



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Director of Inclusion



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



Queen
Elizabeth's
School

GURUGRAM, INDIA

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 and visionary leader to serve as Director of Inclusion at Queen Elizabeth's School, Gurugram.

As a founding member of the senior leadership team, you will lead the development and implementation of a whole-school inclusion strategy, ensuring that every student, regardless of need, is empowered to thrive within an academically ambitious, nurturing, and fully accessible learning environment. You will oversee inclusive policies, personalised interventions, and high-impact support systems in alignment with local Indian regulatory frameworks and the Cambridge International Curriculum.

As a key member of the school's leadership team, you will help shape the school's vision in alignment with the mission of Queen Elizabeth's Global Schools, upholding the 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: **Director of Inclusion**

Reporting to: **Principal**

Strategic Leadership and Policy Development

- Lead the development and implementation of a whole-school inclusive education strategy, aligned with the Cambridge International Curriculum, India's National Education Policy (NEP) 2020, and the school's commitment to holistic and equitable education.
- Establish and oversee clear, coherent policies for Special Educational Needs and Disabilities (SEND), Gifted & Talented (G&T), and student wellbeing, ensuring alignment with Indian regulatory requirements, Cambridge standards, and international best practice.
- Promote a values-driven culture of inclusion, ensuring that all students, regardless of background or need, are empowered to thrive academically, socially, and emotionally.
- Collaborate closely with the Senior Leadership Team to embed inclusive practices across academic, pastoral, and co-curricular domains.

Student Support and Intervention

- Oversee the early identification, assessment, and personalised support for students with SEND and those identified as G&T, ensuring timely and effective intervention.

- Lead the design and implementation of Individual Education Plans (IEPs) in collaboration with teachers, parents, and external professionals, tailored to the specific learning needs of each student.
- Ensure all interventions are evidence-informed, measurable, and designed to support meaningful student progress and holistic development.
- Work in close partnership with Pre-Prep leadership and the Deputy Heads (Pastoral) in both Prep and Senior Schools to develop inclusive, developmentally appropriate behaviour support frameworks.

Staff Development and Capacity Building

- Deliver a strategic programme of professional development, empowering staff with the skills and understanding to implement differentiated and inclusive teaching across the Cambridge curriculum.
- Support classroom teachers in modifying curriculum content, assessments, and instructional strategies to meet diverse learner profiles.
- Provide strong and visible leadership to the Inclusion Team, including Learning Support Teachers, Assistants, and other support specialists, promoting a culture of collaboration, reflection, and high-impact support.



Parental Engagement and Communication

- Serve as the school's lead contact for all matters related to student inclusion and additional learning needs, fostering open, respectful, and collaborative communication with families.
- Design and deliver a calendar of parent engagement initiatives, including workshops, consultations, and progress reviews that enable families to actively support their child's development.
- Provide clear, individualised guidance on support strategies, progress updates, and external referrals where needed

Collaboration with External Specialists and Agencies

- Develop and sustain trusted relationships with educational psychologists, speech and language therapists, occupational therapists, and other professionals to ensure holistic and multidisciplinary support for students.
- Ensure the school meets relevant Indian educational regulations and international inclusion standards, including maintaining appropriate documentation, review mechanisms, and audit readiness.

Monitoring, Evaluation, and Reporting

- Oversee the maintenance of accurate, secure, and compliant records of all students receiving additional support, in line with Indian data protection regulations and school policy.
- Monitor and evaluate academic and wellbeing outcomes to measure the effectiveness of inclusion strategies and inform data-driven improvements.
- Prepare detailed reports and strategic insights for the Senior Leadership Team, Governing Body, and regulatory stakeholders as required.

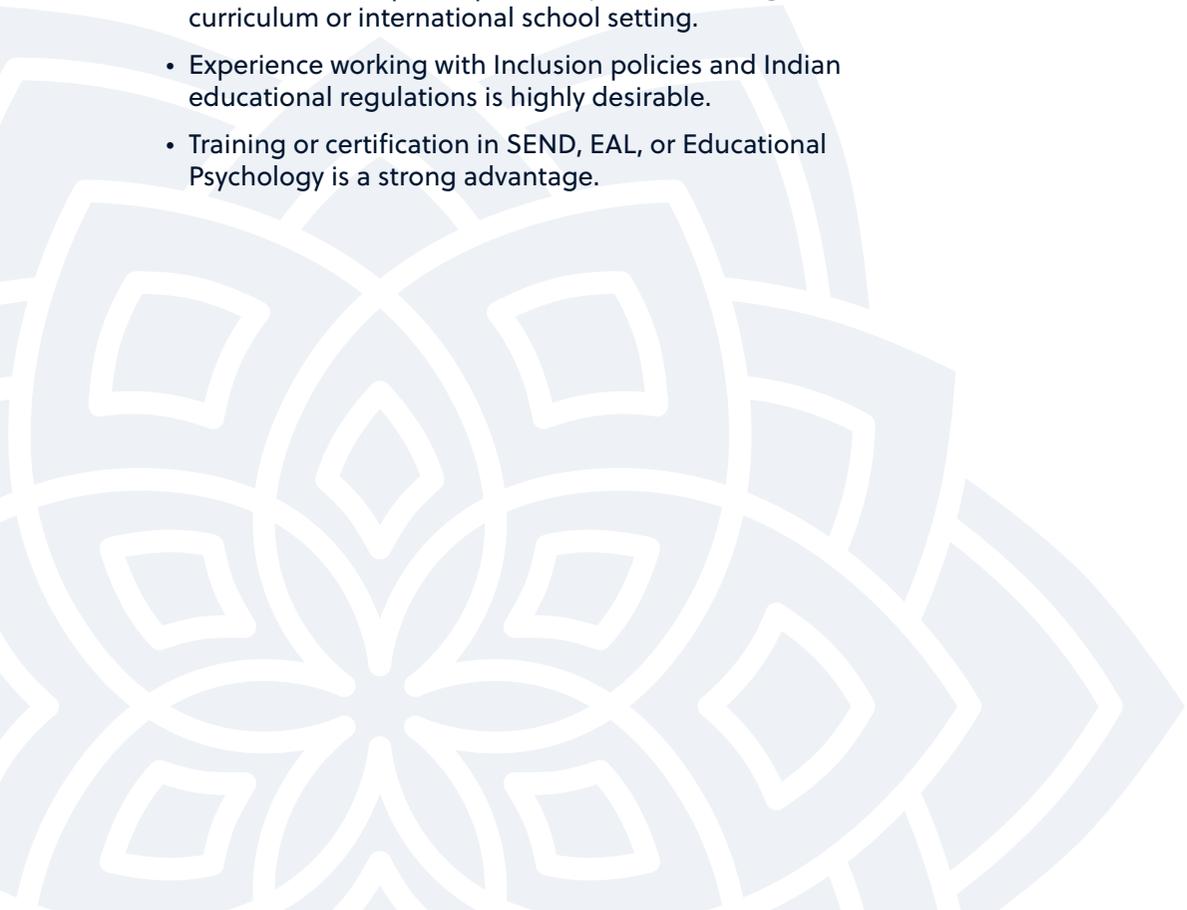
The Person

Qualifications and Experience

- Bachelor's Degree in Education, Special Education, Psychology, or a related field (Master's Degree preferred).
- Recognised teaching qualification (e.g., PGCE, QTS, or equivalent).
- A minimum of 5 years of experience in an inclusion or SEN leadership role, preferably in a Cambridge curriculum or international school setting.
- Experience working with Inclusion policies and Indian educational regulations is highly desirable.
- Training or certification in SEND, EAL, or Educational Psychology is a strong advantage.

Personal Qualities

- Proven ability to handle sensitive issues with empathy, discretion, and professionalism.
- Commitment to creating an inclusive and supportive school environment.



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.

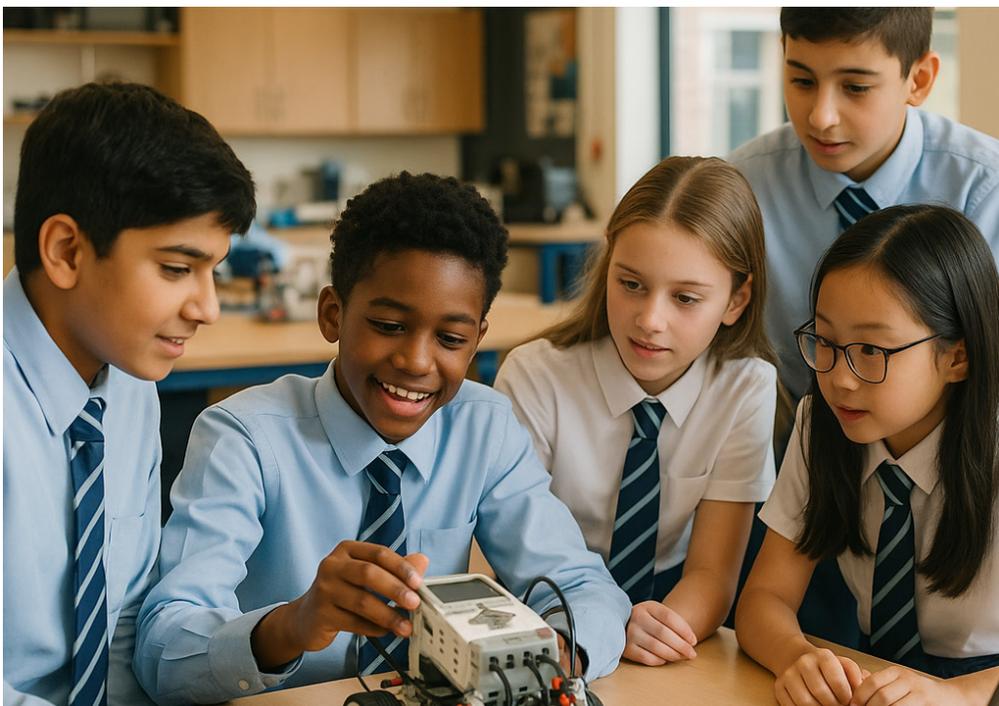
Gratuity End-of-service gratuity provided in accordance with local Labour Law.

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 Inclusive Education Programme 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.



Queen
Elizabeth's
School

GURUGRAM, INDIA

*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.