



Queen  
Elizabeth's  
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

# Assistant Head



# 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 exceptional Assistant Head to join our founding team at Queen Elizabeth's School, Gurugram.

You will play a critical role in shaping the school's co-curricular and whole-child development strategy, directly line managing key Heads of Department across Sport, Creative Arts, Music, and Careers Education. You will lead the implementation and evolution of our signature programmes - QE Flourish, QE Futures, and QE Connect, ensuring they are fully embedded into school life and aligned with the broader academic and pastoral vision.

As a key member of the leadership team, you will contribute to building a culture of high expectations, character development, and holistic growth—ensuring every student benefits from a world-class education that extends far beyond the classroom.

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

# The Role

Job Title: **Assistant Head**  
Reporting to: **Principal**

## Strategic Leadership and Vision

- Contribute to the strategic development of the school in close alignment with the Principal's vision and the founding ethos of Queen Elizabeth's School, Barnet.
- Provide visionary leadership for the QE House, QE Flourish, QE Futures, and QE Connect programmes—ensuring these flagship initiatives are seamlessly integrated into the life of the school and contribute meaningfully to the holistic development of every student.
- Lead the strategic planning and continuous enhancement of the school's co-curricular, enrichment, and futures education, embedding sport, music, creative arts, and career pathways within a cohesive whole-school learning experience.
- Champion a student experience of international calibre, rooted in British educational excellence and global-mindedness.

## Line Management

- Provide inspirational and effective line management to the following key departmental leaders:
  - Director of Sport – lead the delivery of a dynamic sports strategy, high-performance pathways, and elite competitive opportunities.
  - Director of Creative Arts – support innovation across drama, visual arts, and design thinking, cultivating a culture of creativity and expression.

- Director of Music – oversee the development of musical excellence, ensuring access to performance, ensemble, and mastery opportunities.
- Head of Careers and Futures – ensure the delivery of outstanding career and university counselling, including global application pathways.
- Conduct rigorous performance reviews, mentor high-potential leaders, and establish strategic KPIs aligned with the school's ambitions.
- Collaborate proactively with departmental leaders to drive continuous improvement, innovation, and long-term planning.

## Operational Excellence

- Lead, coordinate, and deliver high-impact, cross-departmental events and initiatives—ranging from showcases and performances to career expos and inter-school competitions.
- Ensure all departmental operations comply with internal policies, safeguarding regulations, and relevant British and international accreditation standards.
- Oversee departmental budgets with precision and foresight, in collaboration with the school's finance and operations team, ensuring resources are aligned with strategic priorities.



### **Student Experience and Engagement**

- Champion a diverse, inclusive, and world-class co-curricular programme that empowers students to pursue their passions, develop new talents, and build confidence.
- Oversee the planning and execution of landmark school events, productions, competitions, and experiences that showcase the vibrancy of student life.
- Monitor student participation data to identify trends, ensure equity of access, and drive strategic initiatives that boost engagement and personal development across all school phases.

### **Safeguarding and Wellbeing**

- Ensure the highest standards of safeguarding and child protection across all co-curricular and enrichment activities.
- Work in partnership with the Pastoral and Inclusion teams to ensure all programmes are accessible, inclusive, and aligned with the school's wellbeing frameworks.

### **Parent and Community Engagement**

- Serve as a visible and trusted leader across the school community, cultivating strong, positive relationships with parents, external partners, and cultural institutions.
- Actively support the school's marketing, admissions, and development functions by promoting the excellence and breadth of the QE Global student experience.

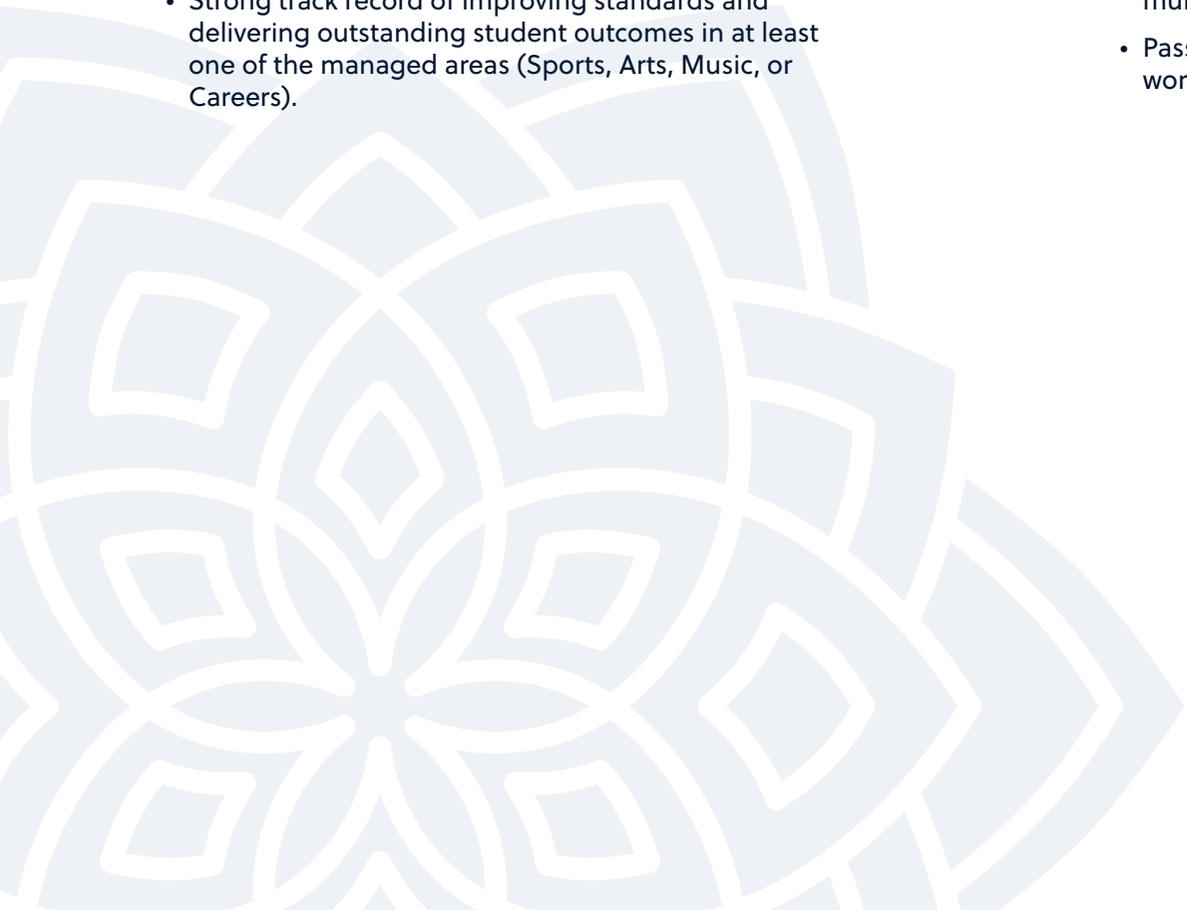
# The Person

## Qualifications and Experience

- Bachelor's Degree in education or relevant subject; PGCE or equivalent teaching qualification.
- Minimum 7–10 years of experience in a reputable Cambridge curriculum or international school.
- Proven leadership experience in a middle or senior leadership role.
- Strong track record of improving standards and delivering outstanding student outcomes in at least one of the managed areas (Sports, Arts, Music, or Careers).

## Personal Qualities

- Inspirational and strategic leadership style.
- High emotional intelligence and collaborative approach.
- Excellent organisational, analytical, and decision-making skills.
- Strong communication and interpersonal skills across multiple stakeholders.
- Passionate about holistic education and developing world-ready learners.



# 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 of the selection process, candidates will be invited to present their vision for delivering a holistic, world-class education—one that is academically ambitious, culturally rich, and grounded in the core values of Queen Elizabeth's Global Schools. Candidates should demonstrate how they would bring to life the school's signature programmes—QE House, QE Flourish, QE Futures, and QE Connect—to nurture confident, able, and responsible young people.

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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.