

CANDIDATE INFORMATION PACK

GROUP EDUCATION DIRECTOR

WELCOME

I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. One of the country's leading academic day schools, NLCS is a forward-thinking, inclusive and vibrant community.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's Ideas Hub is a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year; we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

These principles are also embedded across our group of four international schools: NLCS Jeju, NLCS Dubai, NLCS (Singapore) and NLCS Kobe. With over 6000 students currently educated under the NLCS name across the world, and with more schools on the way, this is an exciting time to be joining the NLCS group.

We are seeking an experienced educational professional, ideally a former Head/Principal with international experience, to lead our education support and quality assurance across the NLCS International family of schools. With the opening of NLCS Hong Kong planned for 2027, and several other projects soon to be announced, this is an exciting time to join the NLCS Group.

I look forward to receiving your application and to welcoming you into this warm and dynamic community.



VICKY BINGHAM
HEADMISTRESS





THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain an exceptional team of staff, both academic and professional, who are dedicated to each pupil's development and share our passion for excellence. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2025, 83.4% of GCSEs were a grade 9, and a notable 95.9% of grades were 9/8. At A-Level our students achieved an impressive 54.3% A* grades, 86.1% A*- A and 96.1% A*- B. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 42.94 in 2025, placing us again among the best IB schools in the world.

Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as Flin Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).



THE FAMILY OF SCHOOLS



North London Collegiate International (NLCSI) was established in 2009 to manage the international partnerships between NLCS (UK) and its family of international schools.

The NLCS group has a shared philosophy across each school, with the aim to continue growing the School's reach into more countries and offering an excellent education to students worldwide.

Working in close partnership with each School, NLCS International ensures a consistently outstanding educational experience rooted in academic ambition, development of the whole person and pastoral care which truly values every individual.

The group currently includes coeducational day and boarding schools in Singapore, Dubai, South Korea and Japan, each delivering a world-class education while maintaining strong professional and cultural links with the founding UK school.

Our schools:
NLCS Jeju
NLCS Dubai
NLCS (Singapore)
NLCS Kobe

With the successful opening of partnership schools across the world, staff in the UK have opportunities to be involved in monitoring visits to these overseas schools, and to be involved in the recruitment and training of their staff.

Teaching departments and senior leaders in the schools are linked via working groups, which provide a forum for collaboration on projects between teachers and students; the sharing of good practice; and exchange of ideas. Through this international network, students benefit from exchange opportunities and internships, creating an important connection with the ever-growing economies of Southeast Asia and the Gulf region.

The income generated by the overseas schools funds bursaries at the UK school and supports the aim to admit girls of ability regardless of background and financial means.

NLCS International works with multiple partners to ensure the financial wellbeing and long-term stability of the overseas schools. Grounded in the established ethos of the UK 'mothership', NLCS International schools reflect its history and we are proud to continue to pioneer British education across the world, with a commitment to enriching both staff and students alike with international experiences and opportunities.

Further information on North London Collegiate School International can be found [here](#)



GROUP EDUCATION DIRECTOR

THE ROLE

Reporting to the Chief Commercial Officer, you will lead the educational support and quality assurance functions across our international family of schools. You will be responsible for the recruitment of Principals and other senior leaders, as well as serving as a governor on school Boards and leading Quality Assurance Reviews.

LINE MANAGER:

Chief Commercial Officer, NLCS International

CONTRACT:

In order to secure the right candidate, we can be flexible on contractual terms and conditions. Possible options include:

- Full-time year-round
- Full-time term time only
- Part-time
- Retained contractor (on an exclusive basis)

HOURS OF WORK:

Again, in order to secure the right candidate, we can be flexible - but it is likely that 30-40 hr weeks will be required, possibly more during overseas travel, much less (or even none) during school holidays. These hours can be worked flexibly as required, bearing in mind that most of our schools operate 4 or more hours ahead of the UK.

SALARY:

Salary will be six figures (FTE) and commensurate with the seniority of the role.

MAIN RESPONSIBILITIES

Quality Assurance

- Lead or participate as a team-member in Quality Assurance Reviews of NLCSI schools.
- Ensure clear direction is given to each school for child welfare, including the implementation and annual review of the child protection and safeguarding policy in line with KCSI, aligned to local safeguarding approaches and regulations.
- Ensure that the procedures and curricula of the schools correspond to NLCS standards and international best practice through regular/ongoing monitoring of outcomes, policies and procedures.

Ongoing Support

- Serve as a governor of NLCS schools as required and, through that role, provide advice relating to key strategic decisions and monitor academic provision: quality of learning and teaching; safeguarding, pastoral care and health and safety; staff appraisal and performance management: school development plans, policies and documentation; and preparation for (and actions arising from) inspection.
- Attend/lead regular meetings with school leaders to advise/guide in the management of the school.
- With other members of the NLCSI team, oversee/participate in the annual appraisal of school leaders.
- Assist in facilitating links between the schools in the NLCS family.
- Provide on-going assistance in the recruitment of leaders, teaching and non-teaching staff as necessary.
- Provide advice to the school management team in preparation for local inspections by regulatory/accrediting bodies or examination organisations.

New Schools

- Provide a detailed project plan and critical path of all deliverables for a successful school launch. Monitor the progress and delivery of the plan and provide partners with support as required.
- Work with partners to support them in school licensing processes to obtain regulatory approvals as required.
- Work with partners and appointed architects in school design, layout, traffic flow and interior design, ensuring that the building(s) complies with health and safety standards and applicable codes to fulfil its educational purpose.
- Assist, as required, in the recruitment of key staff members, including the Principal and other members of the SLT and the Director of Admissions, and participate in recruitment of other staff as necessary.
- Take an active role in the establishment of all systems and processes relating to safeguarding and child protection, including health and safety and risk control.
- Work with school leaders/partners on curricula and course outlines as appropriate including:
 - Curriculum design and implementation
 - Preparation of the School Development Plan
 - Teaching and learning strategies
 - Use of academic student data
 - Timetabling
 - Schemes of work
 - Extra-curricular strategies
 - Appraisal and performance management
 - Marketing (domestic and international)
 - IT

Management

- Work closely with the Chief Commercial Officer to lead and manage the team of specialist Education Directors.



THE PERSON

The successful candidate will demonstrate strong leadership, team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the School, and be an enthusiastic, caring and positive role model within the School community and the wider group.

GENERAL SKILLS REQUIRED

Excellent interpersonal skills, with the ability to relate well to people on all levels and across cultures.

Ability to work effectively as a member of a team, to show initiative and imagination; to have vision and the ability to inspire others

First class communication skills with the ability to remain calm in all situations, to work to tight deadlines, to manage competing priorities and high levels of ambiguity/uncertainty.

Ability to act as a role model and ambassador for NLCS and for (and within) the wider group of schools.

Cultural sensitivity and highly developed skills of diplomacy and persuasion.

PERSON SPECIFICATION

It is highly desirable that applicants have the following attributes:

EDUCATION & QUALIFICATIONS

Masters level degree
NPQH or similar

SKILLS & ABILITIES

The ability to work independently, to lead and to follow, as well as being an effective member of a team.

Strong IT skills

Ability to manage a large number of workstreams and stakeholders simultaneously

Ability to adapt to rapidly changing plans as business needs change, situations evolve.

EXPERIENCE & KNOWLEDGE

Experience of leading a school community, preferably as Principal or Head, and ideally in an international context.

OTHER ATTRIBUTES

Personal integrity, honesty, humility, energy, stamina and enthusiasm.

Diplomacy, sensitivity, and patience.

A sense of humour!



TERMS, CONDITIONS & BENEFITS

KEY DATES

Closing date for applications:
Friday 20th February 2026 at 8.00am GMT.

Interview Dates:

Initial interviews will be tailored to candidates' availability and are likely to take place in the week beginning 2nd March. We reserve the right interview promising candidates ahead of the closing date—early application is therefore advised.

Start Date: 31st August 2026, or later by agreement

LOCATION

The proportion of time spent at NLCS versus working from home is to be negotiated. NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#)

SALARY

Competitive six-figure salary commensurate with the seniority of the role.

ANNUAL LEAVE

A generous annual leave allowance of 33 days for full time employees (3 days of which to be taken around Christmas).

PENSION

Employees are eligible to join the Support Staff Pension Scheme.

FLEXIBILITY

This role will require some time spent at the School but the proportion of on-site versus working from home can be discussed with candidates.

EYE CARE SCHEME

We partner with Specsavers and all employees are eligible for a free two-yearly eye test. Should you require glasses following your test, specifically for the use of a VDU, you will receive a reduction on the cost of a pair glasses.

CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows employees to make Tax and National Insurance savings when purchasing a bicycle.

ELECTRIC VEHICLE SCHEME

We partner with Tusker to bring employees a tax efficient way to get behind the wheel of a brand new car that's not only good for your wallet but also the environment.

HEALTH CARE SCHEME

If employed, you will be eligible for private medical cover, provided by Bupa.

DISCRETIONARY LEAVE

To support your work life balance and well being, we offer generous paid Dependency, Religious Observation and Special Leave for employees.

MEALS

A free lunch is available for all staff working on site during term time. Thomas Franks, our dedicated caterer, accommodates all dietary requirements.

FEE REMISSION

A teacher's daughter that meets the entrance criteria is eligible for 60% fee remission for the first daughter and 30% for the second. The remission is pro-rated for part time staff.

CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS. Employees have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year. Tickets are available to staff with the majority of performances being free or at a discounted price.

SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all contractors and staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery. As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010.

We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

