



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Founding Head of Pre-Prep School



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.





The Opportunity

We are seeking an exceptional Founding Head of Pre-Prep School to lead our pioneering Early Years provision at Queen Elizabeth's School, Gurugram. This is a rare opportunity to shape a world-class early childhood setting that blends the rigour and creativity of the Cambridge Early Years Programme with a rich language and cultural programme.

The ideal candidate will be a visionary early years leader with deep expertise in child development and a passion for creating joyful, purposeful, and high-quality learning environments. You will inspire a culture of excellence, care, and curiosity—ensuring that every child is nurtured, challenged, and empowered to flourish.

As a member of the senior leadership team, you will play a foundational role in defining the educational direction of the Pre-Prep School, ensuring it reflects the values, standards, and academic ethos of our founding school, Queen Elizabeth's School, Barnet.

If you are committed to excellence in early education, skilled in bilingual or culturally responsive practice, and ready to lead a team in delivering a transformational experience for young children, we warmly invite your application.

The Role

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

Strategic Leadership

- Provide visionary and strategic leadership to establish the Pre-Prep School as a global exemplar in early years education, rooted in the values and academic ethos of Queen Elizabeth's School, Barnet.
- Shape and deliver an ambitious, future-focused vision for early childhood learning, ensuring alignment with whole-school strategy and the standards of the Queen Elizabeth's Global Schools brand.
- Lead a culture of excellence, innovation, and continuous improvement across all aspects of early years provision, underpinned by a rigorous and responsive school improvement planning process.
- Ensure full compliance with local regulations and support alignment with British Schools Overseas (BSO) standards, Council of British International Schools (COBIS) standards and the India's national priorities for early years education.
- Act as a key member of the founding leadership team, contributing to whole-school planning and decision-making, and representing the Pre-Prep School with distinction to all stakeholders.
- Promote and respect the heritage, traditions, and values of Indian culture, fostering an inclusive environment that reflects the national identity and cultural expectations of India.

Early Years Curriculum & Pedagogical Excellence

- Lead the development and implementation of a rich, play-based, and enquiry-led curriculum grounded in the Cambridge Early Years Programme, tailored to meet the developmental needs of young children.
- Integrate a high-quality language programme that nurtures linguistic fluency, cultural appreciation, and a strong foundation for future learning.
- Promote outstanding early childhood teaching through evidence-informed practice, learning through play, and purposeful interactions that support each child's individual learning journey.
- Ensure inclusive, child-centred learning that prioritises wellbeing, engagement, and developmentally appropriate challenge for all children, including those with additional needs.
- Create a holistic and enjoyable early learning experience that cultivates curiosity, independence, and personal growth—embedding the school's vision of nurturing confident, able, and responsible young people.



Staff Leadership & Development

- Attract, recruit, and develop highly skilled and passionate early years educators committed to delivering an exceptional bilingual learning experience.
- Foster a culture of collaboration, trust, and reflective practice through mentoring, goal setting, and shared professional inquiry.
- Embed a robust performance development framework, including regular observation, coaching, and personalised professional development.
- Lead a comprehensive CPD programme aligned to current research in early childhood education, bilingual learning, and international best practice.
- Model exemplary early years leadership and build a warm, collegial staff culture that reflects the nurturing, inclusive spirit of the Pre-Prep School.

Pastoral Care & Student Well-Being

- Create and maintain a safe, joyful, and emotionally secure environment where every child is celebrated and supported to thrive.
- Lead a whole-child approach to wellbeing, working in close partnership with staff, families, and support teams to meet each child's social, emotional, and developmental needs.
- Ensure the highest standards of safeguarding and child protection, maintaining full compliance with Indian, BSO and COBIS expectations, and embedding a culture of care and vigilance across the school.
- Cultivate strong, trusting relationships with parents as partners in their child's development, maintaining clear, compassionate, and proactive communication.
- Promote the development of character, emotional literacy, and social responsibility in line with the school's values and commitment to nurturing confident, able, and responsible young people.

Operations & Administration

- Oversee the daily and strategic operations of the Pre-Prep School with clarity, consistency, and attention to the developmental needs of young children.
- Manage timetabling, staffing, and early years-specific resource allocation to ensure the environment is enabling, well-organised, and conducive to exploratory learning.
- Collaborate with admissions and marketing teams to position the Pre-Prep School as a first-choice setting for families seeking a premium bilingual early years education.
- Monitor and evaluate child progress using developmentally appropriate assessment tools and analysis, informing practice and driving continuous improvement.
- Uphold and model the highest standards in health, safety, safeguarding, and hygiene, ensuring full compliance with local regulations, BSO, COBIS and internal school policies.

Other Responsibilities

- Engage actively in professional development to remain at the forefront of early years leadership.
- Participate fully in leadership, staff, and governance meetings, contributing to a high-performance and improvement-focused culture.
- Comply with all school policies and contribute to their ongoing refinement and development.
- Undertake any additional responsibilities reasonably assigned by the Principal or Senior Leadership Team in support of the school's vision and strategic priorities.



The Person

Qualifications and Experience

- Bachelor's degree in Education (BEd), Early Years Education, PGCE with EYFS specialism, or equivalent teaching qualification. A Master's degree in Early Years Education or Educational Leadership is strongly preferred.
- Qualified Teacher Status (QTS) or equivalent international certification.
- A minimum of five years' successful leadership experience within a British curriculum early years or primary setting, ideally with experience in founding or leading a high-quality Pre-Prep School or early years provision.
- Demonstrable expertise in early years curriculum design, staff development and the implementation of effective school improvement strategies.
- In-depth knowledge of Cambridge Early Years Programme principles, local regulations, regulations, BSO and COBIS inspection standards, and current UK early years 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 child-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 children, 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, 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 Housing / a housing allowance is provided to support a high standard of living.

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

Annual Airfare Annual return airfare is 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.

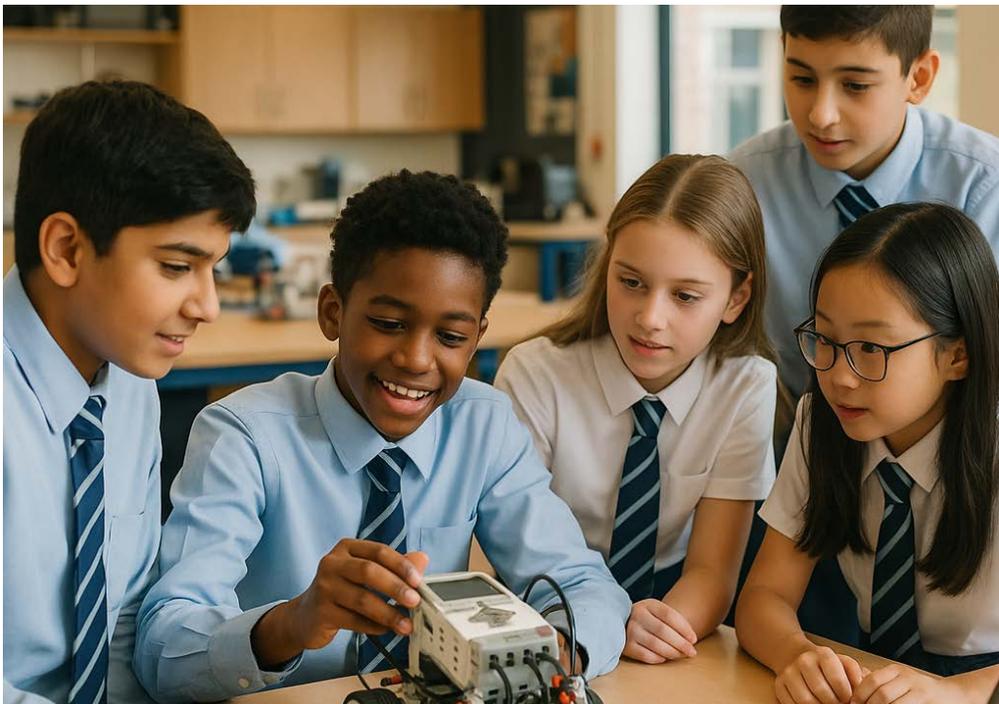
Gratuity End-of-service gratuity provided in accordance with Indian Labour Law.

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.

The recruitment process will include a panel interview with members of the leadership team of Queen Elizabeth's School, Gurugram.

As part of the final stage, candidates will be asked to present their vision for delivering an outstanding Pre-Prep 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.