

## HEAD OF STEM PERMANENT ROLE

Thank you for showing an interest in this post. We hope that the following information about St Helen's school and job description will help you decide that this is an application which you wish to pursue.



## WELCOME TO ST HELEN'S



St Helen's School is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference.

St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are proud of our 2025 results where 85% of A Level students obtained A\*-B grades and 80% of GCSE awards were graded 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

Bridget Ward  
**Head**



## THE SCHOOL

St Helen's is an academically selective independent girls' day school for over 1100 students aged 3-18, set in beautiful green space in Northwood, London.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co- curricular opportunities on offer at St Helen's.



## Purpose

The Head of STEM is a senior strategic leadership role that operates at whole-school level, distinct from and senior to departmental Head of Department positions. This role is responsible for establishing, developing, and promoting excellence in STEM education across the school, working collaboratively with all STEM departments while maintaining a whole-school strategic perspective.

Unlike operational department leadership roles which focus on curriculum delivery, staffing, and day-to-day management within a single subject area, this position focuses on strategic vision, cross-departmental collaboration, enrichment, outreach, external partnerships, and promoting the school's reputation as a centre of excellence in STEM fields.



The postholder will establish the Centre for Advanced STEM as a cohesive brand that showcases the school's strengths in Science, Technology, Engineering, and Mathematics, while creating opportunities for students to engage with STEM beyond the curriculum through enrichment, competitions, partnerships, and outreach activities.

## Key responsibilities

- Line management of Biology, Chemistry, Physics, Computing, Maths and Design Technology
- Overall responsibility for the STEM Strategic Plan development
- Cross-departmental STEM leadership on strategic matters
- External partnerships & outreach
- School-wide enrichment coordination
- Marketing and external engagement
- STEM scholarship development
- University partnerships (all STEM)
- Admissions test preparation (MAT, TMUA, etc.)
- Brand development for Centre

## Strategy

- Develop and implement a comprehensive STEM Strategic Plan aligned with the school's vision, values, and strategic priorities
- Establish the Centre for Advanced STEM as a recognisable and prestigious cross-departmental brand
- Provide thought leadership on STEM education trends, pedagogy, and best practice at national and international level

## Centre for Advanced STEM

- Establish and maintain a strong web presence for the Centre, working with Marketing and IT departments
- Create and lead a STEM Team comprising representatives from Maths, Science, Computing, and Design Technology
- Promote STEM achievements, activities, and opportunities across all platforms including Teams, newsletters, and social media

- Coordinate cross-departmental STEM initiatives and ensure consistent branding and messaging
- Develop and maintain a STEM calendar showcasing competitions, events, and milestones across all STEM subjects

## Enrichment and Student Engagement

- Coordinate and promote Problem-of-the-Week, STEM-in-the-News, and similar cross-curricular initiatives
- Promote and support student participation in online competitions including STAG challenges, Immerse Essays, Ritangle, and WiSE programmes
- Develop partnerships with universities, research institutions, and STEM organisations to provide masterclasses and lectures
- Organise STEM-focused visiting speakers, workshops, and career events
- Support departments in developing whole-year enrichment experiences and special STEM days
- Foster student-led STEM societies and initiatives, promoting student voice and leadership

## Outreach and Community Engagement

- Lead and expand STEM outreach programmes to state schools and the wider community, enhancing the school's reputation
- Develop and deliver masterclasses and presentations to external audiences
- Coordinate with the Prep School to ensure strong STEM provision and smooth transition between Key Stages
- Build strategic partnerships with local businesses, universities, and STEM employers
- Organise and participate in Royal Institution Masterclasses and similar prestigious programmes



## Admissions, Marketing and External Relations

- Represent the Centre for Advanced STEM at Open Days, Into-the-Sixth events, and prospective parent evenings as a senior ambassador for the school
- Work with Admissions to enhance STEM elements in the admissions process
- Develop and refine STEM scholarship offerings at Prep, 11+, 13+, and 16+ entry points
- Collaborate with Marketing to produce compelling content showcasing STEM excellence for promotional materials
- Maintain strategic relationships with feeder schools to promote STEM opportunities and strengthen the school's reputation

## University Preparation and Careers

- Provide strategic leadership for students preparing for competitive STEM university courses including Oxbridge, Medicine, Engineering, and Computer Science
- Coordinate preparation for admissions tests including MAT, TMUA, STEP, PAT, BMAT, and UCAT
- Organise mock interviews and application support for STEM degree applicants
- Develop and maintain strategic relationships with university STEM departments and maintain awareness of changing entry requirements
- Promote and support participation in university summer schools, taster courses, and research programmes

## Professional Development and Collaboration

- Lead staff CPD on STEM pedagogy, enrichment, and innovation as a thought leader
- Foster a collaborative culture across STEM departments, working collegially with Heads of Department
- Support individual departments in developing their enrichment offerings
- Share best practice and innovative approaches across the STEM team

- Contribute to the school's wider enrichment programme redesign and implementation at a strategic level

## Data Analysis and Reporting

- Monitor and evaluate the impact of STEM initiatives on student engagement, achievement, and destinations
- Track participation rates in STEM competitions, enrichment activities, and outreach programmes
- Produce regular strategic reports for Senior Leadership on STEM activities and outcomes
- Maintain records of student achievements and celebrate successes across all STEM subjects
- Use data to identify areas for development and inform strategic planning

## Qualifications and Experience

- Previous experience of significant middle leadership
- Experience organising competitions such as UKMT challenges, Science Olympiads, or similar, at scale
- Track record of successful university admissions support, particularly for competitive STEM courses (Oxbridge, Medicine, Engineering)
- Experience delivering outreach programmes or working with external partners including universities and industry
- Understanding of current trends in STEM education, including diversity and inclusion initiatives
- Established networks within STEM education community, universities, or industry
- Experience in marketing, communications, or public relations for educational institutions. Alternatively, a background in science or maths communication
- Outstanding communication skills, both written and verbal, with ability to represent the school to external audiences
- Strong interpersonal skills with the ability to build relationships across diverse stakeholder groups including SLT, staff, parents, external partners





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- Excellent organisational and project management abilities with capacity to manage multiple complex initiatives
- Strategic vision combined with attention to practical implementation and delivery
- Entrepreneurial mindset with creativity and innovation in problem-solving
- Ability to inspire and motivate both students and colleagues, demonstrating leadership gravitas
- Commitment to promoting diversity and widening access in STEM education
- Digital literacy and confidence with modern communication platforms and data analysis tools
- Resilience, adaptability, and the ability to work independently
- Passion for STEM education and commitment to student excellence and aspiration
- Diplomatic skills and emotional intelligence

This is not an exhaustive list, and roles are adaptable and at the discretion of the Head.



## BENEFITS

- Competitive pay and pension contribution scheme
- Private Medical Insurance
- 30 days paid holiday entitlement plus bank holidays
- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff)
- A strong culture of professional development
- Access to the School's swimming pool and fitness suite (specified times)
- Free on-site parking and excellent public transport links
- Free lunch and refreshments (term time only)
- Generous occupational sick pay
- Cycle2Work scheme
- Electric Vehicle Charging facilities onsite (discounted monthly membership)
- Discounted Staff Coach Travel
- A beautiful working environment – the school is set in a conservation site of 21 acres.

## APPLICATION PROCESS

**Closing date: Sunday 8 February 2026**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.



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## THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Head and members of our Senior Leadership Team.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2024 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at [recruitment@sthelens.london](mailto:recruitment@sthelens.london)

