



HEAD OF PREP

Candidate Information Brochure

Welcome.

Thank you for your interest in the position of Head of Prep at Queenswood.

Dear Candidate

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It is both a privilege and a profound responsibility to lead a school. Schools outlast all of us; we inherit them for a time, care for them, shape them, and ultimately pass them on. It is with that deep sense of stewardship that I invite you to consider what I believe is one of the most defining leadership appointments Queenswood will make over the coming decade. As we embark on a historic strategic expansion, our founding Head of Prep will play a pivotal role in shaping our community's future.

This is an extraordinarily exciting moment in the life of Queenswood. We are immensely proud of our rich heritage as a premier girls' independent school, but we are equally ambitious for our future. Through our strategic roadmap, Queenswood Reimagined, we are extending the unique magic, pastoral warmth, and educational expertise of Queenswood down to Reception, creating a seamless, unbroken all-through journey from age 4 to 18.

Housed in the beautifully repurposed Stamp House, Queenswood Prep will open its doors in September 2028. Our founding Head of Prep will not simply help deliver this vision - they will help design and shape it from the very beginning.

Queenswood Reimagined represents an ambitious, forward-thinking evolution of Queenswood's educational vision, blending rich heritage with modern innovation to ensure pupils thrive in an ever-changing world. At its core, the initiative focuses on empowering young learners through holistic development, future-focused academic excellence, and exceptional pastoral care.

For a potential Head of Prep, this vision offers a transformative opportunity to shape the foundational years of a child's educational journey. The role demands an inspiring leader who can foster curiosity, resilience, and a lifelong love of learning within a warm, inclusive environment. Key priorities include developing a dynamic curriculum that integrates digital literacy, creative thinking, and outdoor learning,

while keeping character education and pupil wellbeing at the heart of daily school life.

I am unapologetically ambitious for young women and for the distinctive education we offer our families. Our responsibility extends far beyond preparing pupils for examinations. It is to equip them with the confidence, judgement, adaptability, and character to flourish throughout their lives. Children do not develop along a linear path. The very best prep educators understand this instinctively; they place curiosity, wonder, and discovery at the heart of learning, knowing that confidence precedes challenge and that children flourish when they feel genuinely known.

Those principles are the bedrock of an outstanding all-through education, which is why Queenswood Prep will sit at the very heart of our country estate.

You will join a talented, passionate leadership community and become a key member of our collaborative Senior Leadership Team, working alongside colleagues who care deeply about

the young people they serve.

Above all, I am looking for a trusted partner. Someone who brings fresh ideas, high intellectual energy, and pedagogical expertise in early years and primary education to build something truly distinctive.

If this vision inspires you, I very much hope you will consider joining us on this exciting journey.

I look forward to meeting you.



Mrs Jo Cameron
Principal,
Queenswood School

Why join Queenswood Prep?

This is a rare and prestigious opportunity to build a brand-new prep school from the ground up, backed by the strength, reputation, and world-class resources of Queenswood.

WHY NOW?

The appointment of our founding Head of Prep comes at a pivotal, transformative moment for Queenswood. Under our Queenswood Reimagined strategy, we are establishing a dedicated, bespoke girls-only preparatory school. Working in close partnership with the Principal and Governors, this role offers an unprecedented opportunity to influence not only the inception of the Prep School but also the long-term strategic direction of Queenswood as a whole.

Over the coming years, you will:

BUILD FROM THE GROUND UP:

Establish and lead Queenswood Prep from its opening in September 2028, embedding our bespoke 'I Can' mindset programme.

DESIGN A THRIVING CURRICULUM & ENVIRONMENT:

Repurpose Stamp House into an inspirational learning environment and create an ambitious, modern curriculum tailored specifically to how young girls learn.

CHAMPION OUR COMMUNITY:

Foster deep, lasting relationships with pupils, parents, colleagues, local feeder networks, and Governors.

LEAD BEYOND THE PREP SCHOOL:

As a key member of the Senior Leadership Team, contribute fully to the overall strategic leadership, operational integration, and future vision of Queenswood.

STRENGTHEN THE ALL-THROUGH JOURNEY:

Ensure a seamless, stress-free educational path from Reception to Year 13, eliminating transition anxiety and the pressures of 11+ testing.

An aerial photograph of a large, historic school campus. The main building is a long, multi-story red brick structure with a dark roof and many windows. To its right is a large, white building with a dark roof and many windows. The campus is surrounded by lush green lawns, trees, and a dense forest in the background. A large, open green field is in the foreground. The text "An inspirational learning environment tailored specifically to how girls learn." is overlaid in white serif font at the bottom right.

**An inspirational learning
environment tailored
specifically to how girls learn.**

Queenswood School.

An all-through independent girls' school in Hertfordshire (Ages 4–18)

Set within acres of Hertfordshire countryside, Queenswood is a forward-thinking, dynamic community steeped in heritage. Our core mission remains resolutely unchanged: we are, and will always be, an independent, girls-only school dedicated to empowering young women to lead with ultimate confidence and technical fluency.

Academic excellence is a defining feature of life at Queenswood. We are nationally celebrated for our academic 'value added', placing Queenswood in the top 6% of all independent schools in the UK. ISI inspections regularly highlight our exceptional use of pupil data to ensure high progress across all abilities and subjects. In summer 2026, 69.8% of GCSE grades were 9–6, with a value-added score of +0.97, meaning pupils achieved nearly a full grade higher per subject than baseline predictions.

At A-Level, nearly a third of all grades were A* or A, sending leavers to top global universities to study subjects ranging from Economics and Natural Sciences to Music Composition and Fashion.

However, academic success sits within an inclusive, supportive culture where every girl is known and valued as an individual. Breadth is central to our philosophy. We boast enviable sports facilities, being the top girls' school in the UK for tennis and holding National Cup Championships in Netball and Hockey alongside acclaimed performing arts programmes, state-of-the-art science facilities, and an extended day model with smart door to door transport and flexible boarding options to support modern working families.



**Academic success sits
within an inclusive,
supportive culture.**



A joy-filled educational pathway
through to 18.

Queenswood Prep and Stamp House.

Opening in September 2028, Queenswood Prep will offer something truly exceptional in Hertfordshire: a bespoke, dedicated all-girls preparatory school housed in the beautiful, self-contained Stamp House.

Initially welcoming pupils into Reception, Year 3, and Year 5, Queenswood Prep will grow into an every years group entry, establishing an unbroken, joy-filled educational pathway through to 18.

Rooted in our bespoke 'I Can' mindset programme, the Prep School will combine the security and personal nurture of a small school with the unmatched facilities of our country estate.

Key features of Queenswood Prep include:

MODERN FACILITIES & OUTDOOR LEARNING:

Housed in Stamp House with secure, dedicated outdoor EYFS spaces, woodland Forest School areas, and tailored early-years amenities.

SPECIALIST TEACHING:

Progressive introduction of subject-specialist teaching in Music, PE, Languages, Drama, and Science, leveraging senior campus expertise.

UNRIVALLED CAMPUS ACCESS:

Full access to world-class facilities, including an indoor swimming pool, science labs, tennis courts, and performing arts centres.

STRESS-FREE PATHWAY:

A continuous, cohesive educational journey to Year 7 and beyond, eliminating 11+ examination stress and transition anxiety.

Boarding.

At Queenswood, boarding is the vibrant heartbeat of our community, a home-from-home where girls build independence, deep friendships, and personal resilience within a warm, supportive environment. Under the Queenswood Reimagined vision, we are modernising our boarding framework to better serve busy families, with plans to extend flexible boarding opportunities to our prep school girls so even our youngest pupils can benefit.

Whether full, weekly, or flexi-boarding, girls gain structured study time, access to world-class resources, and rich co-curricular opportunities. Living together fosters leadership, empathy, and a strong sense of belonging, ensuring education extends far beyond the classroom into character development and lifelong community.



Governance.

The Governors are the Trustees of Queenswood School and hold ultimate responsibility for the strategic direction, compliance, and long-term viability of the school.

Bringing extensive expertise across education, law, finance, and property, the Board works in close, collaborative alignment with the Principal and Senior Leadership Team.

The Governing Body actively supports strategic evolution, including the delivery of Queenswood Reimagined, ensuring rigorous oversight of educational standards, financial sustainability, safeguarding, and estate development.



**The Governing body actively
supports strategic evolution.**

The Role.

Reporting directly to the Principal, the Head of Prep will lead the educational, pastoral, compliance, and operational launch and management of Queenswood Prep, while serving as a key member of the whole-school Leadership Team.

STRATEGIC LEADERSHIP AND SCHOOL LAUNCH

The Head of Prep will:

- Lead and articulate a clear, inspiring vision for Queenswood Prep that aligns with the school's core ethos while meeting the needs of modern families.
- Drive the operational launch of Queenswood Prep for September 2028, overseeing curriculum design, staffing structures, and the repurposing of Stamp House
- Oversee statutory compliance for the DfE Material Change application (age range extension to 4–18) and prepare for ISI Material Change inspections.
- Contribute fully as an active member of the Senior Leadership Team to whole-school strategic planning, policy development, and decision-making.
- Build strong professional networks within the primary and early years sectors, embedding innovation and best educational practice.

TEACHING, LEARNING, AND CURRICULUM DEVELOPMENT

The Head of Prep will:

- Design and implement an ambitious, broad Key Stage 1 and Key Stage 2 curriculum alongside a fully compliant Early Years Foundation Stage (EYFS) policy covering the seven core learning areas.
- Promote outstanding teaching and learning, embedding the bespoke 'I Can' mindset programme to build early resilience and curiosity.
- Establish robust pupil progress tracking systems (using baseline data) to maintain Queenswood's renowned academic value-added standards from age 4.
- Deploy teaching staff and subject specialists effectively across shared campus facilities.
- Undertake an appropriate, limited teaching commitment within the Prep School.

PASTORAL CARE, SAFEGUARDING, AND EYFS COMPLIANCE

The Head of Prep will:

- Serve as Designated Safeguarding Lead (DSL) for the Prep School and EYFS, maintaining the highest standards of child protection.
- Ensure strict adherence to statutory EYFS requirements, including staffing ratios, Paediatric First Aid (PFA) coverage, and mobile phone/camera regulations.
- Establish comprehensive risk assessments regarding pupil “zoning”, pick-up/drop-off, and safe access across shared campus areas.
- Foster an inclusive, restorative pastoral culture where every girl feels known, safe, and valued.

PEOPLE LEADERSHIP, OPERATIONS, AND ADMISSIONS

The Head of Prep will:

- Recruit, appoint, and mentor outstanding prep and EYFS educators and support staff, ensuring along with the HR Office all pre-employment SCR and Childcare Disqualification checks are completed.
- Manage the Prep School operating budget in partnership with the Bursar.
- Work closely with the Admissions and Marketing teams to lead Open Days, candidate assessments, and prospective family recruitment, starting with registration opening in April 2027.
- Maintain warm, proactive relationships with current families, feeder nurseries, and the wider community.

The Person.

We are searching for an exceptional, visionary educator who combines strategic ambition with genuine warmth and personal warmth. The successful candidate will be an inspiring leader who loves the vibrant buzz of a busy prep environment, and understands that girl-centred academic excellence and deep pastoral care are mutually reinforcing.

Category	Key Criteria and Requirements
Educational Leadership	• Qualified Teacher Status (QTS) with a strong academic background. • Outstanding primary/EYFS classroom practitioner with deep pedagogical expertise in how young girls learn . • Proven track record in curriculum design, raising academic standards, and baseline data tracking.
Leadership and Vision	• Significant leadership experience in a prep, primary, or early years setting. • Proven ability to launch new initiatives, build high-performing teams, and drive school improvement. • Strategic acumen balanced with visible, approachable, day-to-day presence.
Safeguarding and Compliance	• Expert knowledge of statutory EYFS frameworks, PFA requirements, and Independent School Standards. • In-depth understanding of safeguarding, safer recruitment, and ISI inspection frameworks.
Personal Qualities	• High emotional intelligence, authenticity, and excellent communication skills. • Warmth, optimism, resilience, and a genuine sense of fun. • Deep alignment with Queenswood's ethos of girls' empowerment and inclusive community.

Terms and Conditions.

Application Process and Key Dates.

The successful candidate will be offered a competitive salary and benefits package reflective of the seniority and strategic importance of this appointment:

- Competitive leadership salary benchmarked against other independent prep schools.
- Attractive pension scheme.
- Private medical insurance.
- School fee remission for dependents.

Queenswood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to an Enhanced DBS check, satisfactory references, medical clearance, and prohibition checks.

APPLICATION CLOSING DATE:

11th November 2026

LOGLIST INTERVIEWS:

20th November 2026 at Queenswood School

SHORTLIST INTERVIEWS:

w/c 23rd November 2026 at Queenswood School

PREP REGISTRATION OPENS TO PARENTS:

April 2027

QUEENSWOOD PREP OFFICIAL OPENING:

September 2028

Applications should be submitted electronically to: **recruitment**@queenswood.org

Submissions must include a completed application form and a covering letter addressed to Mrs Jo Cameron, Principal, outlining your vision and suitability for the role.



Empowering young women since 1894.

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email: hr@queenswood.org
queenswood.org

