



QUEEN ANNE'S
CAVERSHAM

Head

CANDIDATE INFORMATION





Welcome

Thank you for your interest in Queen Anne's School.

Founded in 1894, and part of the United Westminster & Grey Coat Foundation, the school has developed a distinctive reputation for combining academic ambition, exceptional pastoral care and a deep belief in the transformative power of girls' education. Set in Caversham, Queen Anne's is a flourishing day and boarding community whose values are captured in three simple but powerful phrases: Kind Hearts, Fierce Minds, Strong Spirits.

The governors are seeking a Head who will build upon this foundation with confidence, imagination and purpose. This is not a school in need of reinvention. Rather, it is a school with significant momentum, a clear sense of identity and an exciting opportunity to evolve thoughtfully in response to a rapidly-changing educational landscape.

Our new Head will inherit a community that is ambitious for its pupils and proud of its achievements. They will work alongside talented staff, engaged families, committed governors and exceptional young women whose aspirations and enthusiasm shape the life of the school every day.

At a time when girls' independent schools face both opportunities and challenges, we are looking for a leader who combines educational credibility with strategic insight, warmth with decisiveness, and ambition with humility. The successful candidate will build trust quickly, communicate authentically and provide the vision and leadership that will guide Queen Anne's confidently into the future. They will also be a compelling and charismatic advocate for the school: someone who can tell Queen Anne's story with energy and conviction, strengthen confidence among current families and ensure that prospective pupils and parents understand the exceptional education and community the school offers. Pupil recruitment will be an important priority, and we are looking for a Head who will embrace that responsibility positively, visibly and with real confidence.

This is a rare opportunity to lead a highly respected school with a strong sense of purpose and a culture which encourages young women to aim high, think independently and contribute meaningfully to society.

We look forward to meeting candidates who share our belief in the enduring value of outstanding education and who are excited by the prospect of leading Queen Anne's through the next stage of its development.



Margaret Corbally

Chair of Governors

Introduction

Queen Anne's School occupies a distinctive position within the independent school sector.

Located just north of Reading and within easy reach of London, the School offers an ambitious and highly individual education for girls aged 11 to 18. Around 280 pupils benefit from the breadth of a senior school environment while retaining the personal knowledge, relationships and sense of belonging that characterise a close-knit community.

Queen Anne's is a school where achievement matters, but where success is understood broadly. Academic progress sits comfortably alongside personal growth, creativity, leadership, wellbeing and character development. The result is an environment in which girls are encouraged not simply to succeed in examinations but to discover who they are, what matters to them and what they might contribute to the world beyond school.

The school's motto, Kind Hearts, Fierce Minds, Strong Spirits, captures this balance particularly well. It reflects a culture which combines intellectual ambition with kindness, resilience and confidence: qualities that are increasingly important in a complex and changing world.





The School

Queen Anne's offers the advantages of both scale and intimacy.

Its 35-acre campus gives the school room to breathe: space for learning, sport, boarding, creativity and friendship, while remaining small enough for pupils to be known as individuals. Relationships are at the heart of the school's success, and visitors frequently comment on the warmth, authenticity and positivity of the community.

Academic standards are high and supported by strong teaching, careful guidance and a culture of aspiration. Equally significant is the school's commitment to helping every pupil develop confidence, independence and resilience. Girls are encouraged to challenge themselves, embrace leadership opportunities and pursue excellence across a wide range of activities.

That physical setting is matched by facilities which add real substance to the pupil experience, including the award-winning Sixth Form Centre, excellent sporting provision and strong performing arts and music facilities. Boarding remains an important and distinctive part of Queen Anne's identity, providing flexibility for modern families while contributing significantly to the life and character of the school.

Ethos and Values

Queen Anne's believes that ambitious education and outstanding pastoral care are complementary rather than competing priorities.

The school seeks to develop young women who combine intellectual confidence with compassion, independence with responsibility and ambition with integrity. Its values encourage pupils to approach life with curiosity, courage and optimism, while understanding the importance of community, kindness and service.

The school's commitment to girls' education is central to its identity. It believes strongly in creating an environment in which young women can discover their strengths, develop their voices and pursue their ambitions without limitation. This conviction continues to resonate strongly with families and remains a powerful aspect of Queen Anne's educational proposition.

The Opportunity

This appointment comes at a particularly interesting moment in the school's history.

The next Head will inherit a school with real momentum: a strong reputation, committed staff, healthy educational outcomes, impressive facilities and a clear sense of purpose. The task ahead is not one of radical transformation. It is one of thoughtful evolution.

Like many successful independent schools, Queen Anne's is operating within a changing environment. Families are increasingly discerning, market conditions are more challenging and schools must articulate their value more clearly than ever before. The successful candidate will therefore need to combine educational leadership with strong strategic awareness and commercial understanding.

The next Head will:

- Sustain and extend academic ambition.
- Protect and strengthen the school's outstanding pastoral culture.
- Continue to champion the value of girls' education.
- Support admissions and retention within a competitive market.
- Develop the boarding and day-school proposition.
- Lead and inspire a talented staff body.
- Work closely with governors and the foundation to shape future strategy.
- Ensure that Queen Anne's continues to flourish as a confident, distinctive and forward-looking school.

This appointment will be particularly attractive to candidates who enjoy both educational leadership and public advocacy. The successful candidate will be a visible ambassador for the school, capable of communicating its strengths with authenticity, conviction and warmth.





Governance and Leadership

Queen Anne's School is part of the United Westminster & Grey Coat Foundation and benefits from a governance structure that combines strong support with thoughtful challenge. The Head works closely with the Chair and Governing Body while maintaining responsibility for the day-to-day leadership and strategic direction of the school.

The successful candidate will join an experienced senior leadership team and will have the opportunity to work alongside governors who are deeply committed to the school's long-term success and values.

Academic

Queen Anne's academic proposition is rooted in high aspiration, strong teaching and careful knowledge of each individual girl. The school describes academic excellence not simply in terms of examination outcomes, but as helping every pupil discover what she is capable of. Small classes, inspirational teaching and individual academic support enable girls to be known, challenged and encouraged to aim high.

Progress is monitored carefully throughout each pupil's time at the school, allowing staff to identify where additional challenge or support is needed. This emphasis on being known, supported and stretched helps create an environment in which girls develop confidence, intellectual curiosity and independence, alongside the skills and habits they need for success beyond Queen Anne's.

Broader Curriculum

The broader curriculum at Queen Anne's reflects the school's commitment to educating the whole person. A wide and varied co-curricular programme encourages girls to build confidence, stretch their abilities and explore new interests. In the lower years, the emphasis is on enjoyment, breadth and balance; as pupils move through the school, they are supported to develop their interests more deeply, gain qualifications, prepare for adult life and contribute to the wider community.

The range of opportunities is broad, with strong provision across sport, music, dance, drama, art, digital creativity, debating, enterprise, STEM and the Duke of Edinburgh's Award. Pupils are encouraged to shape the programme through their own ideas and feedback, reinforcing a culture in which girls are active participants in school life rather than passive recipients of opportunity. This breadth is an important part of the Queen Anne's experience, helping pupils develop confidence, creativity, resilience and a strong sense of possibility.



The Role

To provide dynamic professional leadership to Queen Anne's School, securing and enhancing its educational success and development and growth, ensuring high-quality education for all its students and upholding the highest standards of creative and exciting learning and achievement.

Objectives

- ♦ To work with the governors to shape and deliver the future strategy for the school.
- ♦ To ensure that the ethos and spirit of Queen Anne's School continue to thrive and this is reflected in an innovative and creative curriculum.
- ♦ Develop and maintain effective partnerships with local schools, schools within the Foundation and business partners for the benefit of the school.
- ♦ To ensure that the school business model is secure and financially sound enabling the delivery of a growth strategy.
- ♦ To work as an ambassador for the school, building effective relationships with parents, future parent customers and external partners in the UK and overseas.

MAIN DUTIES AND RESPONSIBILITIES

Strategic Development

- ♦ Develop and deliver an ambitious new school growth and improvement strategy and operational development plan.
- ♦ Ensure academic and operational staffing structures are fit for purpose and designed to enable the delivery of the school strategy and provide the leadership require for a high-performing team.
- ♦ Provide the strategic leadership and inspiration for a high-quality and relevant curriculum.

Leadership

- ♦ Lead by example, providing visible, dynamic, consistent motivational leadership, ensuring the successful delivery of the vision, values and aims of the school.
- ♦ Critically evaluate all aspects of QAS performance, making use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priority areas for improvement.
- ♦ Continually evaluate and monitor the boarding provision, leading to growth in numbers and that the boarding experience can continue to be described as 'excellent'.
- ♦ Provide effective and collaborative leadership to academic and associate staff throughout the school, ensuring that all staff are engaged and have the opportunity to develop and achieve their potential in delivering outstanding education provision to students.
- ♦ Through effective leadership, ensure excellence in the provision of teaching and learning leading to outstanding student outcomes.
- ♦ Bring leadership to the school community, ensuring active engagement with students, parents, governors and other stakeholders.
- ♦ Provide leadership for increasing the school's outreach in the community and with the Foundation's schools through innovative programmes that build the school's reputation and deliver inclusion and social mobility.

Management

- ♦ Ensure that the school has effective policies and procedures to enable efficient and safe operation.
- ♦ Use your skills in challenging poor performance or conduct and the skills to manage complex situations with the support of the Foundation Director of HR and school HR Officer.
- ♦ Ensure that all staff receive high-quality learning and development opportunities.
- ♦ Working closely with the Director of Finance and Operations and Group Finance Director, ensure high-quality budgeting, cost management, income generation and sound and overall financial management.



Compliance

- ♦ Keep up to date with relevant statutory, legislative and inspection requirements and ensure these are effectively applied through the school, through training, information and monitoring.

Governance

- ♦ Work effectively with the Queen Anne's School governors on all areas of school governance devolved to it by the foundation.
- ♦ Work effectively with the governing body and sub-committees to produce sound strategic, personnel and educational plans to deliver the levels of performance required by the governing body and board of trustees.
- ♦ Build effective relationships with the Foundation trustee board through the Chair of Governors and directly with the board.
- ♦ Prepare and deliver reports for the governing body as required, responding to their challenge and support.

Teaching and Learning

- ♦ With a deep understanding of pedagogy, provide challenge and support to school leaders in their role in securing on-going improvements to maximise the outcomes of all students and have an unrelenting focus on continuous development of teaching, learning and assessment across the school.
- ♦ Ensure that strategic plans identify targets for ensuring that all students achieve a high standard and make progress, increasing teachers' effectiveness and ensuring ongoing school improvement and excellent outcomes.
- ♦ Through robust and effective quality assurance, monitoring and evaluation, identify and act on areas of improvement in relation to curriculum and assessment.
- ♦ Ensure that the school fulfils its statutory duties with regard to the SEND code of practice.

Curriculum and Resources

- ♦ Drive curriculum development and innovation to ensure an outstanding curriculum offer at Queen Anne's School.
- ♦ Ensure the school is well-resourced in terms of classroom infrastructure, resources to maximise the effectiveness of the learning environment.

- ♦ Ensure a broad structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- ♦ With the leadership team, establish effective curricular leadership, developing faculty and subject leaders with high levels of relevant expertise and access to professional networks and communities within and outside the Foundation.
- ♦ Promote excellent in spiritual, moral, social and cultural education and development for all students.
- ♦ Develop and grow the sixth form provision so that the sixth form becomes an option of choice for current students and those who join for the sixth form provision.
- ♦ Ensure the sixth form curriculum is an exciting, relevant and broad offer, designed to prepare young people effectively for the next phase in their development and career path.
- ♦ Ensure the delivery of a high-quality co-curricular and enrichment programme, building on the successful programmes of Art, Music, Drama and Sport for which the school is already renowned.
- ♦ Build on the success of the remote and on-line curriculum to support all aspects of student progress, maximising the school's status as 'Microsoft showcase school'.

Boarding

- ♦ Engage effectively in pro-active recruitment for the boarding provision, liaising effectively with parents and international agents to maintain and build numbers.
- ♦ Ensure a high-quality and safe boarding experience for all boarders.
- ♦ Bring innovation to the boarding experience – maximising opportunities for a variety of boarding experiences.

Safeguarding

- ♦ Ensure that safeguarding and child protection practice at Queen Anne's School is exemplary and that all students feel safe and protected at all times.
- ♦ Work effectively with the Designated Safeguarding Leads to continually develop and review practice.
- ♦ Build a culture for effective safeguarding through the school.
- ♦ Ensure that QAS is compliant with all regulatory safeguarding requirements.





The Person

Education and Qualifications:

- ♦ A good first degree.
- ♦ QTS, PGCE or BEd.
- ♦ Evidence of significant continuing professional development.

Experience:

- ♦ A proven record of successful senior leadership in schools. This may be in the independent sector, state-funded sector or both. Knowledge and understanding of boarding is an advantage.
- ♦ Proven experience as a strategic leader, able to turn strategy into reality and deliver increased ambition.
- ♦ Experience in delivering organisational change at macro and micro scale at pace.

Knowledge and Skills:

- ♦ Deep knowledge of child development, curriculum development and the pedagogy of teaching and learning.
- ♦ A clear understanding of educational policy nationally and within the independent sector and the ability to take this and apply appropriately to Queen Anne's School.

- ♦ Proven skills in delivering results through effectively-led teams.
- ♦ Excellent team building and delegation skills.
- ♦ The ability to switch rapidly from strategy to delivery.
- ♦ Financial acumen and the knowledge and skills to work effectively with the Director of Finance and Operations and governors on finance, resource management, risk management, health and safety.
- ♦ Knowledge and experience of the ISI inspection framework.
- ♦ Knowledge and experience of the National Minimum Standards for Boarding is an advantage.

Personal Attributes:

- ♦ Sensitive and perceptive, with a genuine interest in people and commitment to facilitating collaboration.
- ♦ An analytical, flexible and innovative thinker with sound financial acumen and skills.
- ♦ Action orientated, able to demonstrate a readiness to make decisions, take the initiative and originate action.
- ♦ Tenacity and resilience to handle the demands of Headship.
- ♦ A profound commitment to education and working with children and young people from all backgrounds to achieve the best outcomes for them.
- ♦ Professional and personal integrity.
- ♦ A high level of emotional intelligence.
- ♦ Able to demonstrate a commitment to safeguarding, equality, diversity and inclusion.

Terms and Conditions

The overall package will be comprised of the following:

- ◆ Competitive salary
- ◆ Contributory pension scheme – Aviva Aptis
- ◆ Onsite family accommodation
- ◆ Fee discount available for your children
- ◆ Private Medical Insurance



Application Process

The search for the next Head of Queen Anne's Caversham is being led by RSAcademics. The successful candidate will be selected by a panel led by the Chair of Governors.

Interested candidates are invited to contact RSAcademics to arrange a confidential discussion with one of the consultants handling this appointment:

Jenny Funnell, Search Consultant:
jennyfunnell@rsacademics.com

Charlotte Faber, Senior Advisor:
charlottefaber@rsacademics.com

Closing date: 10.00am (UK time) on Wednesday 14th October 2026.

Applications should be made electronically to RSAcademics. To submit your application, please upload your documents according to the instructions on the RSAcademics [website](#).

You should submit the following (both in PDF format):

- ♦ A completed application form (available alongside this candidate information on the RSAcademics [website](#)).
- ♦ A covering letter addressed to Margaret Corbally, Chair of Governors. The letter should explain your reasons for applying and your suitability for the role.

If you have any questions about uploading your application documents, please contact:

- ♦ Laura Cave (Leadership Appointments):
applications@rsacademics.com
+44 (0)20 4626 9791

The process is as follows:

- ♦ All applications will be acknowledged by email. If you have not received acknowledgement within two working days of submitting your application, please contact RSAcademics by telephone.
- ♦ **Preliminary interviews** with RSAcademics will take place via Teams on **22nd and 23rd October**.
- ♦ **Longlist interviews** with the Governors' selection panel will take place at the school on **4th and 5th November**.
- ♦ **Final interviews** with the Governors' selection panel will take place at the school on **16th November**.

N.B. Safer recruitment checks will be undertaken at all stages of the recruitment process.

Queen Anne's Caversham is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

The safeguarding responsibilities of this post are detailed in this candidate information brochure.

RSAcademics is one of the leading providers of leadership search and advisory services to schools in the UK and internationally.

Founded in 2001, RSAcademics has supported hundreds of schools, groups and educational organisations with leadership appointments, governance, strategy, marketing, research and school improvement. The organisation exists solely to serve schools and believes that thriving schools are essential to a thriving society.

RSAcademics is committed to equality, diversity and inclusion and actively supports schools in attracting, selecting and appointing candidates from a wide range of backgrounds based on merit.

Please visit <https://www.rsacademics.com/> for more information.