



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Deputy Head of Senior School (Academic)



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 outstanding and visionary academic leader to serve as Deputy Head of Senior School (Academic) at Queen Elizabeth's School, Gurugram.

Working in close partnership with the Head of Senior School, you will lead the strategic implementation of the curriculum, elevate academic standards, and ensure exceptional outcomes across the Senior School and beyond. You will play a critical role in driving academic innovation, data-informed improvement, and excellence in teaching and learning, while also mentoring and developing high-performing staff to deliver a world-class educational experience.

As a key member of the school's founding senior leadership team, you will contribute to shaping the strategic direction of the Senior School, while upholding the values, legacy, and academic distinction of our founding institution, Queen Elizabeth's School, Barnet.

If you are a dynamic, intellectually rigorous, and forward-thinking leader who thrives in high-performance environments and is passionate about delivering a transformative education, we would be delighted to hear from you.

The Role

Job Title: Deputy Head of Senior School (Academic)
Reporting to: Head of Senior School

Academic Leadership and Strategy

- Lead the academic strategy for the Senior School, ensuring alignment with the overarching mission of Queen Elizabeth's Global Schools and the heritage of Queen Elizabeth's School, Barnet, while maintaining a clear focus on excellence, innovation, and global relevance.
- Drive a culture of high academic expectations and continuous improvement, ensuring all students make strong progress and achieve ambitious outcomes across all subjects.
- Support delivery of the QE Futures and QE Connect programmes, ensuring they are embedded within the academic curriculum and support future-focused, real-world learning experiences.
- Oversee curriculum design and implementation for the Senior School, ensuring depth, balance, and seamless progression into external examination courses.
- Lead the academic preparation for and delivery of international examinations, ensuring students are exceptionally well-prepared and supported to achieve at the highest levels.
- Promote pedagogical excellence and innovation across departments, integrating evidence-based teaching, educational technology, and global best practices.

Curriculum and Assessment

- Ensure the curriculum is broad, balanced, and fully compliant with British educational expectations and local regulatory frameworks.
- Develop and refine a robust assessment and tracking framework that ensures early identification of student needs and supports personalised academic pathways.
- Lead on differentiated and inclusive teaching strategies to challenge all learners, from those requiring additional support to those with advanced academic potential.
- Ensure academic reporting to parents is timely, personalised, and aligned with the school's commitment to transparency and excellence.



Staff Leadership and Development

- Provide inspirational leadership to Heads of Department and Year Leaders, ensuring consistency in curriculum implementation, teaching quality, and student outcomes.
- Conduct regular performance reviews and lesson observations, offering developmental feedback and setting clear, ambitious goals for academic staff.
- Design and lead a strategic professional development programme that fosters subject expertise, collaborative practice, and reflective teaching.
- Promote a professional culture of scholarship and curiosity, encouraging staff to share innovative practices and contribute to the academic discourse within the school and beyond.

Student Achievement and Support

- Lead and oversee intervention programmes that ensure no student is left behind, with targeted strategies to support student achievement and address any learning gaps.
- Collaborate with the Assistant Head, pastoral and inclusion leaders to ensure that academic provision is integrated with the wider QE Flourish programme and supports students' holistic development.
- Celebrate academic success across the Senior School through awards, initiatives, and events that inspire a love of learning and pride in achievement.
- Support the admissions process by providing expert guidance on curriculum pathways and academic options for prospective families.

Quality Assurance and Compliance

- Lead academic quality assurance processes including learning walks, lesson observations, and curriculum audits to ensure consistency, engagement, and rigour across all classrooms.
- Ensure full compliance with Cambridge International Curriculum academic standards, international benchmarks, and local regulatory requirements, particularly in relation to curriculum, staffing, and inspection readiness.
- Lead on academic elements of inspections and accreditation processes, including preparation, documentation, and stakeholder engagement.
- Maintain and update academic policies to reflect best practice and statutory requirements, ensuring alignment with the school's mission and educational philosophy.

Leadership and Collaboration

- Deputise for the Head of Senior School when required, providing confident and consistent leadership across academic and operational matters.
- Work in close partnership with the Deputy Head of Senior school (Pastoral) to ensure that academic and pastoral systems are cohesive, student-centred, and mutually reinforcing.
- Collaborate with the Deputy Head of Prep School (Academic) and leadership colleagues to ensure vertical alignment of curriculum, pedagogy, and assessment from early years to graduation.
- Contribute actively to whole-school strategy, innovation, and improvement through regular participation in senior leadership meetings and cross-departmental initiatives.



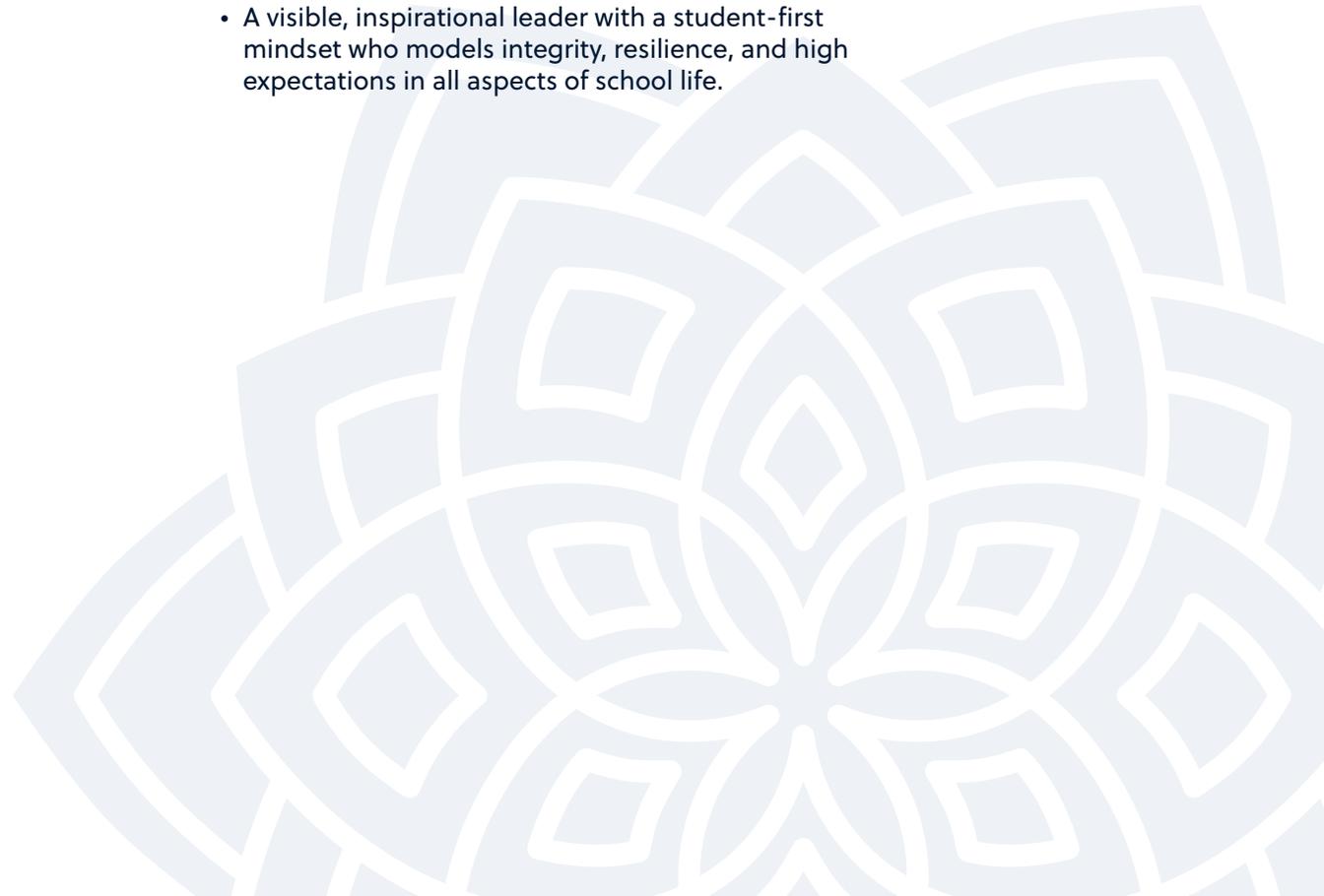
The Person

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 leadership experience within National Curriculum for England or Cambridge curriculum schools, ideally in a premium senior school setting.
- Demonstrable expertise in curriculum design, staff development, and the successful implementation of whole-school improvement strategies.
- In-depth knowledge of BSO (British Schools Overseas), COBIS (Council of British International Schools) 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.



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 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.

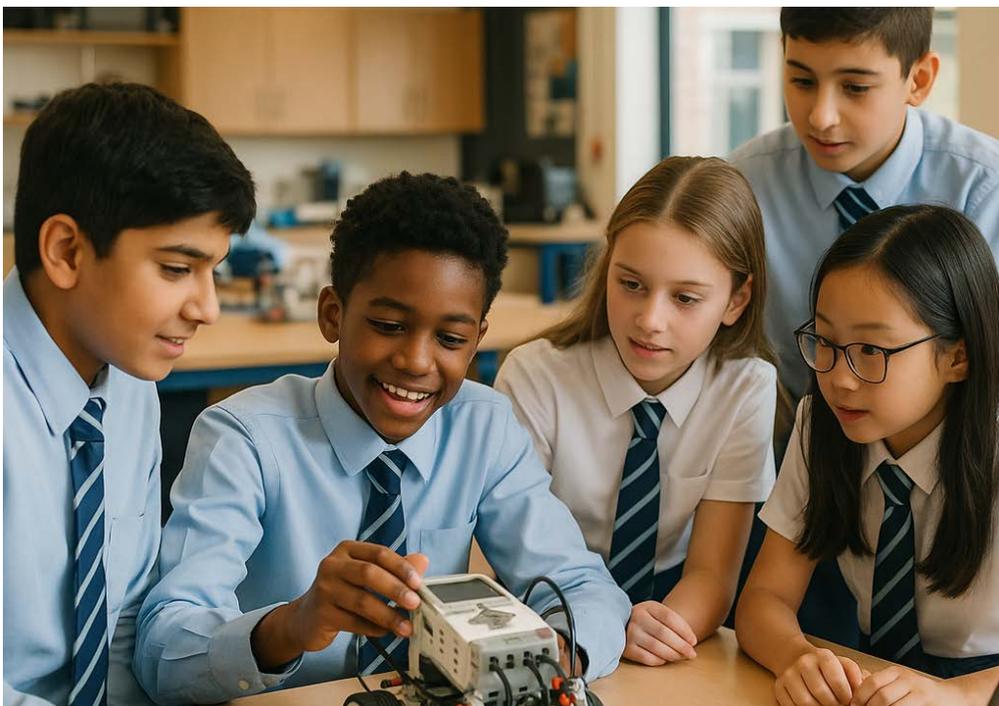
Gratuity End-of-service gratuity provided in accordance with local Labour Law.

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 Senior School education 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.