

The Royal Masonic School for Girls



HEAD OF CADOGAN HOUSE

**Information for Prospective
Candidates**

Cadogan House
for girls aged 4 to 11 years at RMS



RMS
FOR GIRLS

www.rmsforgirls.org.uk

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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 only when you arrive at a school that you get that gut feeling that tells you that it "just feels right". I joined RMS nearly five 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 seduced by the impressive architecture and our glorious grounds. We are all incredibly proud of our stunning surroundings and the sense of history that pervades the school. It would be correct to say that 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 girls 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 to be RMS girls and their energy not only drives what we do but is also highly infectious. A quick look at our Twitter feeds will show you that there is no such thing as an average day at RMS. The breadth and depth of opportunity available to the girls 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. But, just as importantly, they are kind, thoughtful and compassionate young women. And they work hard with a commitment to self-improvement. New academic staff always 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.

Message from the Headmaster



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 are stretching their academic potential to the maximum. We wish Cadogan pupils to be similarly prepared to be successful young women of the future by learning to be adventurous, creative, empathetic and determined. Every individual learns how to thrive as a team player at Cadogan House.

Like all schools, RMS is constantly evolving. In any organisation, a change at the top often brings change further down the food chain and we are no exception. I do not doubt that our current staff will tell you that there has been a not insignificant degree of change over the last four years and there is still much to do. You would be joining the school at an exciting time, with the school devising its next five year vision and strategy and we want all the team to get involved in helping to shape and deliver this going forward.

Many of our staff live on site, we have fifty residential properties spread around the grounds, and RMS has a strong family ethos. 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, RMS is thriving. In 2019, ten girls attained straight 9s in seven or more GCSEs, we have a wonderful new £1.8m Performing Arts Centre, and 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,

A handwritten signature in black ink, appearing to read 'Kevin Carson'.

Kevin Carson, Head of RMS

The School



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 girls 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 Ruspini House Pre School for boys and girls aged 2 to 4, Cadogan House Pre Prep and Prep Department for girls aged 4 to 11 (pictured above), the Senior School, and Hind House Sixth Form Centre. The School currently has around 1,000 pupils, of whom 58 are in the Pre School, 225 are in the Pre Prep/Prep Department, 520 in the Senior School and 188 in the fully comprehensive Sixth Form. Entry is by examination/interview at 4+, 11+, 13+ and 16+, with a few girls joining us at other times if places are available.

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

Our Pupils

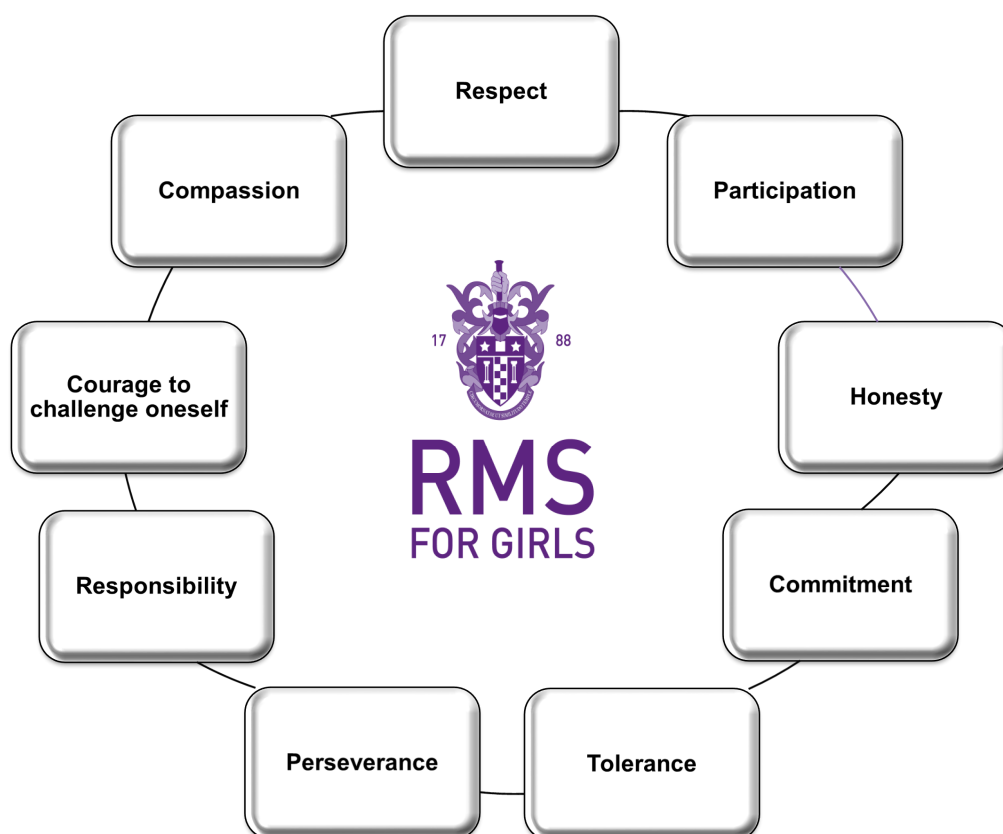


Life at RMS is centred around much more than just academic success, and the School is well known for its exceptional pastoral care, the wealth of extra-curricular opportunities it offers, and its commitment to a values-based education. By offering a nurturing, inclusive and supportive environment where 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 Conn and Evie Ingles, 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 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 embrace life’s challenges with confidence.”

The Independent Schools Inspectorate visited in September 2017 and assessed the school as being “excellent” in all areas for the Educational Quality Inspection; this is 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.”

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 nine core values, one for each month of the school year. The emphasis on these values permeates the life of the school and 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 girls in recognition of their hard work, demonstration of the school values and contributions to school life.

Our teachers describe the girls 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 team 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 girls 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 girls 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.

Cadogan House

Pre Prep and Prep Department



Welcome to Cadogan House! We are a thriving, busy Prep School. Based in a beautiful large building, our part of the school has 225 girls organised into 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 Assessment for Learning 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 approximately 100 iPads connected to our wireless network on a daily basis, and with pupils increasingly 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.

Staff Testimonial



I joined Cadogan House in September 2014 to work in a Reception class. Having had no previous experience of the independent sector I have to admit to being a little apprehensive about applying to work here. The school and grounds are beautiful but quite imposing to an outsider; however, I am so glad I took the plunge because teaching here has been such a brilliant and rewarding experience.

The Cadogan House ethos is both positive and supportive. It would be easy for a school like this to 'rest on its laurels' but it constantly strives to improve the provision given to the girls and there are a wealth of 'value added' opportunities. Staff are encouraged to be part of developing the vision for the school's future and all ideas are valued.

There is strong pastoral care for the girls and for staff which creates a very caring and compassionate atmosphere. I was struck when I initially came to look around the school at how thoughtful and courteous the girls here were and I still am today. The girls are undoubtedly privileged but are very grounded and helped to understand how lucky they are, being thoughtful of others is highly valued.

Class sizes are small and there is a high adult to child ratio with a TA in each class in the Pre Prep stage. This means I am able to tailor individual learning pathways for each child and confidently help every girl reach her potential which obviously makes my job far more rewarding. In previous schools despite best efforts I was often over- stretched and unsupported which made it difficult to provide all those additional rich experiences which make a child's start to school the special and memorable time it should be.

I cannot recommend working at Cadogan House enough but the school sells itself so come and see!

Claire Baker, Early Years Co-ordinator

The Role



This is an exceptional opportunity for an outstanding individual to lead a highly motivated team in the Pre-Prep and Prep Department, and to work with the Head and Governors in devising and implementing our mission, vision and strategy. The successful candidate will be wholly dedicated and fully involved in the life of this dynamic and inspirational school that is consistently rated by inspectors as outstanding.

The successful candidate will be a member of the RMS Senior Leadership Team and demonstrate commitment to the inclusive ethos of this unique school, where all girls are encouraged to fulfil their potential.

We are seeking an outstanding leader. An excellent salary and benefits package will be offered, commensurate with the successful candidate's qualification and experience.

Please click [here](#) for a full job description and person specification.

Any potential applicants wishing to talk through the role informally in advance of making an application are welcome to speak to the Head of RMS confidentially, please email headspa@rmsforgirls.com to arrange this.

Terms of Employment

The terms of employment include:

- Full time
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Preferential gym membership
- School fee discount – subject to terms and conditions of the policy
- Family house on site if required (rent payable)
- Private Medical Insurance
- Employee Assistance Programme

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 s/he is responsible, or with whom s/he comes 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 s/he must report any concerns to the Head.

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

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.

The Application Process



We welcome a completed application form, which can be downloaded from our website www.rmsforgirls.org.uk or by clicking [here](#).

The closing date for applications is 9.00am on Monday 17th May 2021.

First interviews for shortlisted candidates will be held during week commencing 24th May 2021.

Completed applications only and any enquiries should be addressed to :

The HR Administrator
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