: Director of Inclusion

Student Support and Intervention

- Assist SEN Teacher to provide consistent, targeted in-class and small-group support in identified learning, behavioural, social, or emotional needs to ensure equitable access to the curriculum.
- Implement intervention strategies as outlined in Individual Education Plans (IEPs), Learning Support Plans, or Behaviour Support Plans under the guidance of the SENCO and class teachers.
- Support students in developing academic skills (literacy, numeracy, executive functioning) and learning behaviours such as focus, organisation, and independence.
- Support in monitoring, record, and report student progress and engagement during interventions, sharing timely feedback with teachers and the Inclusion team.
- Assist in early identification of learning or developmental concerns by observing student behaviour, engagement, and learning patterns across classroom and non-classroom settings.
- Support students' social, emotional, and self-regulation needs by promoting positive behaviour strategies and inclusive practices.
- Facilitate smooth transitions for students requiring additional support (e.g., between lessons, year groups, or key stages).
- Contribute to a safe, supportive, and inclusive learning environment where individual differences are respected and valued.

Parental Engagement and Communication

- Assist in effective communication with parents by sharing relevant observations on student progress, learning needs, and wellbeing, in line with school protocols and under the guidance of the SENCO and class teachers.
- Assist in maintaining accurate and confidential records related to student support, interventions, and parent interactions.
- Participate in parent meetings, reviews, and case conferences as required, contributing clear and constructive feedback on student engagement and development.
- Reinforce consistency by supporting agreed strategies, interventions, and behaviour plans.
- Respond professionally and sensitively to parental queries, ensuring concerns are acknowledged and escalated appropriately.
- Promote positive partnerships with parents by fostering trust, transparency, and shared responsibility for student progress and inclusion.



Monitoring, Evaluation, and Reporting

- Monitor and track student progress against Individual Education Plans (IEPs), Learning Support Plans, and intervention goals, ensuring evidence-based support.
- Maintain accurate, timely, and confidential records of student performance, behaviour, and wellbeing observations.
- Provide regular, structured feedback to teachers and the SENCO to inform instructional planning and intervention adjustments.
- Contribute to the evaluation of intervention strategies by identifying strengths, gaps, and areas for improvement.
- Support the preparation of progress reports, review documentation, and data required for internal reviews or external assessments.
- Use observation data to inform next steps and promote continuous improvement in student support practices.

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.

The Person

Qualifications and Experience

- Bachelor's degree in Special Education, Psychology, or a related field (Master's Degree preferred).
- Recognized teaching qualification (e.g., PGCE, QTS, or equivalent).
- A minimum of 3 years of experience in an inclusion or SEN role, preferably in a Cambridge curriculum or international school setting.
- Experience working with Inclusion policies and Indian educational regulations is highly desirable.
- Strong grasp of inclusive, high-impact teaching strategies with commitment to safeguarding and child protection.

Personal Qualities

- Proven ability to handle sensitive issues with empathy, discretion, and professionalism.
- Commitment to creating an inclusive and supportive school environment.
- Genuine passion for working with young students and supporting their early development.
- Excellent communication & Collaborative skills.



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.

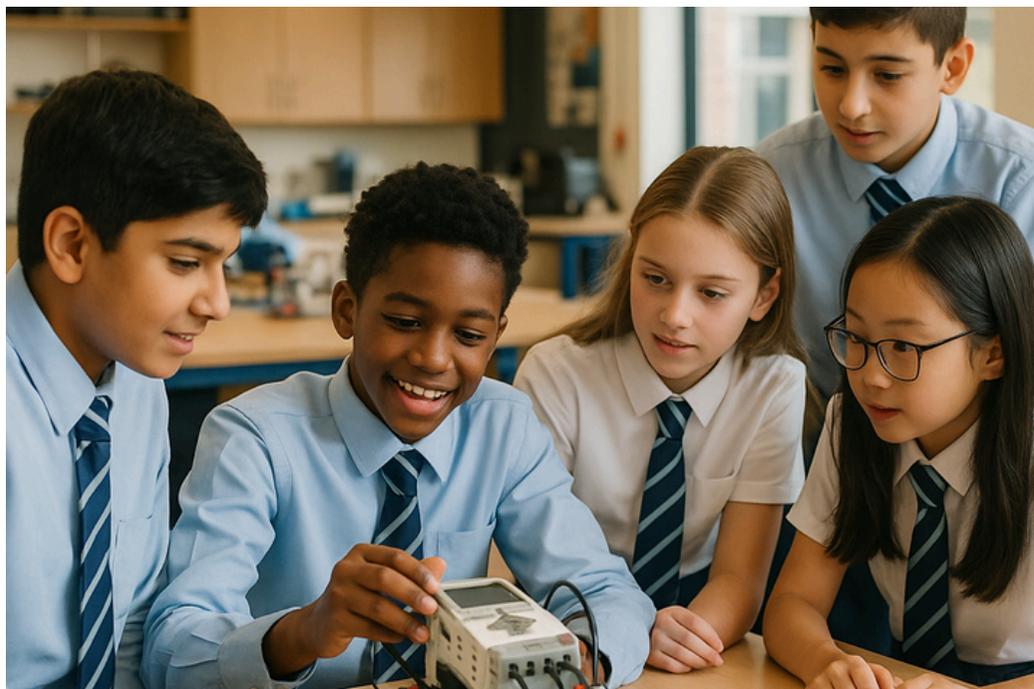
Annual Airfare Annual return airfare will be provided for international hires and eligible dependents.

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 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.