



ROSE HILL SCHOOL
ROYAL TUNBRIDGE WELLS

Nisi Dominus Frustra - Without the Lord, everything is in vain

Information for candidates for the position of

HEAD

Rose Hill School, Tunbridge Wells, Kent
IAPS, 3-13, co-educational, day school
From January 2027



ROSE HILL SCHOOL
ROYAL TUNBRIDGE WELLS

THE APPOINTMENT

Applications are invited for the post of Head at Rose Hill School, with effect from January 2027. The Governors seek to appoint an outstanding and experienced teacher and leader with a preparatory school background. The ideal candidate is very likely to be either a current Head or a senior manager in an appropriately academic school. He or she should be ready to retain the traditional values of Rose Hill and have the vision and energy to develop the School yet further.

The new Head will maintain the very positive momentum of the School and support Rose Hill's unique and much valued ethos of academic, pastoral and co-educational excellence and in an innovative, inclusive, and welcoming community. Rose Hill has an excellent reputation in the community as a co-educational day school.

Candidates should view the School's website, which gives full details of all aspects of school life, including activities, the curriculum, leavers' destinations and its most recent inspection report. Rose Hill School was inspected by the ISI in November 2024. The ensuing report effectively summarises the School's aims and success in all areas. Rose Hill was fully compliant with all regulatory requirements.

The School's website is <http://rosehillschool.co.uk>.

Application closing date: noon on Monday 23rd February 2026. However, applicants will be considered as they are received, and the School reserves the right to appoint at any point during the application process.

This role is not suitable for an ECT Teacher

For more information, please contact Nigel Helliwell (consultant supporting the recruitment process), by email nigelhelliwell@hotmail.com.

Rose Hill School is committed to safeguarding and promoting welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post including checks with previous employers and the Disclosing and Barring Service.



ROSE HILL SCHOOL
ROYAL TUNBRIDGE WELLS

January 2026

Dear Candidate,

We are looking for an excellent senior leader to become the next Head at Rose Hill School. Rose Hill School is a co-educational prep school, providing exceptional education experiences which lead to outstanding outcomes for our pupils at 11+ or 13+. We believe that pupils benefit from a challenging, innovative and comprehensive curriculum delivered in a supportive and stimulating environment. Our school is recognised for its welcoming and friendly atmosphere in which our pupils flourish.

If you would like to join our excellent and outstanding team of teachers, we have a vacancy for a Head starting in January 2027. Applications are open to candidates with substantial experience and a commitment to career development.

For more information, please contact Nigel Helliwell (Consultant supporting the recruitment process), by email nigelhelliwell@hotmail.com.

Application close date: noon on Monday 23rd February 2026.

We look forward to receiving your application.

Yours sincerely,

Mr N Powell

Chair of Governors

Coniston Avenue, Royal Tunbridge Wells, Kent, TN4 9SY
01892 525591 office@rosehillschool.co.uk www.rosehillschool.co.uk

Head: Emma Neville MEd. (Cantab) Registered Charity No. 270158 Registered Company No. 12218

THE SCHOOL

Rose Hill School was founded in 1832, and is one of the oldest prep schools in the country. Today, the school is housed in modern facilities, and is a thriving independent, co-educational, day school, educating 250 pupils from 3-13 years. The School offers an exceptional all-round education and is filled with happy, busy, enthusiastic children. Rose Hill has impressive teaching areas and facilities. The School has an enviable reputation locally, as a first choice for parents who are looking for small class sizes, excellent teaching, a broad curriculum and outstanding pastoral care.

MISSION STATEMENT

- * A Rose Hill School child's learning experience is one of aspiration, adventure, and achievement in a nurturing, caring school.

AIMS

Working with **integrity** your child will:

- * Be inspired to develop **confidence** to thrive in all areas of our rich curriculum.
- * Foster the skills and talents which enable them to **organise** their learning and plan to achieve success.
- * Demonstrate **persistence** to flourish in the face of challenge.
- * Show **resilience** and learn from difficult situations.
- * **Get along** with others, work collaboratively and accept everyone.

LOCATION

Rose Hill School is situated in Royal Tunbridge Wells, a prosperous town in western Kent, England, about 40 miles south-east of central London by road, and an easy commute by rail into the city in under an hour. It is a vibrant spa town, which hosts regular cultural events, including the much-loved 'Jazz on the Pantiles' during the summer months and regular food markets at key venues across the town. The town is close to the border of the county of East Sussex and, whilst school catchment is mainly within Tunbridge Wells, a considerable number of children travel in from nearby towns and villages. Local transport links are good, with trains and buses serving the area and the School operates an efficient minibus system in the mornings to fetch pupils from local villages and towns.

CAMPUS

Rose Hill School comprises an impressive range of buildings with exceptional outdoor space. The school gardens are well maintained and colourful and there is ample parking on site. The main building houses the reception area and senior staff offices. All classrooms and teaching areas are purpose built and arranged in a logical sequence, so that a child can progress through the School, moving from one end to the other as he or she grows. The impressive facilities include a 220-seat theatre, and state-of-the-art technology, music and art departments. The Creative Arts Centre is vibrant with the sound of performing arts. The School has an orchestra and three choirs along with nearly 200 instrumental lessons per week. Excellent sports facilities, including a sports hall, cricket pitches, tennis courts, an all-weather astroturf pitch and indoor swimming pool meeting every need of the School.

The School has a purpose-built outdoor classroom in the School's woodland area. Children in the Pre-Prep department enjoy weekly outdoor lessons, where they can explore and learn about the natural environment. It is expected that this initiative will further support the School's innovative educational approach and inspire and enthuse children across the whole school.

THE STRUCTURE OF THE SCHOOL

Led by the Head and the Senior Leadership Team, Rose Hill School has an experienced, committed and well-qualified teaching staff, with a high staff to pupil ratio. The Senior Leadership Team, includes the Bursar, Deputy Head (DSL), Assistant Head (Academic) and Assistant Head (Operations & Admissions), covering all aspects of school life. In turn, they are supported by the Management Team, which includes the SENCo, Head of Pre Prep and Heads of Middle and Upper School.

The School has created its own curriculum, Compass. The bespoke curriculum has been carefully designed to prepare pupils for the demands of senior school, university and the modern workplace. Compass Curriculum brings together strong academic foundations with the skills and character traits the pupils will need to thrive: confidence, curiosity, resilience, empathy and the ability to work effectively with others. The School employs specialist teachers in all curriculum areas and within first-class facilities. The learning environment is friendly and supportive. A strong thread of creativity runs through the curriculum, and the pupils' experience is supported through a cohesive pastoral care system. The staff's goal is to ensure that each child is happy and excited about their learning.

The School comprises ten academic years, Nursery, Reception and Years 1 to Year 8. Pupils generally join the Nursery at three or Reception at rising five; the school has an admissions procedure and academic standards are high and rising. Specialist staff are introduced to pupils from Nursery. Pupils are prepared for the 11+ and 13+ entrance exams and very good links are established with all the local schools. At the age of 11, pupils mostly move to selective grammar schools, or pupils move at 13+, often with scholarships to a wide variety of independent schools. The School has an excellent record in enabling pupils to transfer to the secondary school for which they are most suited, whether independent or in the maintained sector.

TEACHING & LEARNING

Learning is viewed as a great adventure, with the School committed to enabling every pupil to fulfil their potential through academic excellence and strong pastoral care. Guided by the 5 Keys to Happiness and Success and the Compass curriculum, pupils develop resilience, creativity, teamwork and leadership through a rich academic and co-curricular programme. From EYFS through to Key Stage 3, learning is varied, inspiring and extends beyond the classroom, including outdoor education and specialist teaching. The School places wellbeing at the heart of its ethos, fostering confident, thoughtful and well-rounded individuals ready for life beyond school.

The School provides a safe, stimulating and inclusive environment that promotes health, wellbeing and personal responsibility. Through mindfulness, PSHEE, assemblies, co-curricular activities and form time, pupils develop emotional intelligence, resilience and respect for others. Guided by a Christian ethos and a multi-faith approach, pupils are encouraged to show tolerance, kindness and good manners. Academic excellence is fostered through a broad and ambitious Compass curriculum that challenges pupils of all abilities and encourages curiosity and independent thinking. Pupil voice is valued through the School Council, while leadership opportunities develop confidence, responsibility and active engagement within the school community.

THE SCHOOL COMMUNITY

The School maintains close links with parents. The School holds regular Breakfasts and Coffee mornings for parents. The Parents' Association meets regularly and organises a variety of well attended social events throughout the year, including the annual Christmas Fair, Summer Fair at Founder's Day and the bi-annual School Ball. Monies raised support the school endeavours such as developing technology across the school with new iPads and improved and new cricket facilities where all pupils benefit.

Nominal fund-raising supports local charities such as St Matt's Community Larder. Additionally, the Head meets with The Advisory Group once a term to share School Development Plans and to hear parent thoughts about new school initiatives and plans. This community of parents shows a passionate commitment to the values and ethos of the School.

GOVERNANCE AND LEADERSHIP

A Board of Governors, consisting of individuals who have a diverse range of professional and commercial skills and backgrounds, governs Rose Hill School. As well as termly meetings of the full governing board, there are a number of sub-committees (Academic and Curriculum, Finance and General Purposes, Health and Safety, and Welfare, Child Protection and Safeguarding), which meet termly. Periodically, Strategy Days are held and provide an effective way for the governing board to discuss strategy and consider the medium and long-term plans of the School. Grange Rose Hill School

Limited (Company number 01221853) is a company registered under the Companies Act 1985 and a registered charity (Charity number 270158). The company is limited by guarantee. The governors are trustees of the charity, directors and members of the company.

JOB DESCRIPTION

THE ROLE

The Head is appointed by, and accountable to, the Board of Governors through its Chair. The role calls for an accomplished and committed teacher, and a dynamic, inspirational leader with outstanding interpersonal and organisational skills. The Governors seek a Head who will sustain and build upon Rose Hill's strong academic success and ambitious aspirations, ensuring the continued delivery of a broad, rich and rigorous curriculum of the highest standard.

Through this, pupils are enabled not only to achieve their full academic potential but also to discover and develop their individual talents, thereby preserving Rose Hill School as a happy, inclusive and cohesive community of pupils, staff and parents. The Head is responsible for providing strategic and day-to-day leadership of the School, motivating and developing staff, and ensuring that the academic, pastoral and social needs of pupils are met, while fulfilling the expectations of parents and staff and offering an inspiring, all-round educational experience rooted firmly in the Rose Hill ethos.

Working closely with the Chair, the Head supports the Board of Governors in the effective discharge of its duties for the proper governance of the School, ensuring that Governors are provided with timely, accurate and relevant advice and information. The Head will also offer such additional support to the Governors as may reasonably be required in the fulfilment of their responsibilities.

Key Requirements

Educational Excellence: the successful candidate will be a highly qualified and outstanding classroom practitioner, with a proven record of senior leadership that has secured both strong academic outcomes and pupil wellbeing.

Leadership Experience: substantial experience in a senior leadership role within a successful preparatory or junior school is essential, together with the ability to sustain a culture of high expectations, intellectual curiosity and motivation to learn.

Relationship Building: the Head will demonstrate a clear capacity to build and sustain strong, trusting relationships across the whole school community. This includes nurturing the close and highly valued partnerships with pupils and their families that are central to the School's ethos.

Communication and Inspiration: the successful candidate will be an accomplished and confident communicator, able to inspire, reassure and unite staff, pupils and parents, while modelling the calm, caring and assured leadership that characterises the School.

Core Values

Above all, the successful candidate will demonstrate a deep and genuine commitment to the holistic education of young people, championing both pupil welfare and staff wellbeing. They will uphold and further the School's dedication to a nurturing environment in which care for the wellbeing and welfare of pupils is central to all decision-making.

Working in close partnership with the Chair and Governors, the appointed Head will continue to develop the academic, cultural, pastoral, social and spiritual life of the School, sustaining its high standards of achievement and resilience while bringing personal warmth, enthusiasm and fresh thinking to shape its future success.

Specific duties and responsibilities

To lead, motivate and develop the School so that it fulfils the academic, pastoral and social needs of pupils, and meets the expectations and requirements of parents and staff, and provides an exciting adventure in all-round education, in line with the Rose Hill ethos.

The Head is responsible directly and by delegation for:

Strategy and Vision

- Working closely with the governors and senior managers in developing, articulating and delivering a vision and strategic plan for the School
- Regularly reviewing the vision and strategy to ensure that Rose Hill is agile and responsive to local and national trends and demands

Together with the Chair to enable the Board of Governors to fulfil its duties and responsibilities for the proper governance of the School and to ensure the Board receives timely advice and appropriate information on all relevant matters. The Head is responsible, directly and by delegation, for:

- Ensuring that the School meets and maintains all its legal obligations including compliance with Safeguarding and Health and Safety regulations and other legislation as appropriate.
- The creation and maintenance of all School policies, submitting relevant policy proposals for the approval of the Board and informing the Board of the development of tactical and strategic policies, and implementing, monitoring and updating these policies as and when appropriate.
- Reporting regularly to the Board of Governors on progress towards the strategic priorities and the implementation of Board policies and on the achievement, events, strengths and weaknesses of the School.
- In partnership with the Chair, ensuring the Board receives sufficient and timely information and advice in order to make informed decisions.
- Implementing Board decisions.
- To provide ad hoc support to the Governors as reasonably required so to do and fulfil other requirements as appropriate.
- To undertake other duties, appropriate to the general purpose of the post which may from time to time be reasonably assigned by the Chair of the Board.

Leadership and Management

- The overall financial performance of the School and for meeting the annual budget agreed by the Governors, in both of which he/she will be actively supported by the Bursar.
 - Leading, managing, monitoring and motivating the Senior Leadership Team, and Management Team and with them and through them, all staff.
 - The appointment of all teaching and some support staff. Leading the team of Rose Hill teachers and assistants and encouraging their continuing professional development through regular and rigorous performance management, review and inset.
 - Recruiting pupils, in line with agreed targets, and overseeing admission and entrance procedures.
 - Planning and implementing an effective curriculum, timetabling and the academic organisation of the School, and reviewing these as appropriate.
 - Together with the School's Marketing and Admissions Department, developing a marketing communications strategy which is based on a realistic appraisal of the local market and the changing needs of prospective families.
- To be a role a role model for all staff in respect of adherence to the School's code of conduct and all the School's policies

Education and Pastoral

- Actively leading and promoting the wellbeing, pastoral care and safeguarding of the pupils and staff.
- The care and development of each pupil and for maintaining excellent academic standards within the School.
- Creating a healthy balance between all areas of school life and activity, ensuring every pupil is able not only to fulfil his or her academic potential, but also realise his or her own natural talents.
- To ensure the delivery of excellence in learning across all areas of the curriculum

External Representation and Engagement

- To be an active, credible and compelling ambassador for Rose Hill. Promote the School through attendance at relevant events, including personal networking, in order to establish positive relations with prospective and current parents and others.
- Monitoring pupils' progress and ensuring parents are provided with regular and appropriately detailed feedback.
- Establishing and maintaining good relationships and regular contact with senior and secondary schools and advising parents on suitable choices for their children.
- Maintaining good relationships and communications within the School and with key stakeholders outside the School, including local schools in both the independent and maintained sectors, the local community, professional bodies and former pupils.
- Developing good professional and open relationships with the parents of pupils.
- To set an example of continuous personal development, participating in appropriate training to maintain an up-to-date professional expertise. The Head should be fully aware of trends in education, the requirements of the senior and secondary schools (at both 11+ and 13+) and of the National Curriculum, and where appropriate, recommend changes to policy and practice.
- It is expected that the Head will be a member of the IAPS and will represent the School on other professional bodies which the Board deems suitable

The Person

The successful candidate is likely to have some, or all, of the following attributes:

- Relevant leadership and management experience, preferably as a Head or Deputy Head of a preparatory school, or the junior department of a senior school, with a proven track record of success.
- Experience of school governance, either as a school governor or/and having worked alongside a governing board as a serving Head or senior manager.
- Significant experience, preferably at senior management level, of a co-educational day school setting.
- An experienced and successful teacher, with a love of teaching and an awareness of and enthusiasm for developments in the educational world.
- Energy and imagination, with the courage to innovate, and an unwavering commitment to the continued development of the School.
- An open and participative style, with an inclusive and empowering approach to management, and the ability to build trust and engender team spirit.
- Possess and demonstrate integrity and unwavering reliability.
- A capacity for hard work and a resilience to cope as required.
- Proven administrative skills, be computer literate, and a confident user of digital media.
- First class communication skills with the charisma and personal authority to promote Rose Hill in a wide range of settings.
- A good understanding of the finances of a charitable trust school, such that he/she can work with the Bursar and the Board to ensure that funds are expended wisely and productively; and that the School's finances remain in good order.
- Sound management experience coupled with the knowledge of how to establish clear standards and expectations of people, know how to manage and evaluate performance, and how to delegate appropriately and manage time effectively.
- An intention to keep the School curriculum under constant review by recognising and evaluating current educational initiatives and to innovate when it is in the best interests of the pupils to do so.
- An original thinker with an evidenced interest in educational innovation and the capacity to bring fresh perspectives.
- The ability to recognise dedicated staff of outstanding quality who are sympathetic to the aims of the School and be able to assist them in developing their professional skills and ambitions.
- The ability to identify any staff members who are falling short of expected teaching standards and implement remedial programmes to ensure that any under performance is corrected.

- The ability to plan and think strategically, and actively contribute to Board discussions on organisational strategy, priorities and imperatives.
- To create, develop and review the School Development Plan effectively with the Governors and be able to ensure that a programme for monitoring and reviewing School policies and practices is fully compliant with current legislation, is sound and always up to date.
- An up-to-date and level of knowledge of all matters relating to inspection and legal compliance, safeguarding and health and safety regulations.
- A strong understanding of EYFS requirements.
- Previous experience of the independent sector of education.
- Experience of both 11+ and 13+ curriculum, entrance, examination and procedure are desirable.
- Strength in presentation and public speaking skills.

Terms & Conditions

The Governors are prepared to offer an attractive and competitive salary to secure the best candidate. The Governors review the salary annually, effective from 1st September.

- The School historically has not provided accommodation for the Head and his or her family but recognises that for some candidates it may be necessary to provide help with accommodation. This can be discussed with the lead consultant, Nigel Helliwell at the application stage and the Governors prior to final interviews.
- Following the probation period, fee remission is available for child/ren attending the School, subject to the usual entry requirements and space being available.
- Free meals during the working day.
- Generous training and development scheme with regular whole-staff training.
- Free parking on site.
- Health Care (cash plan) package is provided for the Head.
- The School is part of the Royal London Pension Scheme.
- The appointment is subject to three terms' notice.
- Holidays are by arrangement with the Chair of Governors, but the Head should expect to be available for some periods outside term-time.
- The Head's performance will be subject to a regular review.
- The School will be supportive, whenever possible, of external professional activities such as examining, inspection, committee membership and professional body activities, as agreed with the Chair of Governors.

Applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Full details are given on the application form.

Longlisted candidates will be asked to undertake identity, and qualification checks which conform to the School's Safeguarding Policy. They must also agree to references being taken up at that stage and checks made with past employers.

The successful applicant will be required to complete a self-disclosure Medical Questionnaire and to sign a self-declaration of disqualification by association.

The appointment is subject to satisfactory references, clearance from the DBS, proof of identity and qualifications and a medical report.

THE APPLICATION PROCESS

The deadline for receipt of applications is 12 noon on Monday 23rd February 2026. Candidates should complete their application form electronically and email it to Nigel Helliwell, together with a short covering letter addressed to the Chairman of Governors, which explains their reasons for applying. There is no need to submit a CV.

Please email your completed application form and covering letter (both as PDF files please) to Nigel Helliwell, at nigelhelliwell@hotmail.com.

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact our Clerk to the Governors clerktothegovernors@rosehillsschool.co.uk;
- For those candidates who wish to know more about the school and the position, please contact Nigel Helliwell to arrange an on-line meeting to discuss the matter further.
- Long list interviews with members of selection panel, will take place on either Tuesday 10th March or Wednesday 11th March 2026. These meetings will be conducted on-line.
- The final round interviews will take place at the School on Thursday 12th March and Friday 13th March 2026. There will also be an opportunity to tour the School and meet key staff.

The post is subject to an enhanced DBS check and satisfactory references.

Rose Hill School's Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Safeguarding is everyone's responsibility. You will be expected to engage in annual safeguarding training, be familiar with key policies and ensure you know the steps to take should you be made aware of safeguarding or child protection concern. You will remain vigilant and act swiftly if you have concerns about a child and be an appropriate role model for both children and colleagues at all times. This post is subject to an enhanced DBS clearance and a section 128 check along with rigorous scrutiny of previous employment gaps and further checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. We will ask you to complete a criminal self-declaration form, and we will conduct online searches for information that is publicly available. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender, religion and sexual identity. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion. We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.