



ST MARGARET'S
SCHOOL

Head of Junior School

Candidate Information



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Welcome

Dear Candidate,

Thank you for your interest in the role of Head of Junior School at St Margaret's.

It is both a privilege and a profound responsibility to lead a school. Schools outlast all of us. We inherit them for a time, we care for them, we shape them and, ultimately, we pass them on. It is with that sense of responsibility that I invite you to consider what I believe is one of the most significant leadership appointments St Margaret's will make over the coming years. As we shape the next chapter of our community, our next Head of Junior School will play a defining role in its future.

This is an exciting moment in the life of St Margaret's. We are proud of our history, but we are equally ambitious for our future. Over the coming year, we will define the next chapter of St Margaret's through a clear strategic direction for our educational offer, our people and, over time, our estate. The Head of Junior School will not simply help deliver that vision. They will help shape it from the very beginning. I cannot think of a more exciting time to join our community.

I am unapologetically ambitious for the children of St Margaret's and for the distinctive education we offer our families. Our responsibility extends beyond preparing young people for the next examination, the next school or the next university. It is to equip them with the confidence, judgement, adaptability and character to flourish throughout their lives. Ultimately, the measure of a great school is not simply what its pupils achieve while they are with us but the people they become long after they have left.

Children do not develop along a linear path. They discover different passions, develop at different rates and follow different paths. The very best Junior educators understand this instinctively. They place curiosity, wonder and discovery at the heart of learning, knowing that confidence precedes challenge and that children flourish when they feel known. Those principles are the foundation of an outstanding all-through education, which is why I believe the Junior School sits at the very heart of St Margaret's. It is where confidence is built, curiosity is nurtured and

the culture of the whole School is established. Get those years right, and everything that follows becomes stronger.

That belief was reinforced from the moment I walked into our Junior School. It is a place where children are genuinely known, where relationships matter deeply and where parents place extraordinary trust in the adults who care for their children each day. That culture is the product of talented professionals who understand both the privilege and the responsibility of Junior School education. It is one of the School's greatest strengths and something we must continue to cherish.

You will join a talented and committed Junior Leadership Team, become a key member of a collaborative and ambitious Senior Management Team, and work alongside colleagues who care deeply about one another and the young people they serve. Above all, I am looking for a genuine partner. Someone who will bring fresh ideas, challenge my thinking, and help shape the future of St Margaret's alongside me.

We begin this next chapter from a position of strength. Our independence gives us the freedom to think differently, the agility to respond quickly and the confidence to invest thoughtfully in our future. Supported by an ambitious and collegiate Governing Board and a strong financial position, we have a rare opportunity not simply to preserve what makes St Margaret's special but to build something truly distinctive.

If this feels like the kind of school you would like to help shape, I very much hope you will consider joining us.

I look forward to meeting you.



Ben Turner

Head



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Why Join St Margaret's?

This is a rare opportunity to build on exceptional foundations and help define the future direction of our School.

Why Now?

The appointment of our next Head of Junior School comes at a pivotal moment for St Margaret's.

The Junior School is a place of real strength, built by talented colleagues who care deeply about the children and families they serve. As the School enters its next chapter, we are looking for a leader who will build on those strengths while helping shape our educational offer and contributing to the wider direction of the School.

Working in close partnership with a new Head, this is an opportunity to influence not only the future of the Junior School but also the future of St Margaret's as a whole.

Over the next few years, you will...

- **Build on strong foundations**
Protect and develop everything that already makes the Junior School special.

- **Build a thriving team**
Support talented colleagues to continue delivering an exceptional experience for every child.
- **Lead beyond the Junior School**
As a key member of the Senior Management Team, contribute to the strategic leadership and future direction of St Margaret's.
- **Shape the next chapter**
Help develop the School's strategic direction, educational vision and long-term ambitions.
- **Strengthen our all-through journey**
Ensure every child experiences a coherent and connected education from Nursery to Sixth Form.
- **Champion our community**
Build lasting relationships with pupils, parents, colleagues and Governors.

Join an outstanding Junior School, work in genuine partnership with a new Head and help shape the next chapter of St Margaret's.





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St Margaret's

An all-through independent school in Bushey, Hertfordshire

At the heart of our campus stands the Waterhouse building, a reminder of the School's history and the values that have shaped St Margaret's for generations. Whilst we are proud of that heritage, today's School is very much a reflection of the families and students we serve. Over recent years, St Margaret's has evolved into a thriving co-educational community, offering an ambitious and distinctive education for modern families across North London and Hertfordshire.

As an all-through school, our students experience one continuous educational journey from age 2 to 18. Every stage of a child's education builds naturally on the last, creating continuity for families and fostering a genuine sense of belonging. Parents regularly describe St Margaret's as having a family feel, where children are known as individuals, relationships are central to school life, and every student is encouraged to flourish.

We believe every child deserves the opportunity to define their own path. Academic success matters, but it sits alongside creativity, curiosity and character. Students are encouraged to think independently, develop confidence, discover their strengths and pursue the interests that inspire them. Breadth is central to our educational philosophy, with opportunities extending well beyond the classroom.

The arts have long been a defining feature of life at St Margaret's. Fine art, photography, music and drama sit alongside a vibrant co-curricular programme that encourages students to explore widely, contribute fully to school life and develop the confidence to express themselves with creativity and purpose.

Set within beautiful grounds, our campus provides students with the space to learn, play and explore. It supports outdoor learning, sport, creativity and quiet reflection, giving children the freedom to develop confidence and independence while reminding us that some of the most important moments in education happen beyond the classroom.



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The Junior School

Our Junior School offers something that is becoming increasingly rare: an environment where children are genuinely known as individuals, combined with the facilities, specialist teaching and breadth of opportunity more often associated with much larger schools. As part of our all-through community, students benefit from continuity, ambition and a strong sense of belonging from the very beginning of their educational journey.

Relationships underpin everything we do. We believe children learn best when they feel secure enough to take risks, ask questions and develop confidence in themselves as learners. High expectations sit alongside genuine care, creating an environment where curiosity is encouraged, individuality is recognised and every child is supported to flourish.

Our curriculum is deliberately broad and ambitious. Strong foundations in English and mathematics sit alongside science, humanities, languages, computing, music, drama, fine art and sport. Specialist teaching is introduced progressively, beginning in Year 3, while opportunities such as the Year 6 ISB Project Qualification encourage independent research,

organisation, critical thinking and extended project work well before students move into Senior School.

Learning extends well beyond the classroom. Educational visits, Forest School, residential experiences and outdoor learning are integral to the curriculum, encouraging children to collaborate, solve problems and develop resilience. Participation is equally valued, whether through orchestras, choirs, drama productions, robotics, journalism, coding, sport or the many clubs that take place throughout the week. We want every child to discover something they enjoy, recognising that not all achievement is measured in the same way.

One of the greatest strengths of the Junior School is its place within a 2 to 18 community. Students have access to specialist facilities, opportunities and expertise throughout the School, while transition to Year 7 is carefully managed as the next stage of a journey rather than a new beginning. By the end of Year 6, students leave the Junior School as confident, articulate and independent learners, ready to embrace the opportunities and challenges of Senior School.



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Governance

The Governors are Trustees of St Margaret's and are collectively responsible for the long-term vision and development of the School. They come from a wide range of professional fields. As a Board, Governors meet 8 to 9 times a year following a circle form of governance, a collaborative model that distributes responsibility across the Board and enables decisions to be made through discussion and consent rather than a traditional committee hierarchy.

The Board carry out their work and scrutiny of all aspects of school life through their regular meetings. The Board is supported by a Finance, Pay and Compliance Committee (FPC), which meets 4 times a year. Governors come from diverse backgrounds, including education, business, finance and property. Further information on St Margaret's can be found [here](#).





The Role

Reporting directly to the Head, the Head of Junior School leads the educational, pastoral and operational life of the Junior School and is a key member of the Senior Management Team. The role combines the leadership of a thriving Junior School with a significant contribution to the strategic leadership of St Margaret's as an all-through school.

Strategic Leadership and School Development

The Head of Junior School will:

- Lead and communicate a clear vision for the Junior School that reflects the aims and values of St Margaret's whilst responding to the needs of a modern co-educational community.
- Translate the whole-school vision into clear objectives for the Junior School through the development, implementation and review of the Junior School Development Plan.
- Contribute fully to the strategic leadership of St Margaret's as a member of the Senior Management Team, participating in whole-school planning, policy development and decision-making.
- Work closely with the Head to ensure close alignment between the Junior School and the wider strategic direction of the School.
- Keep Junior School policies under review, ensuring they reflect current educational best practice, statutory requirements and the evolving needs of the School.
- Contribute to the continued development of the all-through educational journey, ensuring strong transition and continuity between the Junior and Senior Schools.
- Maintain strong professional networks within the Junior School sector, bringing innovation and best practice into St Margaret's.

Teaching and Learning

The Head of Junior School will:

- Promote outstanding teaching and learning throughout the Junior School, ensuring that every child is challenged, supported and inspired to fulfil their potential.

- Monitor, evaluate and develop the quality of teaching and learning, celebrating excellent practice whilst supporting colleagues to improve where required.
- Lead the continued development of an ambitious, broad and balanced curriculum that reflects the School's aims and educational philosophy.
- Ensure appropriate schemes of work are developed, implemented and regularly reviewed across all subject areas.
- Oversee curriculum policies relating to homework, assessment, reporting and teaching and learning, ensuring alignment with whole-school practice.
- Monitor student progress across all curriculum areas, ensuring assessment information is used effectively to inform teaching and intervention.
- Ensure effective provision for all learners, including those requiring additional support or challenge, working closely with specialist teachers and the Academic Support Coordinator.
- Deploy teaching staff and Teaching and Learning Assistants effectively to maximise educational outcomes.
- Ensure that the learning environment remains stimulating, purposeful and conducive to high-quality learning.
- Encourage a rich programme of educational visits, enrichment opportunities and curriculum enhancement.
- Keep abreast of educational developments affecting children aged 2 to 11, ensuring that the Junior School curriculum remains current, innovative and relevant.
- Work closely with the Head of Year 6, Deputy Heads and Senior School colleagues to ensure a seamless transition into Year 7.
- Participate in whole-school curriculum development and strategic academic planning.
- Undertake an appropriate teaching commitment in line with the needs of the School.



Pastoral Care and Student Wellbeing

The Head of Junior School will:

- Foster a culture in which every child feels known, safe, valued and able to flourish.
- Ensure the highest standards of safeguarding as Deputy Designated Safeguarding Lead of the whole school and Designated Safeguarding Lead for the Junior School and Early Years.
- Ensure full compliance with EYFS welfare requirements.
- Promote excellent standards of behaviour through a culture that is consistent, restorative and appropriate to a modern co-educational school.
- Ensure the effective implementation of the School's safeguarding, behaviour and anti-bullying policies.
- Monitor behaviour, wellbeing and pastoral concerns, ensuring consistency, transparency and timely intervention where required.
- Work closely with the PSHE Coordinator to ensure an age-appropriate programme that supports personal development, wellbeing and citizenship.
- Place the health, safety and wellbeing of every child at the centre of decision-making.

People Leadership

The Head of Junior School will:

- Provide inspiring and motivational leadership for all colleagues within the Junior School.
- Lead, support and develop the Junior School Leadership Team.
- Oversee the work of subject leaders, ensuring accountability and professional growth.
- Lead appraisal and professional development, fostering a culture of continuous improvement.
- Support the induction and mentoring of new colleagues, including early career teachers.
- Work with the Head, HR and Senior Management Team to recruit, appoint and retain outstanding staff.
- Ensure staffing structures, deployment and resources are used effectively and efficiently across the Junior School.

Operations and Resources

The Head of Junior School will:

- Contribute to the strategic development of the School through effective operational leadership.

- Work with colleagues to design and implement the Junior School timetable.
- Oversee the Junior School calendar, ensuring effective planning and coordination of events.
- Chair Junior School staff meetings and ensure effective communication across the phase.
- Oversee the production and review of Junior School handbooks, parent information and policies.
- Prepare budget requests and manage the Junior School budget in partnership with the Director of Finance and Operations.
- Work closely with the Director of Finance and Operations to ensure that the Junior School environment remains safe, attractive and fit for purpose.
- Ensure the School remains inspection-ready through effective compliance, quality assurance and continuous review.

Community, Admissions and Whole-School Leadership

The Head of Junior School will:

- Work closely with the Head and Director of Marketing and Admissions to support ambitious recruitment and retention across the Junior School.
- Play a leading role in Open Days, admissions events and the selection process, ensuring every prospective family receives an exceptional experience.
- Build and maintain strong relationships with current families, feeder schools, nurseries and the wider community.
- Contribute actively to the strategic marketing and promotion of the School.
- Ensure effective communication with parents, including regular Junior School communications.
- Foster strong working relationships across every section of the School, ensuring continuity throughout the all-through journey.
- Attend Senior Management Team meetings and contribute fully to whole-school leadership.
- Support the work of the Governing Body through attendance at meetings and committees as required.
- Participate fully in the wider life of the School, including events, performances, celebrations and activities beyond the normal school day.





08 The Person

We are looking for someone who is ambitious for children and generous with people. Someone who loves the buzz of a busy junior school, believes in the power of relationships and is equally comfortable discussing the curriculum, welcoming families at the school gate or celebrating a child's success on the sports field, on the stage or in the classroom. They will be an outstanding educator, an inspiring colleague and a thoughtful leader who understands that academic ambition and genuine warmth are not competing ideas but two sides of the same coin.

They will enjoy developing colleagues, building strong partnerships with families and being a visible, approachable presence in the life of the School. Above all, they will be excited by the opportunity to lead an exceptional Junior School and make a lasting contribution to the life of St Margaret's.

Educational Leadership

The successful candidate will:

- Be an outstanding classroom practitioner with a strong understanding of teaching and learning in the primary years.
- Demonstrate a clear educational philosophy that balances academic ambition with the development of the whole child.
- Have the vision and expertise to lead curriculum development, raise standards and promote innovation in teaching and learning.
- Understand how children learn and how to create an environment in which every child can thrive.
- Have a strong understanding of assessment, pupil progress and the effective use of data to inform teaching and learning.

Leadership

The successful candidate will:

- Have significant leadership experience within a junior, primary or preparatory school.
- Be an inspiring, visible and approachable leader who earns trust through authenticity, integrity and sound judgement.
- Have a proven ability to lead, motivate and develop high-performing teams.
- Demonstrate the confidence to make difficult decisions whilst bringing colleagues with them through change.
- Balance strategic thinking with a genuine enjoyment of the day-to-day life of a busy school.

Relationships

The successful candidate will:

- Build strong relationships with children, colleagues, families, Governors and the wider community.
- Be an exceptional communicator who listens carefully and communicates with warmth, clarity and purpose.
- Value partnership and collaboration, recognising that the best schools are built together.
- Demonstrate emotional intelligence, empathy and good judgement.
- Represent the School confidently and professionally, acting as an ambassador for St Margaret's.



Personal Qualities

The successful candidate will:

- Be optimistic, curious and reflective, with a genuine love of education.
- Have high expectations of themselves and others whilst leading with kindness and humility.
- Bring warmth, optimism and a genuine sense of fun to the life of the School, recognising that joy and laughter are an important part of a great childhood and a thriving staff culture.
- Enjoy the company of children and take genuine pleasure in seeing young people grow in confidence, character and independence.
- Value creativity, breadth of opportunity and the importance of childhood alongside academic excellence.
- Be resilient and adaptable, with a good sense of humour.
- Be fully committed to safeguarding and promoting the welfare of children.

Qualifications and Experience

The successful candidate will have:

- Qualified Teacher Status.
- A strong academic background and an excellent understanding of teaching and learning in the primary phase.
- Significant leadership experience with evidence of successful school improvement.
- Experience of leading and developing colleagues through coaching, appraisal and professional development.
- Experience of working successfully with parents and building strong relationships across a school community.
- A commitment to continuing professional development and educational innovation.





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Terms & Conditions

The successful candidate will be offered a competitive salary and package commensurate with experience, to include:

- Pension: APTIS with a 23% employer contribution
- Private medical insurance for the Head
- Gym membership
- School fee remission

St Margaret's School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Our recruitment process follows the Keeping Children Safe in Education guidance.

Offers of employment may be subject to the following checks:

- Disclosure and Barring Service (DBS)
- Medical
- Prohibition from teaching
- Right to work
- Satisfactory references
- Suitability to work with children

You must disclose any unspent convictions, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.



10 Application Process

The search for a new Head of Junior School at St Margaret's is being led by RSAcademics, and the new post-holder will be selected by a panel chaired by Mr Ben Turner, Head.

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

- Angela Short, Head of Search:
angelashort@rsacademics.com
- Charlotte Faber, Senior Advisor:
charlottefaber@rsacademics.com

Closing date: 10am (UK time) on Monday 5 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 Mr Ben Turner, Head. The letter should explain your reasons for applying.

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

- Alison Hooper, Project Manager (Leadership Appointments):
applications@rsacademics.com / +44 (0) 204 6269 791

The process is as follows:

- All applications will be acknowledged by email. If you have not received an acknowledgement that your application has been received within two working days of sending it, please contact our Head Office by telephone.

- Preliminary interviews will take place with RSAcademics via Teams on 6 and 7 October 2026.
- Longlist interviews with the selection panel will take place at the School on 14 October 2026.
- Shortlisted candidates will be invited to visit the School w/c 2 November 2026.
- Shortlist interviews with the selection panel will take place at the School on 9 November 2026.

N.B. Safer recruitment checks will be made at all stages in the recruitment process.

St Margaret's School is committed to equality, diversity and inclusion in all areas of our community and encourages applications from all suitably qualified candidates.

The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications, and a satisfactory medical report.

RSAcademics is a global executive search and consultancy firm working exclusively with schools. For more than 20 years, we've supported governors and leaders at pivotal moments – whether they are appointing senior staff or making complex strategic decisions.

What makes us distinctive is the depth of first-hand experience in schools across our team – as heads, governors, bursars and senior professionals – combined with specialist expertise in areas such as strategy, research, marketing and finance. This blend is continually enriched by our ongoing consultancy and appointments work with schools worldwide, so our advice is always current, practical and evidence led. Please visit www.rsacademics.com for more information.



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