

The Royal Masonic School for Girls



Housemistress

Information for Prospective Candidates



RMS
FOR GIRLS

Required September 2019 or ASAP

www.rmsforgirls.org.uk

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Message from the Headmaster



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 two 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.

So what else can you expect if you were to join the RMS team? Well, we absolutely value our staff. Good teachers are ever more difficult to recruit and we firmly believe in giving all our colleagues opportunities to develop their careers within the school. Of course, external CPD is important, but we also offer internal training such as our Middle Leaders Development

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Programme as well as opportunities to take on increased responsibilities. For example, we recently recruited six Pedagogy Leaders who are helping to drive change whilst broadening their own skill sets. And, there is no shortage of innovation here. RMS Edge, our new 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 twenty-first century and that also ensures they are stretching their academic potential to the maximum.

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 two years and there is still much to do. You would be joining the school at an exciting time and we want all the team to get involved in helping to shape and deliver our vision 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. There are young staff who have come here as NQTs as well as many experienced teachers who have a wealth of wisdom and experience 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, RMS is thriving. Not only were we delighted with our results last summer but this year we have the highest number of girls in the Senior School since records began. Construction on a new Performing Arts Centre is currently taking place 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,

Kevin Carson, Headmaster

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, the Senior School, and Hind House Sixth Form Centre. The School currently has around 970 pupils, of whom 60 are in the Pre School, 230 are in the Pre Prep/Prep Department, 520 in the Senior School and 160 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, 92% at their institution of first choice.

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 in September 2018 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 assist the girls on their journey through the School, helping them to learn personal and academic skills until they move onto the next phase of their careers as charming, confident, thoughtful young women.

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. 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.

RMS strives to enable each and every pupil, regardless of background, to develop to the full their academic, personal and creative potential. We offer a nurturing, inclusive and supportive environment where each child is esteemed as an individual, capable of success. Education here is founded on core moral values that encourage pupils to be compassionate and tolerant; to do their personal best; to grow in integrity and responsibility and so ultimately to approach adulthood with inter-personal skills that reflect both empathy and self-confidence. As Lizzie Abbott, our Head Girl, puts it, "RMS incorporates values such as responsibility into our everyday activities and as such prepares us in all aspects for the future".

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."

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 out-

Boarding



Boarding at RMS is flexible, fun and supportive. We have 100 boarders, from the UK and overseas, who enjoy well-appointed accommodation, a lively range of extra-curricular activities and, most importantly, superb pastoral care from highly experienced house staff. Each of our houses is staffed by an experienced team of staff, who foster a homely and supportive community into which your daughter will quickly settle.

Boarders come from a variety of backgrounds, but they live here together in a caring, happy community. Some of our children are local, others are girls from Forces' families who want to allow their children to become used to boarding before they are posted overseas or elsewhere in the country and some are already abroad. Parents often lead very busy, demanding lives and boarding gives children the company of their peers, which used to be found in the companionship of large families. Full, weekly and flexi boarders thrive in three boarding houses, where girls are allocated by year group.

Harris House is for girls from Years 4-9. In this warm and inviting "second home" girls aged 8 to 14 years are cared for by the House team led by the Housemistress.

Zetland House accommodates girls in Years 10 –11, aged 14-16. Boarding life is active, structured and caring – girls learn to be both independent and to have a sense of responsibility for others.

Connaught House is for our Sixth Form boarders. It is enormously beneficial to girls and excellent preparation for life beyond school. Our boarders move onto university as confident, independent young women; above all, they form friendships for life.

More information about boarding can be found on [our website](#) and in the following video, [Why Choose Boarding at RMS?](#)

The Role



We are seeking to appoint a caring and enthusiastic Housemistress with a suitable teaching qualification.

Reporting to the Director of Boarding the post holder will join our lively and forward thinking boarding team to oversee the welfare of around 40, full, weekly and flexi boarders from Years 5 to 9 in Harris House. The Housemistress will be responsible for the day-to-day operation of the boarding house, and the pastoral care and support of the boarders, creating a happy, respectful, safe and caring atmosphere in the House. RMS boarders enjoy a lively and varied programme of activities and benefit from outstanding pastoral care.

The Housemistress will also have a reduced teaching allocation in order to ensure the strengths of boarding at RMS are developed, and to promote and facilitate a diverse range of inclusive, engaging, co-curricular student opportunities. RMS is committed to educating young women to be creative, enthusiastic and generous contributors to an ever-changing world.

This appointment has a wealth of opportunity afforded to drive change and we can see this appealing not only to experienced boarding staff, but also to those open to experiencing boarding for the first time and who are wishing to challenge themselves to achieve their full potential.

The Housemistress will be responsible for weekend cover in the other boarding houses, on rotation. You will be provided with one bedroom flat in the boarding house in which you will be required to reside during term time; the accommodation is available all year round.

A full job description and role profile can be found [here](#).

Terms of Employment

The terms of employment include:

- Full time, Permanent
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Free car parking
- Preferential gym membership - click [here](#) for details
- School fee discount – subject to terms and conditions of the policy

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

We welcome female applicants only as this position is in a girls' boarding house. This is a genuine occupational requirement in accordance with schedule 9, part 1 of the Equality Act.

The closing date for applications is **9.00am on Friday 26th April 2019**

Completed applications only and any enquiries should be addressed to:

HR Recruitment

The Royal Masonic School for Girls

Rickmansworth Park

Rickmansworth

Herts WD3 4HF

Email: hrrecruitment@royalmasonic.herts.sch.uk

Tel: 01923 725762



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