

# Head of Craigclowan School

January 2026



Craigclowan  
School & Nursery







## Background

Craigclowan is a leading independent day preparatory school for around 236 children aged 3 to 13. Set in stunning grounds with magnificent views over Perthshire, the school has a distinguished history, a reputation for the highest standards and expectations and a passion for childhood.

In June 2024, Craigclowan School entered into a strategic partnership with Glenalmond College, which has subsequently been supported by 35 Education, building on a long-standing and positive relationship between the two schools. This partnership followed a careful and robust strategic review by the respective governing bodies, with the shared aim of securing long-term sustainability while preserving the distinct identity, ethos and strengths of each school.

Through this partnership, Craigclowan and Glenalmond are able to draw on shared expertise and resources where appropriate, while maintaining day-to-day operational autonomy, and together offer families a coherent and aspirational educational pathway from early years through to age 18.

This mutually beneficial arrangement has seen relations between the two schools strengthen and philosophies align further, whilst still respecting the separate identities of each. In addition to building on the values, vision and ethos embodied by the two schools, the merger has enabled pupils and staff to benefit from shared facilities and specialist resources for development and creativity, across academic, co-curricular and support teams.

## Aims and Ethos

Craigclowan delivers a modern education within a framework of traditional values. With a dedicated and supportive ethos, the staff are very close to the children and the families, in their care and treat them as individuals in all they do. Every child is encouraged to achieve their all-round potential, in the classroom, on the sports fields, on the stage and in the music and art departments.

The school aims to make the most of the world outside the classroom. Through a wide range of activities and Forest School, the school builds confidence and resilience and encourages creativity and problem-solving. Pupils leave Craigclowan to attend a wide variety of top UK schools, many with scholarships. The values of tolerance, perseverance and kindness that are instilled in children during their journey through Craigclowan are the qualities that allow them to thrive after they leave.



## Nursery (ages 3 to 5)

The Craiglowlan adventure starts in the Nursery, where some 78 children aged 3 and 4 enjoy a fun and caring learning environment under the guidance of experienced and committed staff. Craiglowlan Nursery staff encourage children to explore their environment and provide active experiences which develop skills in problem solving, enquiry and creativity. In the Nursery, children are given the time and freedom to learn through quality play, both indoors and outdoors..

### **The Craiglowlan Nursery aims to:**

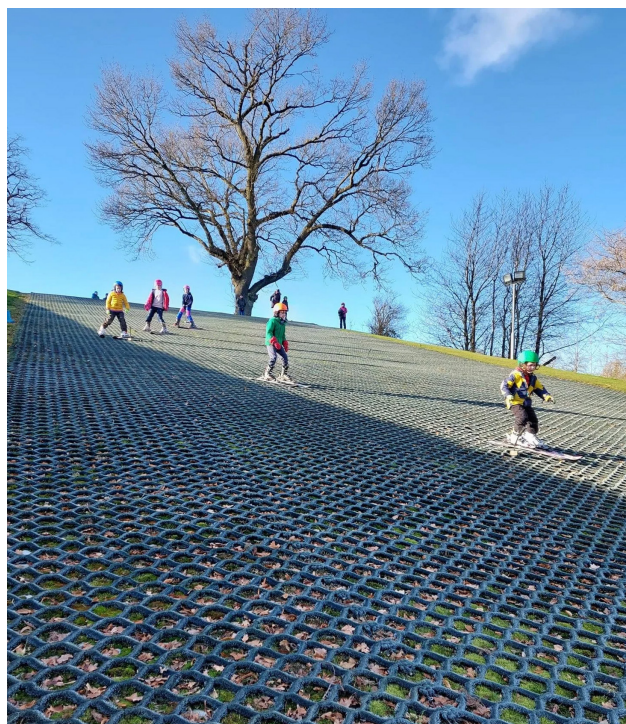
- ◆ To give the children in our care the best possible start in life
- ◆ To be a caring family community where childhood is cherished
- ◆ To create a welcome and happy atmosphere with planned activities to stimulate children
- ◆ To encourage each child to develop as an individual and to fulfil his or her potential
- ◆ To provide an extensive Early Years curriculum which caters for the child's individual needs
- ◆ To encourage children to respect their peers, teachers and property
- ◆ To maintain a balance between free choice and teacher-directed learning
- ◆ To develop confidence and self-esteem in each child
- ◆ To work cooperatively with parents and the community
- ◆ To motivate all children to develop their capacities as successful learners, confident individuals, responsible citizens and effective contributors to society

## Prep School (ages 5 to 13)

Children transition to the main Prep School aged 5. In Years 1 to 5, pupils are taught with specialist input for music, art, drama and modern languages.

The breadth and balance of the curriculum gives pupils an opportunity to get excited about the lessons they have each day. The curriculum has a real, hands-on feel where children participate and are not just spectators. Activity and investigation enable pupils to learn to think for themselves and to solve problems.

By Year 6, pupils will be tutored by one member of staff who is responsible for their well-being and academic progress, and they will move about the school for all of their lessons. This gives them the best possible preparation for entry exams to senior schools at the end of their time at Craiglowlan in Year 8.





## Beyond the Classroom

### Sport

Craigclowan aims for each and every pupil to enjoy regular participation in curricular and extra-curricular sports. Sport is an important part of the curriculum and, despite being a small school, Craigclowan fields teams in a number of sports and has a busy fixture list against other schools in skiing, rugby, netball, hockey, cricket, rounders, tennis and cross-country. Many pupils play for representative teams and have gone on to gain honours at various levels.

The school's impressive facilities provide opportunities for a wide range of sports. The campus includes a dry ski slope, a large Sports Hall, Netball and Tennis Courts and spacious Sports Pitches, as well as lots of open space for the children to play.

### Music

The school offers a number of music opportunities and encourages children to find a love and enjoyment of music. Class music is taught from Nursery onwards, and there are two choirs. Several concerts are given during the academic year, the biggest being the Christmas Carol Service and the Summer Concert. Throughout each term, several lunchtime music concerts are held in the Rix Room. These are of an informal nature and open to parents, family and friends to attend.

Craigclowan has a growing pipe band, made up of both boys and girls, who play at all major school events and concerts.

## Clubs and Activities

A wide selection of extra-curricular activities are on offer every day at Craigclowan. From hockey to chess, football to art, fencing to debating and skiing all year round - there's something to suit everyone.

### Craigclowan China

In 2017, Craigclowan forged a link with a group of inspirational and forward-looking educators in China, who had a vision of creating a value-based bilingual pre-school in Xi'an. Craigclowan Xi'an opened its operations in mid-2020 in a stunning, purpose-designed space, which now offers families in one of China's ancient but most modern cities the opportunity to get the best possible start for their children. There are many opportunities for children and staff in both schools to make links.

## Leadership and Governance

The Senior Management Team at Craigclowan comprises the Head, Deputy Head and the Finance Manager. The Head will also be a member of the Executive Leadership Team of Glenalmond, reporting to the CEO, alongside the Deputy Warden, Head of Operations and Head of Finance.

The Head is responsible to the CEO of Glenalmond Schools with additional support from and accountability to the Board of Governors. The Board of Governors comprises the Chair and 3 governors who have been selected from a wide range of backgrounds. Following the merger with Glenalmond, three governors from Glenalmond will join the Craigclowan Board.

**More information on Craigclowan can be found via the school's website: [craigclowan-school.co.uk](http://craigclowan-school.co.uk)**



# The Role

Craigclowan is entering a significant and carefully considered new chapter in its long-established history. The Governors seek to appoint an exceptional Head who will provide confident, visible and values-led leadership at a time of transition, ensuring continuity, stability and trust across the school community while positioning Craigclowan thoughtfully for the future.

This is a Headship that requires sound judgement, emotional intelligence and a deep respect for the traditions and culture of an outstanding preparatory school, alongside the ambition and strategic capacity to lead development over time. The successful candidate will understand the importance of pace, sequencing and consultation, and will balance innovation with stewardship.

Alongside the core responsibilities of leading a highly successful independent prep school, the Head will play a key role in shaping and sustaining a strong, collaborative partnership with Glenalmond College. This will require clarity of purpose, diplomacy and the ability to work effectively within a shared executive leadership framework, while protecting and championing Craigclowan's distinct identity, ethos and day-to-day autonomy

This is an opportunity to lead a school with a proud history, a strong reputation and a clear sense of purpose, ensuring that pupils, staff and families continue to experience a calm, confident and aspirational environment in which children can flourish.

Responsible to: Executive reporting line to the Chief Executive Office of Glenalmond Schools. Non-executive responsibility to the Governing Board of Craigclowan School.

Responsible for: Senior Leadership team and indirectly for all staff at Craigclowan School.

Outstanding communication skills are central to all of the many facets of the Head's role. The key responsibilities for the Head can be outlined as follows:



# Strategic Leadership

Working with the Board of Governors and the CEO on the development and delivery of a contemporary and ambitious strategy for Craigclowan, aligned with that of Glenalmond. Articulation and development of Craigclowan's aspirations, reflecting both its separate identity and building on the Glenalmond ethos and values.

Creation and implementation of a development plan for Craigclowan, underpinned by rigorous financial and business planning agreed with the Board of Governors and the CEO.

Promotion of Craigclowan by maintaining and developing strong relationships with senior schools, parents, prospective parents and alumni.

Sustaining, in conjunction with the Head of Finance of Glenalmond College and the Finance Manager of Craigclowan School, a strong business foundation to provide the financial resources to fulfil the plans and aspirations of Craigclowan.

Being aware of, and proactively responding to, strategic considerations posed by the needs of the local and wider marketplace, adapting plans and strategies in an agile manner, as necessary.

# Educational Leadership

Working with the Deputy Warden of Glenalmond, creating and maintaining an environment which promotes and secures inspirational and innovative teaching, effective learning, and the highest standards of achievement and outstanding pastoral care.

Determining and organising the education and care of pupils in academic, co-curricular, cultural and pastoral areas, assessing progress in those areas, identifying areas for improvement and acting accordingly.

Further developing the academic curriculum for Forms 7 and 8 to support children preparing for entrance assessments and transition to the senior school of their choice.

In conjunction with the Deputy Warden of Glenalmond, developing an educational pathway and a seamless curriculum journey for those children who join Craigclowan aged 3 and leave Glenalmond aged 18.

Ensuring that all required arrangements are in place to facilitate inspections of the school and ensuring that the school's excellent inspection record is maintained.

Ensuring that emerging technologies are explored for their potential to enhance the learning environment and process.



# People Leadership and Management

Providing strong, clear and visible leadership with the aim of motivating and inspiring staff; ensuring the maintenance of outstanding relationships between teaching staff and pupils.

Providing calm, assured and visible leadership that fosters confidence, stability and a strong sense of shared purpose across the school community.

Creating a professional culture rooted in trust, respect and high expectations, where staff feel valued, supported and accountable, and where pupils experience consistent care and guidance.

Leading with integrity and fairness, addressing challenges directly and constructively, and modelling the values and behaviours expected of others.

Ensuring that leadership structures, systems and workloads are sustainable, proportionate and aligned with the school's strategic priorities and educational ethos.

Maximising the contribution of the teaching staff, maintaining and improving the quality of the education provided and the standards achieved, and ensuring, through the Head of Operations of Glenalmond College and the Deputy Head of Craigclowan School, that the administrative and the support structure is fit for purpose.

Implementing and sustaining effective systems and processes for the management, pastoral care and continual professional development of staff; planning, allocating and evaluating the work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities.

Recruiting and retaining staff of the highest quality with the ability to act as role models, inspire pupils, innovate and develop the reputation of the school.

Sustaining effective programmes for the appraisal and professional development of all who work at Craigclowan.

Providing information, recommendations, advice and support to the Board of Governors and The CEO to enable them to meet their respective responsibilities.

# Business Management

Working with the Head of Finance to manage budgets agreed with the Board of Governor and the CEO.

Promoting and developing excellent knowledge of strategic financial planning and budgetary management within the school and ensuring its financial performance is maintained.

In collaboration with the Head of Finance and Board of Governors, prioritising and planning capital expenditure linked to the school's strategic aims and overall vision.

Ensuring a highly effective administrative and support structure is in place, and that Operational matters are dealt with efficiently to improve the quality of learning and teaching at the school, ensure compliance with relevant laws and regulations and secure value for money.

# External Engagement

Acting as a trusted and credible ambassador for Craigclowan, building confidence and reassurance among parents, prospective families and external partners.

Developing long-term relationships based on integrity, consistency and shared values, ensuring that Craigclowan's reputation is strengthened through actions as well as messaging.

Being highly visible within the life of the school, maintaining a strong presence at key events and engaging personally with pupils, staff and families.

Marketing Craigclowan compellingly and successfully to ensure the recruitment and retention of pupils well placed to benefit from a Craigclowan education.

Maintaining and developing relationships with feeder nurseries and local schools, with both current and prospective parents, as well as identifying new and future markets.

Maintaining and developing relationships with a range of senior schools that Craigclowan children may transition to.

Acting as a visible figurehead and being personally and actively involved in school events and activities.

Being highly visible within the life of the school, maintaining a strong presence at key events and engaging personally with pupils, staff and families.

Engaging and maintaining relationships with key organisations and charitable entities in the surrounding community, ensuring Craigclowan and its pupils play a meaningful role in wider society.



## The Person

The next Head of Craigclowan will work collaboratively with the Board of Governors and the CEO on the strategic development plan and assist with its evolution. The next Head will help ensure that Craigclowan is well positioned to benefit from future opportunities and respond to changes in educational, political, economic and social spheres.

*The successful candidate will have the following key skills, experience and attributes:*



## Qualifications and Experience

- ◆ Good university degree with any management, leadership, and teaching qualifications, an advantage.
- ◆ A proven track record of effective senior leadership in a leading school.
- ◆ High levels of understanding of the 3 to 13 age group and of the current opportunities and challenges in the independent school sector.
- ◆ Experience of developing, implementing and monitoring strategic plans in support of the aims, mission and values of a school.
- ◆ Experience in leadership and management of staff, and developing an open, inclusive, and supportive working environment and culture.
- ◆ Proven ability or demonstrable capacity to supervise resource management (financial, human and physical), including the full range of staff management processes.





## Knowledge, Skills and Abilities

- ◆ Outstanding communication skills and a persuasive and engaging influence as a high-profile ambassador within the Craigclowan School and Glenalmond College community.
- ◆ An appreciation and understanding of the benefits, opportunities, rhythms and pressures of independent preparatory education across the 3 to 13 age range.
- ◆ Detailed knowledge of the most recent safeguarding legislation and an understanding of the whole school safeguarding policy.
- ◆ An interest in the support and development of creative and sporting co-curricular activities.
- ◆ Sound business acumen and financial planning skills with strategic awareness of the links between the academic, marketing and business functions of an independent preparatory school.
- ◆ Excellent digital skills with an understanding of the increasingly prominent role of technology has to play in education.
- ◆ Well-developed soft skills and a sensitive listener who takes time to address the needs of the individual and the community.
- ◆ Excellent critical thinking skills, emotional intelligence and sound judgement.
- ◆ Excellent problem-solving skills and the ability to work under pressure.



## Personal Attributes

- ◆ Inspirational and enthusiastic leader with the gravitas needed to empower and motivate others.
- ◆ A selfless and collaborative approach to leadership and management, building trust, inspiring confidence and fostering team spirit across a wide range of key stakeholders.
- ◆ The confidence to be a strong leader who can make difficult decisions and the personal warmth to be a team player who inspires loyalty within the school community.
- ◆ Strategic and forward-looking with the ambition to drive innovation and development across all areas.
- ◆ Front-facing and engaging; able to present compellingly in front of pupils, staff, parents, alumni and external bodies.
- ◆ Highly pupil-centred with a passion for developing the whole child.
- ◆ Able to act as an ambassador and professional advocate for the school, with strong personal credibility and the capacity to build relationships with a wide range of people.
- ◆ Resilient, driven, dedicated and determined with a good sense of humour.
- ◆ Candidates must be registered with or eligible for registration with GTC Scotland.





## How to Apply

The search for a new Head will be selected by a committee comprising Governors of Craigclowan School and the CEO and Governors of Glenalmond College.

The closing date for applications is 09:00 BST Monday 2nd February 2026.

Shortlist interviews with the Selection Panel will take place on the week of 9th February followed by a final interview on the week of 23rd February.

In order to apply, please submit a comprehensive CV, application form and a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

**Applications should be submitted via email to [HR@Glenalmondcollege.co.uk](mailto:HR@Glenalmondcollege.co.uk)**

## Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

Craigclowan School and Glenalmond College are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Protecting Vulnerable Groups scheme (PVG).

