



Queen  
Elizabeth's  
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

# Safeguarding Lead

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 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 an exceptional Safeguarding Lead to play a pivotal role in shaping a safe, inclusive, and values-driven school community from its foundation. This is a rare opportunity to lead safeguarding practice in a world-class international school where student wellbeing is central to every aspect of school life.

As a key member of the school's leadership and pastoral framework, the Safeguarding Lead will ensure that safeguarding is not simply a compliance requirement, but a lived culture—embedded in policy, practice, and daily interactions. Working closely with senior leaders, staff, students, parents, and external agencies, you will help create an environment where every child is protected, supported, and empowered to thrive.

If you are a highly skilled safeguarding professional with the confidence, integrity, and vision to lead at the highest international standards, we would be delighted to hear from you.

# The Role

**Job Title: Safeguarding Lead**

**Function: Academics**

**Reporting to: Head of School / Principal**

## **Safeguarding Leadership & Strategy**

- Serve as the school's **Designated Safeguarding Lead (DSL)**, holding ultimate responsibility for safeguarding decision-making and escalation within the school.
- Provide strategic leadership to embed a strong culture aligned with **COBIS expectations**, UK safeguarding principles, and local statutory requirements.
- Advise the Head of School and Senior Leadership Team on priorities, risks, trends, and emerging concerns.
- Work closely with the management to ensure effective oversight, accountability, and continuous improvement.

## **Child Protection & Case Management**

- Act as the central point of contact for safeguarding concerns, disclosures, and allegations involving students.
- Ensure concerns are responded to promptly, sensitively, and appropriately, always placing the best interests of the child at the centre.
- Liaise effectively with external agencies, professionals, and authorities to ensure timely referrals and coordinated support.
- Ensure strict adherence to safeguarding and child protection protocols, managing sensitive and complex cases with professionalism, discretion, and sound judgement.
- Maintain accurate documentation, clear escalation, and timely referrals in line with statutory guidance and school procedures.
- Provide guidance to staff on handling sensitive matters, ensuring consistent, child-centred responses at all times.
- Maintain accurate, confidential, and secure records, ensuring robust case management and clear audit trails.



### **Policy, Compliance & Inspection Readiness**

- Lead the development, implementation, and regular review of safeguarding, child protection, and related policies.
- Ensure practice is fully compliant with international best practice, **COBIS standards**, and local regulatory requirements.
- Support inspection readiness by maintaining clear documentation, evidence, and staff awareness of procedures.
- Monitor safeguarding practice across all aspects of school life, including curriculum, pastoral care, trips, transport, and co-curricular activities.

### **Training & Awareness**

- Design and deliver high-quality training for all staff, volunteers, and contractors.
- Ensure safeguarding induction is completed for all new joiners prior to working with students.
- Promote ongoing awareness of key issues such as child-on-child abuse, online safety, mental health, and contextual safeguarding.

### **Partnership, Wellbeing & School Culture**

- Work collaboratively with pastoral leaders, wellbeing counsellors, teachers, and support staff to ensure early intervention.
- Act as a trusted point of contact for parents on safeguarding-related matters.
- Support student voice and ensure clear, age-appropriate pathways for students to seek help or raise concerns.
- Model ethical leadership and professional conduct consistent with the values of Queen Elizabeth's Global Schools.

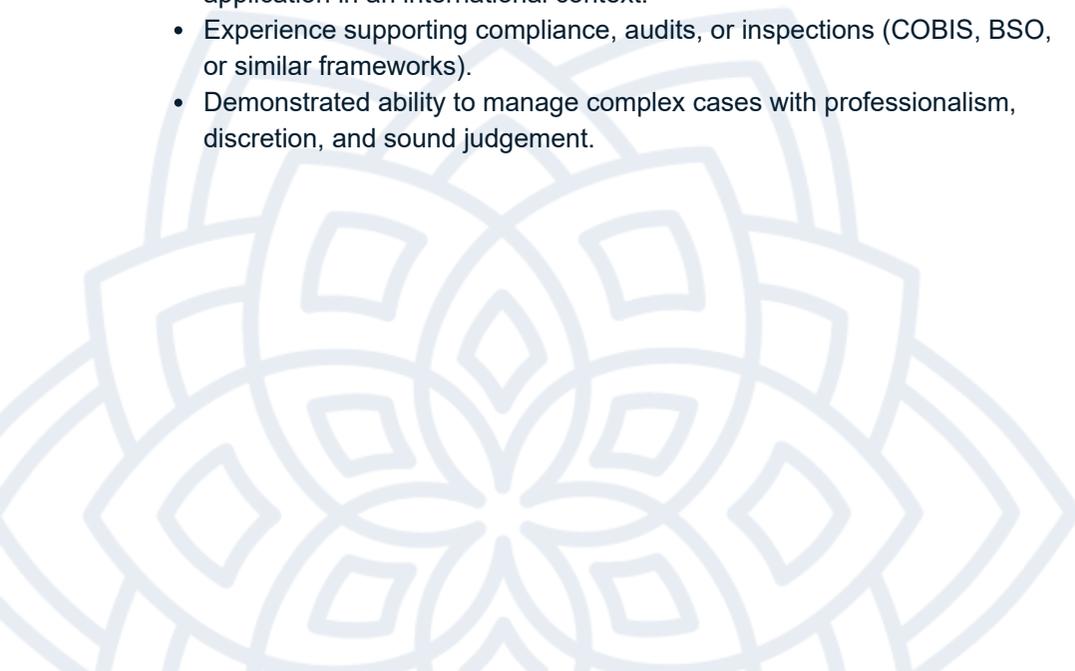
# The Person

## Qualifications and Experience

- Postgraduate qualification or certification in **Safeguarding, Child Protection, Pastoral Care, or Child Psychology** is preferred.
- A graduate degree (Bachelor's) in Education, Psychology, Social Work, Child Development, Counselling, or a related field.
- Recognised safeguarding and child protection training, including Designated Safeguarding Lead (DSL) certification or equivalent.
- Minimum 5 years' experience in safeguarding, child protection, or student welfare, preferably within a school or education setting.
- Experience serving as a Designated Safeguarding Lead (DSL) or Deputy DSL is highly desirable.
- Strong working knowledge of UK safeguarding principles and their application in an international context.
- Experience supporting compliance, audits, or inspections (COBIS, BSO, or similar frameworks).
- Demonstrated ability to manage complex cases with professionalism, discretion, and sound judgement.

## Personal Qualities

- Calm, resilient, and empathetic, with the ability to manage sensitive and emotionally demanding situations.
- Highly ethical, with unwavering commitment to confidentiality and child-centred decision-making.
- Confident and credible communicator, able to train, advise, and appropriately challenge colleagues at all levels.
- Organised and detail-oriented, with strong record-keeping and follow-through.
- Collaborative and approachable, building trust with students, parents, staff, and external partners.
- Strong alignment with the values, ethos, and safeguarding culture of Queen Elizabeth's Global Schools.



# 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.

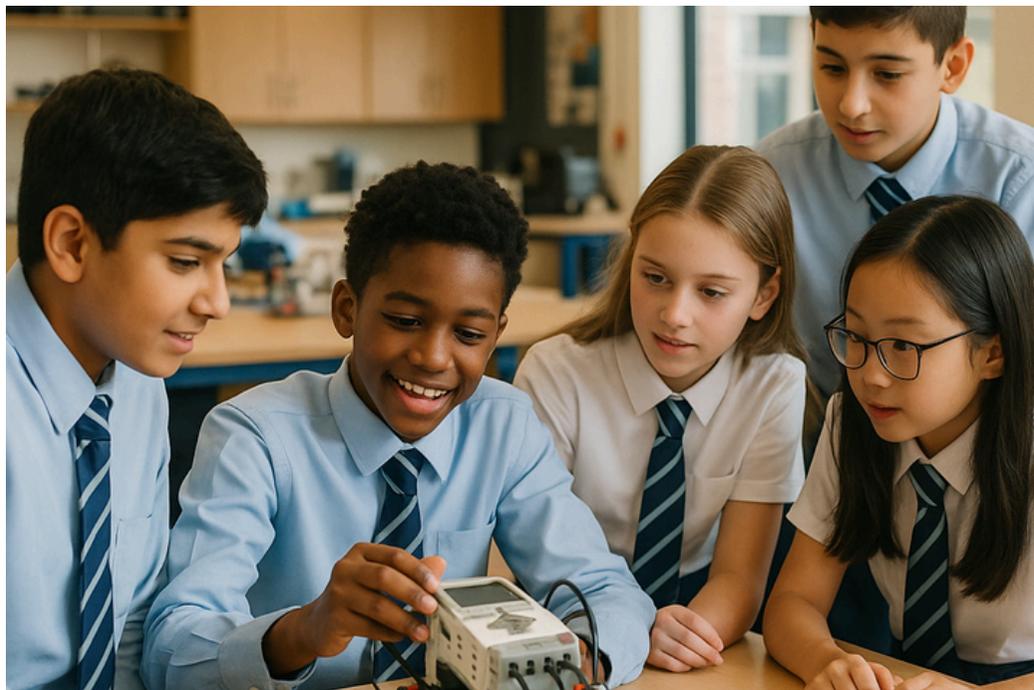
**Annual Airfare** Annual return airfare will be provided for international hires and eligible dependents.

**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.

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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.