



**RMS**  
FOR GIRLS

# HEAD OF SIXTH FORM

## Information for Prospective Candidates

Start Date | September 2026

Full Time | Permanent





**RMS**  
FOR GIRLS

# TABLE OF CONTENTS

03	Message From Our Headteacher
05	The School
06	Our Values
07	Our Pupils
08	The Sixth Form - Hind House
09	The Role
13	Terms Of Employment
14	Employee Benefits
15	The Application Process

# A MESSAGE FROM OUR HEADTEACHER

---



Dear Applicant,

Thank you for considering a position at RMS for Girls. I very much hope that reading this information pack will encourage you to make a formal application. Of course, before doing so you will wish to gather as much information as possible about the School and our wonderful Sixth Form and I'm sure that you will explore our website and perhaps even read our latest inspection report.

But that will all only provide you with part of the picture. It is often when you arrive at a school that you get that gut feeling that tells you that it "just feels right". I joined RMS nine years ago and from the moment I walked through the door, I knew that it was the school for me.

RMS is spectacularly beautiful and, when you first arrive here, it is hard not to be charmed by the impressive architecture and our glorious grounds. We are proud of our stunning surroundings and the sense of history that pervades the school. We are steeped in tradition and never more so than when Drill takes place in the Michaelmas Term each year. But it is equally true to say there is nothing stuffy or old fashioned about RMS. We are a modern, forward thinking school, working to help our pupils to prepare for the challenges of a world that is evolving at a pace that none of us could have envisaged just a few years ago.

As I walk around the school, I am constantly struck by our pupils' verve and zest for life. They are incredibly proud of RMS, and their energy not only drives what we do but is also highly infectious. A quick look at our social media feeds will show you that there is no such thing as an average day at RMS.

We know every pupil as an individual and we ensure that every pupil thrives. The breadth and depth of opportunity available to the pupils is extraordinary and, over the time that they are with us, it is a joy to watch their confidence grow as they fully embrace the many experiences the school offers.

---

New academic staff consistently comment on how much they are enjoying their time in the classroom and the joy of marking RMS homework. Yes, this last statement is genuinely true! RMS pupils wish to succeed and do well, and helping them is wonderfully rewarding.

So what else can you expect if you were to join RMS? Well, we absolutely value our staff. Great teachers are ever more difficult to recruit and we firmly believe in giving all colleagues opportunities to develop their careers within the school. External CPD is important, but we also offer internal training such as our Emerging and Developing Leaders who are helping to drive change whilst broadening their own skill sets.

And, there is no shortage of innovation here. RMS Edge, our inspirational Sixth Form programme, is a perfect example of what we do best in providing pupils with a rounded sixth form experience that prepares them for the twenty-first century and that also ensures they have ambition, drive and high expectations of themselves.

Many of our staff live on site. We have fifty residential properties spread around the grounds, and RMS has a strong family ethos. There are staff who have come here as ECT's as well as many experienced teachers who have a wealth of wisdom which they are happy to share.

For those who want the bright lights, thirty minutes on the tube will get you to Central London, and for those who don't, a walk around our 315 acres of parkland on a summer evening is hard to beat. We are a friendly bunch and you would be made to feel very welcome very quickly whether you live on site or not.

In a highly competitive market, RMS continues to thrive. For the last two years CEM have said our academic value added is above 90% of Independent Schools and "this performance can be attributed with confidence to the teaching and learning at RMS" We are excited about the prospects for the next few years as we work together to move the school forwards.

I do hope that you will decide to make an application to join us on that journey and to come in to see the school for yourself so that we will have the chance to meet in person.

Very best wishes,

Kevin Carson  
Headteacher at RMS for Girls



# ABOUT RMS

RMS has an exceptional, unusual and distinguished history

One of the oldest girls' schools in the country, the School was founded by Chevalier Ruspini in 1788 with the purpose of educating the daughters of Freemasons who were unable to support their families through death, illness or disability. The School started with fifteen pupils and a matron in Somers Place in East London and moved twice within London until it finally settled in the magnificent grounds of Rickmansworth Park in 1934. The School became an open fee paying school in 1978 and accepts girls from all backgrounds and faiths. The majority of families associated with the School have no links with Freemasonry, with our name now largely being a reference to our past.

RMS is a day and boarding school, attracting day pupils from across Hertfordshire, Middlesex, Buckinghamshire and North London, and boarders from all over the world. It is located within easy reach of Central London (30 minutes by train/underground), and is just under a mile from Junction 18 of the M25 motorway.

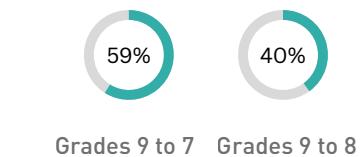
The School comprises of Ruspini House, a Nursery School for boys and girls aged 2 to 4, Cadogan House, a Prep School for girls aged 4 to 11, the Senior School and Hind House Sixth Form Centre. The School currently has around 900 pupils, of whom 36 are in the Nursery, 175 in the Prep Department, 490 in the Senior School and 180 in the Sixth Form. Entry is competitive at 3+, 4+, 11+, 13+ and 16+, with a few pupils joining us at other times if places are available. Once in school pupils transfer seamlessly through the year groups with places guaranteed at each key transition point.

Our public examination results are consistently impressive, and around 99% of pupils leave RMS to take up places at university, 90% at their institution of first choice.



30 minutes  
to Central London

## GCSE Results 2025

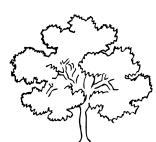
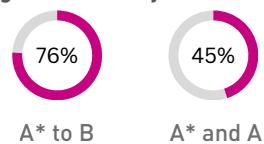


Grades 9 to 7   Grades 9 to 8



All-through  
school

## A Level Results (average over last 3 years)



300 acres

# OUR VALUES

The RMS Values are embedded in the School's ethos and, as a community, they underpin the way we work, learn and grow together

There are six core values and the emphasis on these permeates every aspect of the life of the School. Pupils who demonstrate putting them into action in their daily life are recognised and rewarded. The Ashlar is a 'polished cornerstone' and it is a valued award given to pupils in recognition of their hard work, demonstration of the School values and contributions to School life.

Our teachers describe the pupils as willing learners who ask lots of questions, not because they haven't been listening, but because they have boundless intellectual curiosity and the confidence to question and explore beyond the curriculum. The pastoral teams are very strong and so issues are picked up quickly and the focus is on nurturing the whole child not simply their academic performance.

The broad co-curricular offer at the School and the small class sizes mean that teachers get to know each girl well and can become more actively involved in what they are doing outside the classroom. Perhaps the greatest endorsement of this approach comes from talking to teachers who have recently joined RMS who typically make comments like, "not only are the students respectful, they are excited to come to my lessons and are full of life".

A Head of Department who joined the team recently feels that because the pupils are attentive, there is space in lessons to go beyond the curriculum and do things that he wouldn't have considered in his previous job. Another said, "working at RMS goes beyond my expectations, your days glide by and teaching here is a really rewarding and positive experience". It is with enormous pride that, as a team, both academic and support staff work together to inspire our pupils to discover their passions and personal voice to enable them to forge their own unique futures as successful women of the 21st century.

**COURAGE**

**AMBITION**

**INTEGRITY**

**KINDNESS**

**INCLUSIVITY**

**PERSERVERANCE**

# OUR PUPILS

---

Life at RMS is centred around more than just academic success



The School is well known for its exceptional pastoral care, the wealth of extra-curricular opportunities it offers, and its commitment to a values-based education. By offering a nurturing, inclusive and supportive environment where each child is esteemed as an individual, capable of success, we encourage our pupils to become happy and aspirational learners from their early years in Ruspini House all the way through the School to the Sixth Form in Hind House.

As Miranda and Evie, recent Head Girls, put it, “At RMS, students develop the confidence to challenge themselves. We’re supported in taking every opportunity that we’re presented with, both academically and in the very wide range of extra-curricular activities on offer. We are encouraged to be intellectually curious learners, and so enjoy engaging in discussions in lessons and exploring new ideas with our teachers.”

In addition, something that every student and staff member at RMS will comment on is the strong sense of community; we are supportive and inclusive (and have a good sense of fun), all sharing a common goal of becoming moral, well-rounded people. As such, we focus on core values such as responsibility and compassion, and aim to develop the transferable skills that will allow us to embrace life’s challenges with confidence.

The Independent Schools Inspectorate visited in September 2017 and May 2022 and assessed the school as being “excellent” in all areas for the Educational Quality Inspection. Across both inspections, RMS attained the highest judgement that a school can be awarded. “Pupils’ attitudes to learning are excellent; they take control of their learning, relish challenge, and develop confidence, self-belief and a love of learning.”

The report also states that the school “successfully meets its aim to produce young women who have great self-belief, are self-aware and take the values of the school with them so that they are well placed to be outstanding citizens of the 21st century.”



# THE SIXTH FORM HIND HOUSE

Hind House is home to passionate, motivated students who are dedicated to their chosen subjects and ambitious for their future. Our reputation for A level outcomes is outstanding and we have an impressive track record of helping students to secure places at their first choice of university. Last year, a record-breaking number of students headed to universities overseas with several students receiving merit and sport scholarships.

Part of what makes our Sixth Form such a special place to learn is the opportunity to personalise their academic programme in line with their individual interests and aspirations. This is what gives RMS students the Edge in the next steps of their unique journey and ensures that every pupil thrives.

The world is changing and a long list of stellar grades doesn't automatically ensure success in the increasingly globalised employment market. Through our extensive Futures programme, our pupils are well-prepared to thrive at university and in the workplace.

Discover more about our wonderful Sixth Form on our [website](#) and take a look at a [Day in the Life - Sixth Form at RMS](#).

"The Sixth Form provides a new challenge that supports my daughter's interests and academic needs but in a holistic way that treats each student as an individual." - Sixth Form Parent

# THE ROLE

## HEAD OF SIXTH FORM

Dynamic, ambitious for our pupils, and possessing strong leadership and organisational management skills alongside a collaborative style, the Head of Sixth Form will ensure that learning and pastoral care for Years 12-13 are at the heart of all decision-making. The role is one of three stand-alone Heads of School that each sit on Whole School SLT and report to the Head of RMS. The Head of Sixth Form line-manages the Sixth Form team in Hind House and will inspire pupils, staff and parents alike in the pursuit of excellence.

We are a school that prioritises personalisation, and our culture is to ensure that every pupil thrives and is prepared to shape their future. We are seeking values-driven leadership from a Head of Sixth Form who possesses integrity, who is dedicated and driven, approachable and compassionate, a leader who recognises that clarity of vision and strong team skills are key to being a successful leader.



# JOB SPECIFICATION

## HEAD OF SIXTH FORM

The Head of Sixth Form is a member of the Whole School Leadership Team. The main areas of responsibility are set out below, although this list is not exhaustive. The successful applicant may be expected to assume additional responsibilities as reasonably requested by the Head of RMS. The Head of Sixth Form and Deputy Head of Sixth Form work together to ensure that between them there are the highest possible levels of visibility with staff, pupils, parents and prospective families.

### MAIN RESPONSIBILITIES/ACCOUNTABILITIES:

#### **Pupil Support, Pastoral Care, Safeguarding**

##### **Create a culture of challenge and support to ensure all Sixth Form pupils can thrive and succeed**

- Overall responsibility for pastoral care, pupil well-being and student conduct for Years 12-13
- Serve as a Deputy Designated Safeguarding Lead (DDSL), taking responsibility for the day-to-day safeguarding and child protection concerns within the Sixth Form, and working closely with the Deputy Head (Pastoral) regarding significant concerns.
- Whole-hearted connection with the daily life and activities of pupils, knowing the pupils in Years 12-13, their interests, and their home context
- Promote an ethos that values belonging, celebrates difference, and enables pupils' wellbeing and moral growth.

#### **Teaching and Learning**

##### **Create a healthy culture of high aspirations and engagement in learning for all pupils**

- Overall responsibility for ensuring a love of learning and commitment to self-improvement that gives rise to academic progress with an intent to achieve exceptional academic value-added for Years 12-13
- Ensure that there is a broad and balanced Sixth Form curriculum that is appropriate to all RMS pupils
- Monitor the teaching, learning, and co-curricular life in Sixth Form, and ensure the highest standards are championed and met
- Work closely with the Deputy Head (Academic) to ensure a consistent focus on a healthy sixth-form mindset that promotes pupils' progress and attainment in Years 12-13
- Work with the Deputy Head (Co-Curricular) to ensure that there is a broad programme of co-curricular opportunities for pupils.

#### **Organisation and Management**

##### **Ensure high standards of operational excellence in a culture where teamwork and problem-solving thrive**

- Effectively manage the Sixth Form on a day-to-day basis, and oversee the annual cycle of Sixth Form operations and events, ensuring efficient functioning.
- Effectively implement RMS policies, and collaboratively review and make recommendations for policy changes to the Head and governing body where appropriate.
- Ensure that all requirements are met for Sixth Form ahead of ISI inspections.
- Oversight of health and safety in Hind House, and overall responsibility for the effective operation of Hind House IT systems, school premises and facilities, and health and safety.

# JOB SPECIFICATION

## HEAD OF SIXTH FORM

### Leadership and Management

Inspire, lead and develop the Sixth Form team, including tutors and key support staff, ensuring they work together to successfully serve the Hind House community

- Quality assure the performance of Sixth Form staff, praising excellent practice, and ensuring a commitment to self-improvement and growth mindset is modelled
- Set and maintain the highest professional standards, ensuring policies and systems are in place and are consistently applied
- Build and sustain clear communication pathways and methods across the Sixth Form to share information successfully
- Maintain a strong awareness in colleagues regarding the impact of their actions on pupils' lives

### Leadership of the RMS Edge Programme and Futures Curriculum

In line with our Mission statement, ensure that every pupil is prepared to shape their future

- Lead the strategic development, delivery and ongoing review of the RMS Edge programme, ensuring it successfully broadens the students' curriculum and develops essential life skills
- Manage all logistics associated with the programme, including scheduling, resource allocation, and student participation
- Strategically lead and oversee the development of the 'Futures' program within the Sixth Form curriculum, ensuring its relevance and effectiveness in preparing students for life beyond school
- Ensure the 'Futures' lessons/programmes are current, engaging, and comprehensive, covering essential skills, financial literacy, well-being, and global awareness.

### Higher Education and Career Pathways

In line with our Mission statement, ensure that every pupil is prepared to shape their future

- Lead and manage the university and career guidance programme
- Work with the Head of Futures to ensure comprehensive support for all post-18 pathways (Higher Education, apprenticeships, and employment)
- Oversight of the creation and submission of all student applications and references, including specialised (e.g. medical, Oxbridge, creative and performing arts) and international applications
- Direct the planning and delivery of all examination results day processes and manage the subsequent reporting on student destinations

### Strategic Vision

Contribute to the future strategic direction and governance of the Sixth Form and of RMS

- Demonstrate the School's mission and values in all decisions and actions
- Provide inspirational leadership and strategic vision, independence, and personal responsibility
- Contribute at the highest level to the Whole School Leadership Team, shaping the educational and pastoral direction of the Sixth Form and representing the Sixth Form to the wider school community
- Understand key national developments in further and higher education, prioritising their significance for the School and using this to inform future strategic direction of RMS

### Marketing and Admissions

Contribute to the development of a cohesive Marketing and Admissions process for the Sixth Form

- Work closely with the Director of Marketing and Admissions to ensure the successful marketing of Hind House
- Work closely with the Director of Marketing and Admissions to ensure a smooth admissions process and onboarding experience for all Hind House students

# PERSON PROFILE

## HEAD OF SIXTH FORM

The Head of Sixth Form will possess integrity, reliability, discretion, and resilience. They will demonstrate high levels of proactivity and will enjoy working within teams across the School community. The postholder will actively promote the school values and ethos, and will possess the ability to praise, support and inspire colleagues.

They will be calm under pressure, tenacious as required, and possess a Shakespearean measure of warmth and wit. A solid background of working well in a collaborative environment with excellent personal skills is essential, as is the ability to demonstrate success in creating strong relationships with colleagues, teachers, pupils, and parents. The Head of Sixth Form will not have a large timetable allocation but will be a first-rate classroom practitioner.

### PERSON SPECIFICATION

#### Essential qualifications and attainments

- A good honours degree and Qualified Teacher Status (QTS) or equivalent
- Evidence of ongoing professional development and a commitment to self-improvement

#### Experience and Knowledge

- Significant experience as a Middle Leader or Senior Leader
- Significant experience of leading and managing teams successfully
- A proven track record of driving academic results and/or implementing effective pastoral systems
- An excellent understanding of current educational issues, inspection frameworks, and safeguarding legislation, particularly as it pertains to students aged 16-18
- Experience of successfully managing challenging situations

#### Personal Attributes

The successful postholder will possess/be:

- Professional integrity. Wholly trustworthy, and able to handle confidential matters with the utmost professionalism.
- Passionate about the potential of young people, the life-changing impact of education, and the excellence of the teaching profession and school support staff.
- Committed to child protection and the promotion of a safe environment for children and young people.
- A highly effective communicator and public speaker: persuasive, credible, engaging, clear and empathetic in the written and spoken word.
- Committed to building strong and diverse teams who feel valued and professionally challenged
- Able to demonstrate exceptional interpersonal skills with all: pupils, parents, colleagues, governors and external bodies
- Able to work at a high strategic level, creating a vision for the school and for future developments
- Able to work collaboratively across the school, showing care and compassion, and also able to lead decisively
- Highly organised and able to manage a demanding workload, whilst remaining professional and calm under pressure
- Able to problem solve and make robust decisions, demonstrating a high level of initiative and the ability to manage risk
- An innovative thinker who can promote and implement new ideas and initiate change by influencing and motivating others
- Enthusiastic, with stamina and resilience, sound judgement, and a positive outlook and approach
- Capable of managing the technical requirements of the role, with strong IT skills
- Committed to the school's Values and support and promotion of equality and diversity
- Committed to continuous self-development and a willingness to keep learning
- Able to work flexibly, calmly, and with a sense of humour to meet the requirements and demands of the post

# TERMS OF EMPLOYMENT

---

We work closely with all our staff to create a workplace that is well-balanced, fulfilling, and happy



## TERMS OF EMPLOYMENT

- Full Time
- Competitive Salary
- Staff Pension Scheme, Group Life and Group Income Protection Insurance

## DISCLOSURE AND BARRING SERVICE

The School is a “Registered Body” under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post shall be shall be subject to the receipt of overseas criminal records check (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

## SAFEGUARDING CHILDREN

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are is responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School’s Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Headteacher. In addition to the candidate’s ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

# EMPLOYEE BENEFITS

---

There are a number of great benefits available to all staff at RMS for Girls.

## FINANCIAL BENEFITS

- School fee discount – subject to the terms and conditions of the policy.
- Pension scheme with salary exchange and cash allowance options
- Life Insurance cover for eligible staff
- Accommodation on site at discounted rates (subject to the terms and conditions of the policy)
- Personal effects insurance

## EMPLOYMENT BENEFITS

- Extensive professional development programme (external and internal training available) with a generous budget and a dedicated conference room
- Sabbatical policy
- Eyesight testing

## OTHER STAFF BENEFITS AND DISCOUNTS

- Access to an Employee Assistance Programme, offering Digital GP, annual health check, Mental Health Consultations for you and your family
- Free use of the onsite Fitness Facilities
- RMS Staff Association – numerous social events throughout the year
- Wellbeing group with varied initiatives and a weekly programme of staff activities free of charge (e.g. yoga, swimming, knitting)
- Discounted facility hire
- Cycle to work scheme
- Free travel on the school coaches subject to availability
- Free lunch time meal and snacks at morning break
- Free flu vaccination
- Library - the school allows all staff to become full borrowing members on joining.
- Events: Access to School concerts and performances at no cost.



# THE APPLICATION PROCESS

01

**Complete an application form**

Please complete the application form on My New Term via our website. If you have any questions, please contact us on 01923 725091 or email: [hadmin@rmsforgirls.com](mailto:hadmin@rmsforgirls.com)

02

**Closing Date**

Tuesday 3<sup>rd</sup> February 2026 by 9.00am.  
Please submit your application as early as possible.

03

**Interview**

Interviews will take place during the week commencing 9th February 2026.



**RMS  
FOR GIRLS**

## CONTACT US

The Royal Masonic School for Girls  
Rickmansworth Park Rickmansworth  
Hertfordshire  
WD3 4HF

[hadmin@rmsforgirls.com](mailto:hadmin@rmsforgirls.com)  
Tel: 01923 725091

@RMSforGirls

[WWW.RMSFORGIRLS.COM](http://WWW.RMSFORGIRLS.COM)

