



Glendower Preparatory School
ESTABLISHED IN 1895

Senior Deputy

Candidate Information

Welcome

Dear Candidate,

Thank you for your interest in the role of Senior Deputy at Glendower Preparatory School.

It is a huge privilege to lead this remarkable school, and I am delighted to invite applications for what is one of the most significant appointments we will make in this next phase of our development. Glendower has a long and proud history of educating bright, capable girls, and I feel a deep personal responsibility to honour that legacy while shaping a bold and ambitious future for the girls in our care.

We are now one year into the delivery of our strategic vision, *Glendower 130: Shaping the Future One Girl at a Time*, and this is an exceptionally exciting moment to join the school. Alongside the implementation of our strategic priorities, we are preparing to embark on a significant masterplan to enhance our site and facilities, ensuring that our environment reflects the ambition of our educational offer. The Senior Deputy will play a central role in translating this vision into lived reality across the school.

I am deeply committed to the transformative power of girls' education. At Glendower, we are unapologetically ambitious for our pupils – academically, socially and personally – and we are determined to create an environment in which every girl is known, challenged and inspired to thrive. It is our girls who truly set Glendower apart: their curiosity, confidence, energy and determination define the spirit of the school and make it an extraordinarily rewarding place to work.

You would be joining a Senior Leadership Team that is both highly capable and deeply committed to one another and to the school. We lead with ambition and integrity, united by a shared belief in collaboration, clarity and high standards. This is a team that works hard, supports one another, and takes collective responsibility for the success of the school. Our staff are dedicated and reflective; our parents are engaged, aspirational and supportive. The Senior Deputy will play a vital role in nurturing these relationships and ensuring that our community continues to thrive.

Glendower is also in a uniquely strong position within the sector. As a financially secure, stand-alone charity, we are able to act with agility and purpose, supported by an experienced and committed Board of Governors. This independence, combined with the strength of our community, enables us to be both innovative and firmly grounded in our values.

This is a demanding but deeply rewarding role, offering the opportunity to make a significant impact in a school that is ambitious, reflective and forward-looking. I am seeking a leader who shares our belief in the power of girls' education, who is energised by challenge, and who is excited by the opportunity to help shape the future of Glendower.

I very much hope that, having read this brief, you will feel inspired to apply. I look forward to learning more about you.

With best wishes,



Claire Boyd

Head



About the School

Glendower Preparatory School is a leading independent girls' school in South Kensington, known for its academic ambition, strong pastoral care and vibrant community. Educating approximately 300 girls from Nursery to Year 6, the school operates as a two-form-entry Prep and is unapologetically ambitious for its pupils, fostering intellectual curiosity, scholarship and a deep love of learning within a warm and supportive environment.

Located on Queen's Gate in the heart of London's museum quarter, Glendower occupies a distinctive and characterful site across two seven-storey townhouses, complemented by a mews house at the rear of the site, within which our Little Glendower Nursery resides. The school is investing significantly in ensuring its learning environment matches its educational ambition, with specialist teaching spaces for art, music and science, a newly developed library at the heart of the school, and the Whitehouse, a central performance and community space complete with a baby grand piano.

The school makes exceptional use of both its on-site and off-site facilities. Our girls benefit from access to Stanhope Gardens, a private garden square adjacent to the school, as well as access to an extensive range of specialist sporting venues. These include the school's home ground at BEST in Barnes, alongside facilities at Imperial College, Fulham Pools, Battersea Park and Hyde Park, ensuring a breadth and quality of provision that is unusual for a central London prep school.

Glendower sits within a highly competitive London market as a selective, all-girls' preparatory school, with entry at 4+ through its distinctive Four & Explore assessment process. This play-based approach reflects the school's belief in identifying potential, curiosity and character alongside academic readiness. The school attracts bright, engaged and intellectually curious girls who are encouraged to "live lightly and fully", approaching their education with both seriousness of purpose and a strong sense of joy. We prepare our girls for 11+ senior school admissions, with academic outcomes being the number one reason parents choose Glendower for their daughter.





The Opportunity

This is a rare opportunity to join our leading London prep school at a defining moment in its strategic development. The Senior Deputy will:

- Shape the future of a high-performing school – playing a central role in delivering and translating strategic ambition into daily practice
- Lead at the whole-school level – with oversight of day-to-day operations, line management of middle leaders, and responsibility for maintaining exceptional academic and pastoral standards
- Drive excellence in 11+ outcomes – leading a highly regarded transition programme and securing strong outcomes in the most competitive London day and boarding schools
- Work in true partnership with the Head – as a key member of the Executive Team, influencing both strategic direction and operational decision-making
- Develop as a Senior Leader – gaining breadth and depth of experience across all aspects of school leadership



Candidate Brief

With the support of our Board of Governors, the school seeks to appoint an outstanding Senior Deputy to succeed Laura Rodgers as she moves to Headship after six highly successful years at the school.

This is a pivotal appointment for the school. The Senior Deputy will oversee the day-to-day running of the school and will play a key role in formulating and implementing the school's vision for ambitious and progressive girls' education across all areas of academic strategy and operations. The post holder will also line manage our middle leaders (Academic Team and Head of Department), whilst also holding whole-school responsibility for leading 11+ preparation and senior school transition with a specific emphasis on success in the most academically selective and competitive London day and boarding school processes.

The Senior Deputy will work in extremely close partnership with the Head on all aspects of operational and strategic business. Alongside membership to the Senior Leadership Team, they will also play a central role on the school's Executive Team (Head, Senior Deputy, Bursar) and report regularly to the school's Board of Governors.

This role requires a high-performing professional who is a highly organised and strategic leader with a calm, solutions-focused approach. A natural communicator and collaborator, the successful candidate will be confident managing complexity, balancing multiple priorities and supporting others to meet consistently high standards. They will bring empathy, clarity and professionalism to their work with girls, staff, parents and Governors, leading by example in all aspects of school life. They will also feel confident and unfazed by working in a very demanding and transactional central London environment, which often requires robust and self-assured leadership that instils trust and faith in a highly aspirational and ambitious parent community. An unwavering commitment to the transformative power of girls' education is also an essential quality for the successful candidate, given the school's long history and deep commitment to shaping the future through the cultivation of intellectually inspiring environments in which girls can thrive in all areas of growth and development.





Key Responsibilities

Strategic Leadership

- Work in close partnership with the Head to deliver the school's strategic vision and Strategic Development Plan
- Play a leading role in translating strategy into consistent, high-quality practice across the school
- Deputise for the Head as required, providing clear, confident and values-led leadership in her absence
- Contribute to Executive Team decision-making and engage regularly with the Board of Governors

Operational Leadership (Day-to-Day Running of the School)

- Hold overall responsibility for the smooth, efficient and high-quality day-to-day running of the school

- Lead on the design, implementation and ongoing refinement of the school timetable, ensuring optimal use of staff expertise and consistency across teaching and non-teaching commitments
- Oversee daily operations, including staff deployment, cover arrangements and timetable adjustments, ensuring continuity and minimal disruption to pupils' learning
- Provide strong oversight of the school calendar, ensuring strategic alignment, appropriate pacing of activity and a high standard of delivery across all events
- Ensure that operational systems, processes and routines are robust, efficient and consistently applied across the school
- Maintain a visible and active presence across the school day, modelling high standards, supporting staff and ensuring a strong sense of order, purpose and calm
- Oversee key communication systems, including the school portal, ensuring clarity, consistency and professionalism in communication with parents
- Anticipate operational pressures and respond proactively, exercising sound judgement in a fast-paced and demanding environment



Academic Leadership & 11+ Strategy

- Hold whole-school responsibility for 11+ preparation and senior school transition, ensuring consistently strong outcomes in the most academically selective and competitive London day and boarding school environments
- Lead and continuously refine the school's Future Schools Programme, maintaining excellent relationships with senior schools and ensuring the school remains well-positioned within the London market
- Work in close partnership with the Head, SLT and middle leaders to drive excellence in teaching and learning, curriculum design, assessment and academic outcomes
- Line manage middle leaders, including the Academic Team and Heads of Department, ensuring clarity of expectations, strong accountability and a culture of high performance
- Oversee academic quality assurance processes, ensuring consistency, rigour and alignment with the school's strategic priorities
- Use data, insight and professional judgement to monitor pupil progress and inform strategic academic decision-making
- Champion a culture of scholarship, intellectual curiosity and high aspiration across the school
- Support the ongoing development of innovative and evidence-informed pedagogical practice, especially relating to girls' education

Parent Engagement & External Relations

- Build strong, professional and trusting relationships with parents
- Act as a key point of contact for the parent body, particularly in complex or sensitive matters
- Maintain a visible presence at school and community events
- Represent the school externally, promoting its ethos, achievements and strategic direction
- Foster a strong sense of partnership between home and school

Compliance, Safeguarding & Inspection Readiness

- Work closely with the Head and Bursar to ensure full inspection readiness (ISI and regulatory frameworks)
- Support the maintenance and review of school policies
- Lead operational aspects of inspection preparation and delivery
- Ensure robust systems for monitoring, recording and evaluating key aspects of school life to support continuous improvement

Teaching & Contribution to School Life

- Contribute fully to the wider life of the school, demonstrating visible commitment to the community



Person Specification

Qualifications & Experience

- A strong academic background, with a degree in a relevant discipline
- Qualified Teacher Status
- Significant leadership experience in a high-performing school, ideally at Deputy Head level
- A proven track record of leading both ambitious academic outcomes and operational excellence
- Substantial experience within the independent prep sector and a strong understanding of the London schools market

Essential Criteria

Strategic & Operational Leadership

- Demonstrable success in leading the day-to-day operations of a busy school, operating across both the main site and a number of off-site facilities, with the ability to ensure clarity, efficiency and consistently high standards

- Exceptional organisational skills, with the capacity to manage competing priorities and respond effectively in a fast-paced, high-expectation environment
- Strong strategic thinking, with the ability to translate vision into practical, sustainable implementation
- Sound judgement and decision-making, particularly in time-sensitive or high-pressure situations

Academic Leadership & 11+ Expertise

- A strong track record of driving high academic standards and outcomes
- Proven experience of leading 11+ preparation and senior school transition (competitive London day and boarding school contexts preferable)
- Deep understanding of curriculum design, assessment, and academic quality assurance
- Experience of using data and insight to inform strategic academic decision-making
- Credibility as an educational leader, with the ability to influence and support high-quality teaching and learning
- Significant experience of working in partnership with parents to guide and advise on senior school choices, providing clear, informed and confident counsel on preparation, positioning and outcomes



Leadership of People & Culture

- Proven ability to lead, develop and hold to account high-performing teams, including middle and senior leaders
- Experience of designing and delivering effective staff appraisal and professional development programmes
- A coaching-led approach to leadership, with the ability to build capacity and confidence in others
- Strong interpersonal skills, with the ability to build trust, manage challenge and foster a positive, high-performance culture

Communication & Stakeholder Engagement

- Exceptional communication skills, both written and verbal, with the ability to engage confidently with staff, pupils, parents and Governors
- Experience of managing complex or sensitive conversations with professionalism, clarity and empathy
- Ability to represent the school with credibility and warmth in both internal and external contexts
- A strong commitment to partnership with parents and the wider school community

Compliance, Safeguarding & Professional Standards

- A thorough understanding of safeguarding, compliance and ISI inspection frameworks
- Experience of contributing to inspection readiness and maintaining high standards of regulatory compliance

- Absolute commitment to safeguarding and promoting the welfare of children

Desirable Criteria

- Experience of contributing to whole-school strategic development and implementation
- Experience of leading change or school improvement initiatives
- Experience of working closely with Governors or at Board level

Personal Attributes

- A calm, confident and solutions-focused leader, able to bring clarity and reassurance in complex situations
- Highly organised, with exceptional attention to detail and follow-through
- Resilient, adaptable and energised by the demands of a fast-paced school environment
- Collaborative and collegiate, with a strong commitment to team success
- Warm, approachable and emotionally intelligent, with a genuine care for pupils and staff
- Intellectually curious, reflective and committed to continuous professional growth
- Deeply aligned with the values and mission of girls' education, with a clear belief in its transformative power





Salary & Benefits

The salary will be competitive and commensurate with experience. Glendower offers a supportive working environment and a range of benefits, including a competitive defined contribution pension scheme and personalised professional development opportunities. Complimentary lunch and refreshments are also provided for all staff during term time.

Application Process

Interested candidates are invited to contact RSAcademics in the first instance to arrange a confidential discussion with:

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

Closing date: 10.00am on Friday 8th May 2026

Applications should be made electronically to RSAcademics. To submit your application, please click on "Apply Now" on the [RSAcademics website](https://www.rsacademics.com) and follow the instructions provided.

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

- A completed application form (available alongside the candidate information on the [RSAcademics website](https://www.rsacademics.com))
- A covering letter addressed to Claire Boyd, Headmistress. The letter should be a maximum of two pages and should explain your reasons for applying

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

- Laura Cave, Project Manager: 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 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 Microsoft Teams on Tuesday 12th and Wednesday 13th May 2026
- **Longlist interviews** will take place at the school on Monday 18th and Tuesday 19th May 2026
- **Shortlist interviews** will take place at the school on Thursday 4th June 2026

Glendower School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974.

Applicants will be required to undergo safer recruitment checks, including checks with past employers, an enhanced Disclosure and Barring Service (DBS) check and a review of their social media presence.

Glendower School is committed to Equal Opportunities and welcomes applications from all sections of the community.



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 [rsacademics.com](https://www.rsacademics.com) for more information.



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