



RMS
FOR GIRLS

DEPUTY HEAD PASTORAL WITH SENCO RESPONSIBILITIES CADOGAN HOUSE, PREP SCHOOL

Information for Prospective Candidates

Start Date | September 2026
Full Time | Permanent



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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 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 six 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.

Finally, in a highly competitive market and despite the pandemic, RMS continues to thrive. In 2022, 35 of our pupils went on to study at Russell Group universities, nine to Oxbridge over two years (2021 and 2022), and 76% of A Levels taken were awarded A* to B grades (2022). 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



A MESSAGE FROM THE HEAD OF PREP SCHOOL



Dear Applicant,

It gives me great pleasure to be able to share a small insight into Cadogan House with you.

Cadogan is a friendly and inclusive community where we endeavour to ensure every pupil thrives. We know our pupils as individuals and recognise each of their unique talents, encouraging them to become the best they can be. We are committed to providing high quality teaching alongside a strong pastoral ethos and grounding.

This is an opportunity to lead the pastoral and SEND care for pupils in Cadogan House as a key member of the Prep School Leadership Team. There is a wide variety of opportunities and facilities available to all and we are always looking at new and innovative ways to support our pupils..

I joined the school in January 2022 and this is an exciting time to be a member of the team. Pupils are motivated learners and benefit from specialist teaching and the facilities of a larger school while enjoying the positives of a smaller class and individual attention. We are deliberately inclusive and the range of talents and opportunities in Cadogan reflects this. On any given day you may find whole classes working on their 'talk for writing' texts, a group at forest school or an excited class in the art room or library. We are fortunate to have wonderful grounds and utilise these for learning (and play) whenever we can.

I look forward to welcoming you to our fabulous school.

Best wishes,

Melanie Horn
Head of Cadogan House

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, Buckinghamshire, Middlesex 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 40 are in the Nursery, 175 in the Prep School, 500 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



All-through
school



315 acres

THE PREP SCHOOL

Welcome to the world of 'Cadogan House'.

Welcome to Cadogan House! We are a thriving, busy Prep School. Based in a beautiful large building, our part of the school has around 170 girls organised into one or two form entry from Reception to Year 6. The school is set within its own attractive grounds, adjacent to the Senior School and takes full advantage of the Senior School facilities including the all-weather pitches, Performing Arts Centre and the swimming pool.

As a forward-thinking prep school, our teachers have a real passion for using the pupils prior knowledge to enhance individual progress across the curriculum. We believe in giving each girl a rigorous foundation in English and Mathematics and are very focussed on ensuring the girls have a great basis for learning which they use in the context of an exciting and stimulating curriculum.

We are ICT rich with iPads in the classrooms across the Pre Prep and pupils in Prep are provided with Chrome Books to use in school and at home.

An innovative curriculum offers our teachers great freedom and our pupils' vital opportunities to develop their creativity, physical skills, social skills and confidence. Learning doesn't just happen in the classroom, of course, each department organises trips and events that make connections and bring areas of study alive.

Our committed and well-trained team of teachers and support staff contribute hugely to a relaxed atmosphere in which children are encouraged and supported to work harmoniously in groups and to progress as confident individuals. We see no contradiction between excellence and enjoyment. The result is a warm and close-knit community, in which everyone from the youngest child to the oldest member of staff can work together happily and enjoy life thoroughly.

We welcome applicants from the maintained or independent sector. You will find an incredibly supportive community of staff and you will be greeted by wonderful pupils who are eager to learn.



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 transferrable skillset 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 ROLE

Deputy Head Pastoral with SENCo Responsibilities

The Deputy Head Pastoral with SENCo responsibilities is a pivotal senior leadership role designed to integrate strategic school management with specialised student support.

Reporting directly to the Head of Cadogan House, you will provide vision and oversight for both the school's pastoral framework and its Special Educational Needs (SEND) provision, serving as a Deputy Designated Safeguarding Lead and the Senior Mental Health Lead.

This multifaceted position involves line-managing Learning Support staff, overseeing the PSHE curriculum, and coordinating diagnostic assessments to ensure that interventions are data driven and effective.

Balancing high level strategic planning with hands on operational duties, the postholder will lead staff professional development and maintain a visible presence in the classroom through a reduced teaching commitment.

Further information can be found in the job description, which is available to download on MyNewTerm, via our website.



STAFF TESTIMONIALS

“

'Cadogan is a warm, loving environment that encourages both children and staff to grow. Its supportive, aspirational spirit brings an element of excitement to each day and inspires you to challenge yourself in new ways.'



“

Since joining Cadogan House in September, I have admired my colleagues' knowledge and commitment towards achieving the best outcomes for every child. I feel privileged to be surrounded by such a supportive network of professionals and teach pupils who inspire me every day with their curiosity and joy in making new discoveries.



“

Working at RMS is a truly friendly, open and supportive experience. With a wonderful dynamic, the pupils and staff across the whole school motivate and help each other to develop and thrive. I feel my contributions are valued. There are opportunities to get involved with our community development projects, wellbeing activities, and social events, plus the food is excellent too. Working here is very enjoyable!



PUPIL TESTIMONIALS



“

Cadogan gives me lots of opportunities to take part in sport. We even have a golf course! My teachers are kind and they always help us.

Year 4 Pupil



“

I love all the clubs we do in Cadogan. My favourites are Chamber Choir and Mindful Art. My teachers always help me when I'm stuck and I really appreciate that. I will miss them when I go up to the Senior School.

Year 6 Pupil



“

My teachers always ask if I know what to do, in my old school sometimes I didn't know how to get started but at RMS I always do. I love it here!

Year 5 New Pupil

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 Permanent Contract
- Competitive Salary
- Staff Pension Scheme (with salary exchange and cash allowance options), 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 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 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

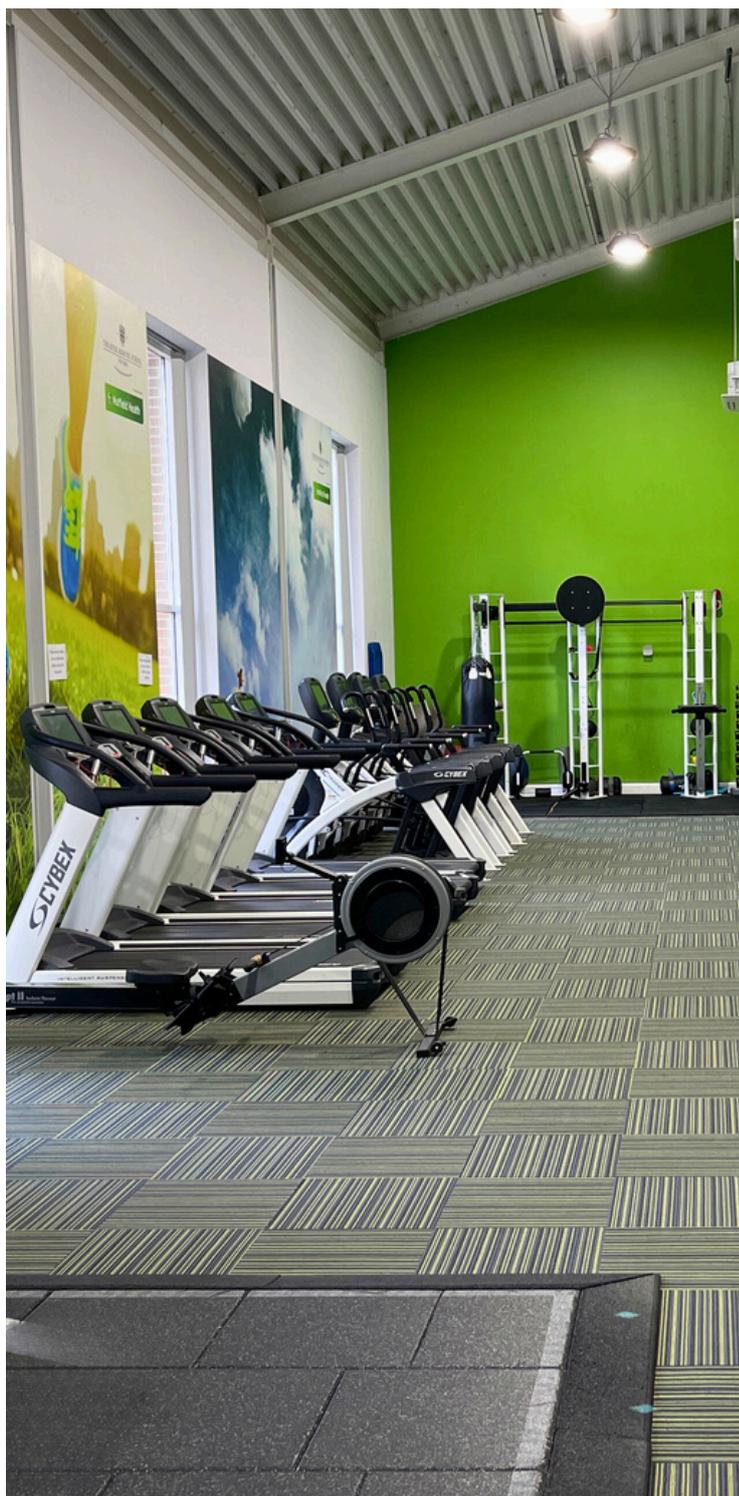
- School fee discount – subject to the terms and conditions of the policy.
- Accommodation if appropriate and available (subject to the provisions within the Staff Accommodation Policy)
- Personal effects insurance
- Life Insurance cover for eligible staff who are under 75 years of age

EMPLOYMENT BENEFITS

- Enhanced maternity, paternity, and adoption pay
- 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: hradmin@rmsforgirls.com.

02

Closing Date

Thursday 16th April 2026 by 9.00am.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Please submit your application as early as possible.

03

Interview

Interviews will take place soon after.



RMS
FOR GIRLS

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