



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Wellbeing Counsellor



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

Queen Elizabeth's School, Gurugram is seeking a compassionate, highly qualified, and emotionally intelligent Wellbeing Counsellor to support the personal, social, and emotional development of our students across all phases of the school.

This is a vital pastoral role within our school community. The successful candidate will provide a safe, trusted space for students, offering expert guidance and individualised support to help them navigate challenges, build resilience, and flourish in all aspects of their school life. You will play a central role in promoting a culture of wellbeing, empathy, and inclusion, ensuring that every student feels seen, heard, and valued.

As a visible and approachable presence within the school, you will work closely with pastoral leads, academic staff, parents, and external professionals to develop proactive strategies that support mental health and enhance student wellbeing. Your work will help create the caring, high-performance environment that is the hallmark of Queen Elizabeth's Global Schools.

You will contribute meaningfully to the vision of Queen Elizabeth's Global Schools, upholding the heritage and values of our founding institution, Queen Elizabeth's School, Barnet, celebrated for its academic distinction and deep commitment to student care.

If you are a skilled and empathetic professional who believes in the transformative power of education and pastoral support, we would be delighted to hear from you.

The Role

Job Title: **Wellbeing Counsellor**
Reporting to: **Director of Inclusion**

Personalised Counselling and Emotional Support

- Provide individual and small-group counselling tailored to students' emotional, social, and psychological needs, creating a safe, compassionate space for self-expression and growth.
- Support students navigating challenges such as anxiety, stress, friendship dynamics, grief, identity, or personal and family issues—offering timely, non-judgemental care.
- Foster resilience, emotional intelligence, and healthy coping strategies to equip students with the tools to manage their wellbeing with confidence and independence.
- Identify students who may be at risk or vulnerable and provide early interventions, appropriate referrals, and coordinated follow-up care to ensure continued support.

Whole-School Wellbeing and Mental Health Promotion

- Lead the development and implementation of proactive wellbeing programmes that embed emotional literacy, self-care, and positive psychology into the school culture.
- Organise and facilitate workshops, campaigns, and awareness initiatives for students, staff, and parents on key topics such as managing emotions, online safety, mindfulness, and peer relationships.
- Collaborate with pastoral and safeguarding teams to support the school's anti-bullying strategy, ensuring that all students feel safe, respected, and included.
- Contribute to a whole-school environment where wellbeing is championed as a foundation for academic success and personal fulfilment.

Collaboration with Staff and Families

- Work closely with teachers, heads of year, and pastoral leaders to ensure a joined-up approach to student development, behaviour, and mental health support.
- Provide guidance and coaching to staff on identifying signs of emotional distress and supporting students with care, empathy, and confidence.
- Engage in open, sensitive communication with parents, offering practical advice and support to help families respond to their child's emotional and behavioural needs.
- Contribute meaningfully to multi-agency or team-around-the-child meetings where relevant.

Safeguarding, Crisis Response, and Duty of Care

- Act as a key member of the school's safeguarding team, ensuring all support is delivered in full alignment with child protection laws, regulatory standards, and best practice.
- Respond promptly and professionally to incidents, disclosures, or emergencies involving students, ensuring immediate care and appropriate escalation.
- Maintain a deep understanding of local safeguarding legislation and the wellbeing expectations embedded within the Cambridge International Curriculum.

Confidentiality and Professional Conduct

- Maintain accurate, confidential case records in line with school policy, safeguarding guidelines, and data protection regulations.
- Exercise sound professional judgement in managing confidentiality, always prioritising student safety and wellbeing.
- Uphold the highest standards of discretion, integrity, and professional ethics in all interactions.

Ongoing Development and Professional Engagement

- Commit to continuous professional learning in the fields of child psychology, adolescent mental health, trauma-informed practice, and school-based counselling.
- Engage with national and international counselling networks to share insight, learn from best practice, and remain at the forefront of the evolving mental health landscape.
- Reflect on practice regularly and contribute to the enhancement of pastoral care provision across the wider school community.



The Person

Qualifications and Experience

- Bachelor's or Master's Degree in Psychology, Counselling, Social Work, or a related field.
- A recognised counselling qualification or certification is essential (e.g., British Association for Counselling and Psychotherapy (BACP), Certified School Counsellor, or equivalent).
- A minimum of 3 years of experience as a school counsellor or in a related role, preferably within an international or National Curriculum for England school.
- Knowledge of local laws related to safeguarding, child protection, and mental health is highly desirable.
- Fluency in English is required; additional language skills are an advantage.

Personal Qualities

- Excellent active listening and communication skills, with the ability to build trust and rapport with students, staff, and parents.
- Strong problem-solving skills and the ability to manage crisis situations effectively.
- Ability to work collaboratively with a multidisciplinary team and maintain professional boundaries.

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.

Medical Insurance Comprehensive medical insurance is provided for the employee and dependents (where applicable).

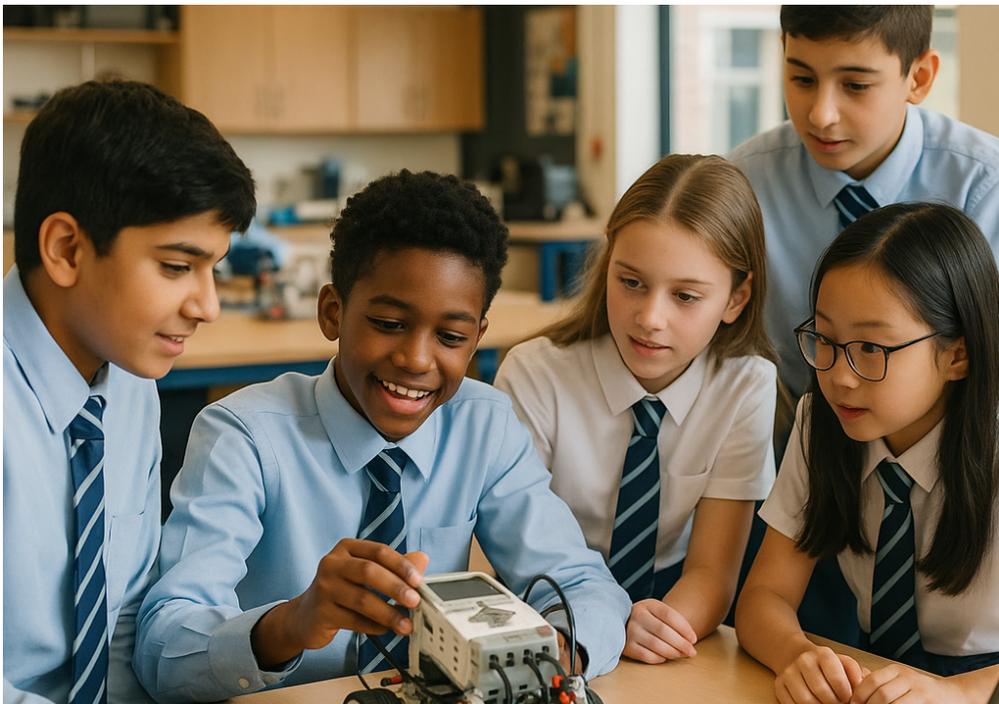
Gratuity End-of-service gratuity provided in accordance with local Labour Law.

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 asked to present their vision for delivering outstanding Counselling Services 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.