

# HEAD OF SCHOOL SEARCH

## THE HEWITT SCHOOL

New York, New York

[hewittschool.org](http://hewittschool.org)

Start Date: July 2025



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& ASSOCIATES

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# Mission Statement

The Hewitt School inspires girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future.

## Academic Philosophy

### Presence, Empathy, Research, Purpose

The Hewitt program is carefully constructed around four academic pillars — presence, empathy, research, and purpose — that shape the way its teachers teach, students learn, and, ultimately, the way both teachers and students live their lives: beyond the expected, beyond the easy answer, and beyond what seemed possible. From kindergarten through commencement, Hewitt faculty members exemplify thoughtful presence, social-emotional and intellectual empathy, research-driven teaching, and a personal sense of purpose as they expertly and personally deliver a curriculum that stimulates each girl’s capacity for reflective engagement.

## At a Glance



Established  
1920



Enrollment  
450



Total faculty  
74



Student-teacher ratio  
6:1



Students of color  
30%



Financial aid awarded  
\$6M+



Faculty with advanced degrees  
72%



Endowment  
\$14.4M

Faculty of color: 36%

Annual operating budget \$25.5M

Student-run clubs and publications: 30+

Athletic teams: 26

Robotics teams: 12

Annual performances: 6



## Overview

Located on the Upper East Side of Manhattan, The Hewitt School has educated girls for over a century and is known for providing girls in Grades K-12 with a learning environment that is both rigorous and joyful. The school's academic program is supported by four pillars – presence, empathy, research, and purpose. With over 400 girls housed in Hewitt's historic townhouses on East 75th and 76th Streets, the energy at the school is palpable and boisterous noise fills the hallways. Hewitt girls are inquisitive and interested, they are supportive of each other, and most of all, they are simultaneously happy and successful. 90% of Hewitt graduates are admitted to one of their top two college choices. Through the creation of the Center for Gender and Ethical Leadership in Society, Hewitt is a leader amongst its peers for conducting and utilizing research to support best practices for educating girls and ensuring more successful outcomes for women. Hewitt lives its mission each day to inspire girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future.

Hewitt's history begins in 1920, when Caroline Hewitt, a private educator, began offering classes for children in Manhattan. Demand for her offerings quickly grew and she soon found property on the Upper East Side to provide a permanent home for her school. The school moved to its current location on East 75th Street in 1951 and since then has thoughtfully and creatively expanded when adjacent property became available. In the early 2000s, the acquisition of a townhouse on East 76th Street allowed for a separate home for the Lower School. And, while the school provided education for both boys and girls in its early years, Hewitt soon realized the impact and value of an all-girls educational environment. Today, Caroline Hewitt's legacy endures via the contributions and commitment of faculty, staff, administrators, students, families, and alumnae as the school graduates women who are happy, healthy, and high achieving.

Hewitt seeks an experienced and mission-aligned leader to serve as its next Head of School beginning in July 2025. Building on the impressive legacy of Tara Kinsey, the Head of School will be charged with leading Hewitt's academic program, growing and sustaining enrollment, strengthening Hewitt's brand identity, and ensuring Hewitt's future via sound financial planning and robust philanthropic activity. The Head of School will partner with Hewitt's senior leadership team and the Board of Trustees to achieve ambitious goals. Compelling candidates will demonstrate experience in K-12 education, ideally with time spent in all-girls environments.





## Opportunities and Challenges

The Hewitt School has benefitted from a decade of exciting progress under the leadership of Dr. Tara Christie Kinsey. The school has focused its efforts on being a leader in the education of girls and has been at the forefront in identifying program and pedagogy that is best suited for the healthy growth and development of girls and young women. The next leader at Hewitt will embrace these initiatives and work to continue to strengthen the culture of a school loved by its students and parents.

In addition to the duties regularly associated with overseeing the daily operations of the school, the next leader will possess qualities to effectively address the following:

- Be the advocate for the unique education that Hewitt offers its girls at all levels and in all divisions;
- Enthusiastically enter the life of the school and be a role model for the students in this spirited community;
- Take the lead in ensuring that academic excellence is the goal in each division and across the school;
- Work with the talented administrative team to raise the profile of Hewitt and make it the school of choice for more families;
- Collaborate with the Board to strengthen school finances and explore how best to leverage the school's resources;
- Recognize the great work done by the faculty and support efforts that promote wellness and balance in the workplace;
- Engage with all constituencies and emphasize the power of philanthropy and how the community can help Hewitt thrive.



## Qualifications and Personal Attributes

The Hewitt School is seeking an innovative and inspiring educational leader who is eager to make a long-term commitment to the community and the work. The next Head of School will offer the following qualifications and qualities:

- A demonstrated commitment to embracing the mission of Hewitt as a school for girls and women;
- Experience at a K-12 independent school with the knowledge of what constitutes excellence;
- Attention to current educational research and ability to combine that understanding with an appreciation for Hewitt's mission and values;
- Strong interpersonal skills and the ability to communicate with inspiration, clarity, and decisiveness, both in writing and in person;
- A collaborative leadership style built on approachability, responsiveness, humility, and transparency;
- Personal and professional commitment to equity and the requisite skills to support critical conversations in the design of ever more inclusive communities;
- Experience recruiting, hiring, overseeing, supporting, retaining, and leading talented, diverse, and mission-aligned faculty and staff;
- Understanding of best practices in enrollment management;
- Experience with what effective fundraising/development/advancement functions look like in a school and the ability to motivate donors;
- Strong business sense to maximize resources and strengthen the financial state of the school;
- A love for children and appreciation of their developmental differences and delights, which are apparent daily in a K-12 school;
- Ability to work effectively with the school's Board of Trustees.



# Learn More

Click on the links below to learn more about The Hewitt School.

[School Website](#)

[College Matriculation](#)

[Diversity, Equity, and Inclusion](#)

[About New York, New York](#)

[The Hewitt School Campus](#)



## To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- Selected candidates may be asked to submit responses to writing prompts and a list of professional references to:

### **John Allman**

Senior Consultant

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### **Sara Shulman**

Senior Consultant/Practice Leader – Development and Finance

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### **Karen Neitzel**

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### **Robert D. Vitalo**

Vice President, Search and Consulting Services

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*The full-time equivalent salary range for this position is \$600K-\$700K. The starting salary is based upon, but not limited to, several factors which include years of experience, education level, and expertise. Hewitt also offers a comprehensive benefits package including a retirement plan with an employer contribution, comprehensive insurance benefits, and support for professional growth. Head of School housing is provided.*