



ASPIRE Coordinator

MAKE A PROFOUND IMPACT

Habs

HABERDASHERS'
ELSTREE SCHOOLS



Welcome *from*

Gus Lock, Executive Principal, Habs Elstree

Haberdashers' Elstree Schools (comprising Haberdashers' Boys' School and Haberdashers' Girls' School) are home to over 2550 students and over 400 staff on one co-educational 100-acre campus.

Our scale creates exciting opportunities. Bringing together the expertise of our two schools, alongside our reputation for outstanding academic results, we are leading the way to help lead and shape the educational conversation, locally, nationally and globally, with children always at the centre.

We are Habs because of our students and staff, our campus location and our desire for progress. Our roots lie firmly in our philanthropic founding principles and, with our deep sense of purpose in our community.

We are driven always by our purpose to empower young people to make a profound impact in the world, all underpinned by our four values: ambition, curiosity, courage and community.

We are looking for like-minded people to join our team who want to make a meaningful difference to the world and support us to deliver our vision to be at the forefront of education.

We look forward to receiving your application.



GUS LOCK
EXECUTIVE PRINCIPAL

Hear more from our Heads [here](#)

Overview

The Schools provide a challenging, positive, stimulating and secure community in which students enjoy working hard to fulfil their potential. The co-location of the Schools provides the best of both worlds: an excellent single-sex education within a co-educational environment.

The Schools trace their roots back to the 17th century when the founder, Robert Aske, established the principles that guide it to this day – to give talented and ambitious young people the opportunities they need to succeed in life.

We are Habs because of our students and staff, our campus location and our desire for progress. Our roots lie firmly in our philanthropic founding principles and, with our deep sense of purpose in our community.

The Schools' priority is the education of the whole person, amongst other bright, well-motivated students, taught by a highly qualified, committed staff. In partnership with parents, it aims to provide every student with the intellectual, cultural, physical, moral, personal and spiritual resources she or he needs to give her or him confidence to go forward in a changing world.

The Schools have a diverse community which nurtures a global perspective and a deep sense of responsibility for the world in which their pupils will lead and succeed. The excellent pastoral care, broad academic curriculum and far-reaching co-curricular provision prepare students for success, wherever their passion may take them.

Habs is the 2025 *Independent* School of the Year

Haberdashers' Elstree Schools has won awards for Outstanding Educational Partnerships AND the overall top accolade of Independent School of the Year 2025, recognising its long-term commitment to social impact through deep, sustained collaborations with state sector partners.

"This year's Independent School of the Year has demonstrated its resilience in staying true to its vision, rather than swerving the challenges of the moment," said the judging panel.

"It represents the very best qualities of the independent sector—a voice that helps the wider world to understand the powerful and positive impact of this sector."



Our strategy



Read our Profound Impact strategy in full [here](#)

Habs Boys and Habs Girls share *a joint vision, purpose and set of values*, as well as a completely joint strategic plan.

We are the only School in the area where two single-sex Schools are located on one campus together. This offers the best of both worlds for our students; tailored teaching and pastoral care to suit the differing needs of boys and girls from the age of 4 to 16, moving to our unique Sixth Form, offering co-educational A Levels with tailored single-sex pastoral care and leadership opportunities.

Additionally, all students from Reception have regular opportunities to collaborate with their sibling School.

Our 2030 vision is to be at the *forefront* of education.

Being at the forefront of education does not mean simply doing well at delivering the ordinary. It means striving to be *extraordinary*.

Our curriculum is ambitious and innovative. We are preparing our students for futures that are not yet imagined. Creative and critical thinking, problem-solving, deep understanding and an ability to collaborate effectively will be essential to success, not just in work, but in life.

But for us, being at the forefront of education means that students serve more than their own interests.

We offer an outstanding education that is fun, exciting and intellectually challenging; developing independence, resilience and a moral compass to create positive change. We are driven always by our purpose to inspire young people to have a profound impact in the world, and are enormously proud of our students, staff, and School communities.

The current strategic priorities for attainment between 2025 and 2030 are:



Aim 1: Learning

We will provide the most exciting, challenging and innovative experiences – bringing a sense of magic and wonder to learning. We will prepare students intellectually, emotionally, socially and technologically to carve out the futures they want. They will become lifelong learners, capable of endlessly adapting to an ever-changing world.



Aim 2: Caring

Every student will be valued for who they are as a unique individual. They will know that Habs always offers kindness and encouragement and that we will proactively nurture and support them. We will also ensure that they understand the importance of protecting and developing their own wellbeing, spirituality and independence.



Aim 3: Exploring

The depth and breadth of our co-curricular programme will be unmatched, offering superb opportunities for each student to excel academically while also pursuing their personal interests and talents. Students will be capable of being both team players and leaders, developing their resilience, self-awareness and confidence they need to take risks and cope with the outcomes.



Aim 4: Partnerships

We will 'open our gates' and expand our horizons, engaging more deeply with a wider range of communities, institutions and individuals – locally, nationally and globally. This will deliver mutual opportunities for discovery, adventure and progress.



Aim 5: Talent

Our reputation will draw the brightest students to us. We will also become an inspirational, diverse and inclusive 'destination employer', attracting world-class teaching and professional services staff. We will retain this talent through excellent personal and professional development opportunities, a strong sense of belonging, and mutual support and respect.



Aim 6: Campus

We will be a responsible 'custodian' of our historic campus to create an outstanding learning and working environment for students and staff. We will reimagine education by being a responsible custodian of our campus; supporting and developing existing buildings and facilities; investing in state-of-the-art, environmentally sustainable facilities which can flawlessly support the delivery of our other aims.

Our values

Our values are what we hold dear as a School, the core beliefs that we stand for.

They help drive all our *decisions and actions*.



Watch our Feeding Curiosity Boys' Prep film [here](#)



Watch our Profound Impact Girls' Senior film [here](#)

We have four values that underpin our schools; *Ambition, Curiosity, Courage and Community*.

Ambition

We are bold and ambitious – for ourselves, but also for others and for the world.

This is underpinned by our altruistic and philanthropic foundation, which drives our values and behaviours. We expect everyone to give their best, to stretch boundaries, and to challenge the status quo. We believe that ambition can be limitless. When combined with courage, curiosity and community, ambition can be a selfless and powerful lever for change.

Curiosity

We create and use every opportunity to engage with the world around us; we ask questions, challenge assumptions, and express our ideas.

Alongside our academic interests and skills, we also love to exercise our imaginations, creativity and spirituality. Our broad and carefully curated curriculum leads us into experiences of awe and wonder – bringing a sense of magic and excitement to learning.

Courage

Exploring beyond our comfort zones enables us to become more self-aware, adventurous, resilient and independent.

We aim high, following our dreams, but we cope well if we don't always succeed. We understand how to balance humility and boldness when speaking out on behalf of ourselves and others. And we are unflinching problem-solvers, continually seeking to change the world for the better.

Community

Habs is one caring, respectful community on one fabulous campus.

Our focus is on belonging and inclusivity: celebrating our differences, not in spite of our differences. Beyond our students and staff, this sense of collaborative togetherness extends to our families, alumni, partner schools, and even the world. We're helping to learn from and empower wider communities – locally, nationally and globally. We bring the world to our door, but we also step through that door into the wider world.

Habs Elstree

*Haberdashers' Boys' School (founded 1690) &
Haberdashers' Girls' School (founded 1875)*



Situated on a 100-acre campus in Elstree, just 13 miles from central London, Haberdashers' Elstree Schools comprise two of the UK's leading independent day schools: Habs Boys and Habs Girls. Each School operates as a through-school for pupils aged 4 to 18 and offers a distinctive, academically ambitious education within a shared setting, blending tradition with innovation.

Together, the schools educate around 2,550 students across Pre-Prep, Prep, Junior, Senior and Sixth Form. Admission is selective at 4+, 7+, 11+ and 16+, with the Sixth Form operating co-educationally to offer an enriching and collaborative environment that prepares students for life beyond School.

Academic outcomes at both schools are exceptional, consistently placing them among the top-ranked independent schools in the UK. Each year, students progress to leading British and international universities, including Oxbridge, Ivy League institutions, and top medical schools.

The Elstree campus is shared and exceptionally well resourced, with wide-open green spaces, sports fields, woodlands, lakes and streams. It features state-of-the-art facilities including specialist science laboratories, a new STEM building, a performance space, a Forest school, a Pre-Prep building (opened in 2022), extensive sporting provision (including an indoor swimming pool and climbing wall), and bespoke spaces for art, music, and drama. Students and staff benefit from the largest school coach network in the country, serving the majority of Hertfordshire and North London, and used by approximately 70% of the student body.

Both schools are committed to excellence and diversity, placing academic ambition and pastoral care at the heart of their offer. Pupils at Habs are encouraged to think independently, question deeply, and contribute confidently – supported by passionate, knowledgeable teachers who go beyond exam specifications to inspire lifelong learning.

FIND OUT MORE

Senior School prospectus [here](#)
Sixth Form prospectus [here](#)
Our End of Term newsletter [here](#)

LIFE AT HABS

is an adventure, a thrilling opportunity for discovery and progress. Our priority is the education of the whole person, amongst other bright, well-motivated students, taught by highly qualified, committed staff. In partnership with parents, we provide a challenging, positive, stimulating and secure community.

HABS STUDENTS

are bright, ambitious, globally curious and resilient, with a desire to improve themselves. Students are encouraged to create lasting positive change throughout their lives, for the benefit of themselves, our society and the environment. We are deeply committed to our relationship with the world beyond our gates.

We also know how important it is for them to develop their personal skills and attributes. Alongside our exciting curriculum, this is why we prioritise our outstanding range of co-curricular and partnership opportunities.

We equip our students with resilience, empathy, creativity and leadership – which is why the mark of a Habs education is a person who is kind, confident and inclusive, and who has a strong moral compass.

How we *care*

At Habs, we want our students to *flourish in all that they do*; therefore, we place great importance on the social and emotional health and wellbeing of every student.

At Habs, every member of staff plays a role in supporting the wellbeing, welfare and security of our students. Across both schools, there are many layers of care in place to ensure that every student feels safe, happy and known as an individual. We are proud of our warm and inclusive community, where students enjoy a strong sense of belonging and are empowered to thrive both personally and academically.

We work in close partnership with parents and guardians to provide the support each student needs at every stage of their journey. Our comprehensive pastoral, tutorial and guidance systems help students take responsibility for themselves and others within the framework of our diverse community.

Our PSHE (Personal, Social, Health and Economic education) programme addresses key aspects of self-development and social responsibility, encouraging students to reflect on their role within the School and wider society.



All students are placed in one of six Houses. At Habs Boys, the Houses are named after former Heads of House. At Habs Girls, the Houses are named after former Headmistresses. Our House system brings students together in vertical groups across year groups and is designed to promote resilience, fun, teamwork, and a healthy competitive spirit. It also offers meaningful opportunities for leadership and contribution to School life.

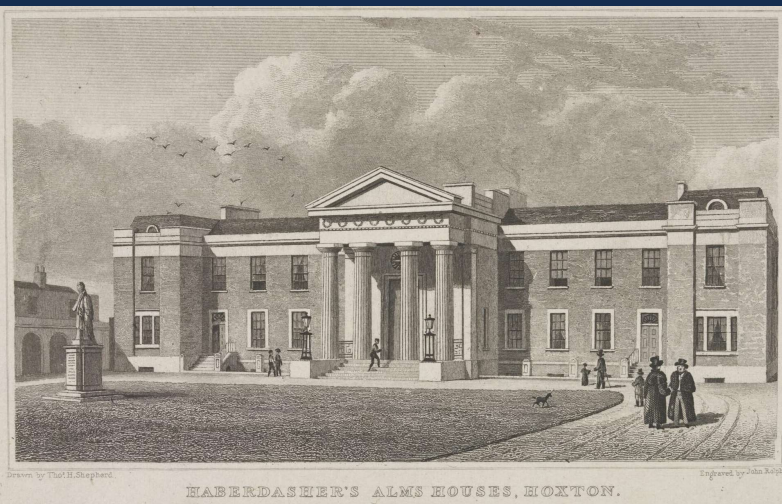
At Habs Elstree, we place pastoral care at the heart of the student experience — supporting each young person to flourish as a confident, compassionate and capable individual.



Our history and governance

Robert Aske was a merchant and Master Haberdasher. On his death, he bequeathed today's equivalent of over £8 million to the *Haberdashers Livery Company*, to build almshouses for poor members of the company and *set up a School for 20 of their sons*.

The Aske Charity was set up and Habs Boys, known as Aske's Hospital, opened in 1690. The Schools Inquiry Commission encouraged increasing provision for girls' education in Britain so Habs Girls was established alongside Habs Boys in 1875.



Haberdashers' Elstree Schools (Habs Boys and Habs Girls) are situated in Elstree, Hertfordshire, 13 miles from central London.

Two leading single-sex schools, educating over 2550 students, aged 4 to 18, on one stunning co-educational 100-acre campus. Both schools enjoy an enviable reputation for academic excellence and outstanding outcomes (ranking in the top 20 independent schools in the country).

Governance

The Schools are part of the Haberdashers' Company and, as such, form part of a wider family of schools. The Haberdashers' family of schools includes 19 schools, ranging from brand new, state academies to a centuries' old independent boarding School, in four devolved groups (Haberdashers' Academy Trust South, Haberdashers' West Midlands Academy Trust, Haberdashers' Elstree Schools and Haberdashers' Monmouth Schools), educating children at primary and secondary ages.



There is active sharing of best practice between all four main 'hubs', and the Company is a recognised voice on the national educational stage. The Haberdashers' Company is highly engaged in the work of the Elstree Schools, including; deputations, the provision of Governors and charitable funding, and cross-hub events in music, sport and other co-curricular activities.

There is ongoing work to deliver *The Haberdashers' Advantage programme*, leveraging the enormous Haberdashers' community across all the Schools to benefit students with mentoring, admissions advice, charitable support, character development opportunities and cross-hub experiences.

The Schools are jointly governed, and overseen by an Executive Principal, Gus Lock, and the Habs Executive Group (the EP, Heads and CFOO, and other senior staff by invitation). Several Professional Services functions are centralised, and the Schools share a joint timetable which has facilitated co-educational teaching in the Sixth Form.

The schools contain experts in both boys' and girls' education, as well as many who have worked extensively in co-educational schools. Both Heads have worked in single-sex schools for most of their careers and understand the importance of both single-sex education and providing equity for girls' education. We believe this complements co-education and collaboration very well.

Futures at *Habs Elstree*

The Futures Department is a core part of the Haberdashers' educational experience, designed to sit seamlessly alongside academic study and co-curricular activities to help prepare students for the rapidly changing world beyond school. Its purpose is to help students understand themselves, explore possibilities and make confident, informed decisions about their future pathways, whether that leads to UK or International university, degree apprenticeships or alternative routes.



Recognising that the skills demanded by employers are changing at an unprecedented pace, the Futures programme complements outstanding academic results with the development of high level cognitive, professional and employability skills, strengthened with the launch of our Habits programme. With automation and artificial intelligence reshaping the job market, Futures ensures students are not only academically successful, but adaptable, self aware and equipped to thrive in competitive transitions beyond Habs.

The programme is delivered through a carefully structured blend of events, curriculum linked guidance, enrichment opportunities and personalised support. Working in close partnership with academic departments, Futures guidance is embedded throughout school life rather than being an added optional extra.

Career exploration, university awareness and skills development become a natural part of a student's journey, reinforcing what they learn in the classroom and helping them understand how their strengths and interests translate into future opportunities.

Specialist expertise within the department allows for tailored support across a wide range of pathways, including UK universities, Oxbridge, Medicine, Veterinary Science, Dentistry and US and international admissions. One to one mentoring, application advice, interview preparation and enrichment programmes ensure that each student receives focused, individual attention aligned to their aspirations and stage of development

We are fortunate to be part of the Haberdashers' Company where the Futures department is able to share best practices with the family of schools and engage in vast range of educational, careers and University focused events throughout the school year.

The Futures Team also plays a key role in raising awareness and confidence among students and parents, ensuring that guidance is transparent, aspirational and supportive.

The department's ultimate aim is simple: to help every student leave Haberdashers' prepared not just for university, but for a fulfilling, resilient and impactful future—wherever their ambition leads.

The Futures Department is led by a Head of Futures in each school, providing strategic oversight for their home school while also driving close collaboration across both schools. Each school is further supported by specialist leads, including a Head of Oxbridge, Head of Healthcare, Head of University Admissions and a Head of Careers, ensuring expert, focused guidance across all post 18 pathways.

About the ASPIRE Programme

The Aspire programme brings together the four School groups within the Haberdashers' family of schools: Haberdashers' Academies Trust South, Haberdashers' West Midlands Academies Trust, Haberdashers' Elstree, and Haberdashers' Monmouth. It sits within the wider Haberdashers' Futures programme, which aims to broaden awareness of career pathways, build confidence, and enable students and alumni to access the strength of the Haberdashers' community as they move into the wider world.



A central element of Aspire is a mentoring programme that matches Sixth Form students with professional mentors, offering structured one-to-one mentoring. The programme is designed to enhance personal development, foster confidence, and develop the skills needed for future success.

The programme is led centrally by the Haberdashers' Company, with Aspire Coordinators based in each School or trust to deliver the programme locally. Mentors are drawn from the Company, its networks, alumni, and the wider community.

As part of the commitment, this Aspire Coordinator role has been funded by Haberdashers' Company to support the continued growth and long-term success of the programme across the Schools.

The *role (duties and tasks)*

OVERVIEW

The Aspire Coordinator at Haberdashers' Elstree will lead and deliver the Aspire mentoring programme across the Schools, helping to embed it as a meaningful and impactful part of the Futures provision for Sixth Form students.

This exciting new role has been fully funded by the Company, reflecting a shared commitment to broadening opportunities and supporting students as they prepare for their future pathways beyond Habs.

This is a dynamic and outward-facing role, requiring a self-motivated and proactive individual with strong organisational and relationship-building skills. A key focus will be driving student engagement in the mentoring programme and developing a strong, sustainable network of mentors from a wide range of sectors.

The role requires creativity, strategic thinking, and determination to ensure the programme is impactful, scalable, and aligned with the Schools' ambition to provide outstanding Futures education.

SALARY

Competitive, based on experience

HOURS – 30 hours a week, Term-Time plus 4 weeks

REPORTING TO

The Aspire Coordinator will report to the Head of Futures and work closely with colleagues across both Habs Boys and Habs Girls, as well as with the Haberdashers' Company and the wider network of Aspire Coordinators.

Due to the nature of the role, some flexibility will be required, including occasional evening engagement with mentors or external partners.

This role combines strong organisational and administrative capability with a highly relational, outward-facing approach. The Aspire Coordinator will act both as a programme administrator, responsible for maintaining accurate data and systems, and as a network builder, developing and sustaining meaningful relationships with mentors through regular communication, events, and engagement opportunities.

While based at Haberdashers' Elstree, the postholder will work in close partnership with the Haberdashers' Company, benefitting from exposure to a wide professional network and contributing to a collaborative, cross-organisation initiative. This offers a unique opportunity for professional development and breadth of experience.

An understanding of how schools operate — including the rhythm of the academic year, student commitments, and co-curricular provision — will be important in ensuring the programme is effectively embedded and accessible to students.

KEY RESPONSIBILITIES

- Lead and manage the Aspire mentoring programme at Haberdashers' Elstree as a core part of the Futures provision
- Work with the Head of Futures and key stakeholders to shape and develop the programme in line with the Schools' strategic vision
- Drive student recruitment, engagement, and sustained participation in the mentoring programme
- Recruit, onboard, and support a diverse and high-quality network of mentors from a range of professional sectors

- Develop creative and effective approaches to mentor engagement and retention
- Ensure appropriate safeguarding processes and checks are in place, prioritising student safety and wellbeing
- Oversee quality assurance, monitoring, and continuous improvement of the programme
- Support students in creating profiles and facilitate effective mentor matching
- Monitor and evaluate programme impact, responding to feedback and evolving the offer accordingly
- Coordinate and deliver events and activities linked to Aspire, ensuring high-quality execution
- Work collaboratively with colleagues across both Schools to embed Aspire within the wider Futures provision

The *role (duties and tasks)*

ADDITIONAL RESPONSIBILITIES

- Build and maintain strong relationships with external organisations to support mentor recruitment
- Act as the primary point of contact for mentors, managing relationships effectively and professionally
- Develop links between the Schools and industry, creating opportunities for students to engage with the world of work and entrepreneurship
- Represent Haberdashers' Elstree within the wider Aspire network and contribute to cross-group initiatives
- Lead or support projects that enhance and extend the Aspire programme
- Work with colleagues to ensure Aspire is effectively promoted through communications, events, and digital platforms
- Stay informed of best practice in mentoring and careers education
- Develop speaking and engagement opportunities to promote Aspire and encourage participation
- Promote equality, diversity, and inclusion, ensuring fair access to opportunities for all students
- Maintain and manage accurate programme data, using CRM systems or equivalent tools to track student participation, mentor engagement, and programme outcomes
- Actively build and sustain a strong mentor network through regular communication (including phone, email, and in-person engagement) and attendance at events
- Represent Haberdashers' Elstree at relevant networking opportunities and Haberdashers' Company events, strengthening relationships and promoting the Aspire programme
- Work closely with the Haberdashers' Company to align local delivery with the wider Aspire vision and maximise opportunities for students and mentors
- Ensure the programme is effectively integrated within the School context, taking account of timetables, academic pressures, and co-curricular commitments

Experience, *skills and qualities*

Habs values its staff. It expects the highest level of professionalism and knowledge of their specialist area.

Staff should inspire trust and confidence, in students and colleagues alike, whilst creating a positive and stimulating learning environment.

- Experience of coordinating programmes, projects, or initiatives (education, charity, or business sectors)
- Experience of working collaboratively across teams or departments
- Experience of managing data, systems, or databases with strong attention to detail
- Experience of building and maintaining professional relationships with a range of stakeholders
- Confidence in engaging stakeholders through different channels, including phone, email, and in-person interactions
- Experience of working with young people, ideally within an educational setting
- Strong organisational and administrative skills, with the ability to manage multiple workstreams
- Confident user of Microsoft Office and/or CRM systems
- Ability to monitor, evaluate, and report on programme impact
- A clear commitment to the ethos, values, and ambition of Haberdashers' Elstree
- A strong belief in equality of opportunity and inclusive practice
- Ability to balance administrative precision with a proactive, relationship-driven approach
- Excellent interpersonal and communication skills, with the confidence to engage a wide range of stakeholders
- Proactive, self-motivated, and able to work independently with initiative
- Strong organisational skills, with the ability to manage competing priorities effectively
- Resilience, adaptability, and a solutions-focused mindset
- High level of professionalism, discretion, and integrity
- Educated to degree level or able to demonstrate equivalent experience
- GCSE (or equivalent) in English and Maths (Grade C/4 or above)
- Excellent written and verbal communication skills
- Qualification in Careers Guidance (e.g. Level 6 or equivalent) is desirable

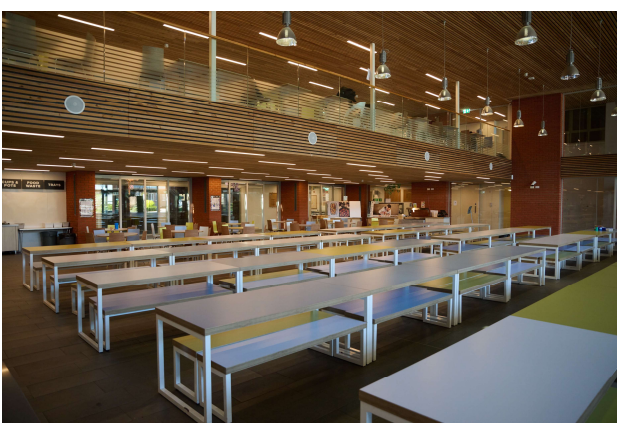


Remuneration

Haberdashers' Elstree Schools are among the leading schools in the country and are committed to creating an environment where talented people can thrive.

Alongside a competitive rewards package, we offer a wide range of benefits, wellbeing initiatives, professional development opportunities, and the chance to work within a vibrant and supportive community of exceptional colleagues who are passionate about education and making a difference.

- A competitive salary
- The opportunity to work in a vibrant, ambitious, and supportive school community alongside exceptional colleagues who are deeply committed to excellence and to one another
- Generous private pension scheme through Aegon with substantial employer contributions
- Life assurance and income protection cover, providing financial security and support should you be unable to work due to long-term illness
- Access to the Employee Assistance Programme (EAP), offering confidential support, guidance, and advice
- Extensive professional development and training opportunities within a culture that values growth and continuous learning
- Free lunch and refreshments during the working day
- Free onsite parking and access to the Schools' extensive coach network
- Free access to excellent sports facilities, including the gym, swimming pool, and fitness classes
- Wellbeing initiatives and programmes, including yoga, mindfulness sessions, and health checks
- Access to an online GP service, providing quick and convenient healthcare advice
- Access to Vivup, the staff benefits platform offering discounts, financial advice, and wellbeing resources
- Cycle-to-Work Scheme and sustainable travel initiatives, including Octopus Electric Vehicles



Application *process*

Haberdashers' Elstree Schools are committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be required to have an enhanced DBS record check.

Before you apply for this role please ensure that you have read our Guidance, which can be found on the [Vacancies](#) section of our website.

Please complete an application through [MyNewTerm](#) before the deadline. CVs will not be accepted.

If you would like to visit the School before applying, please do contact the School.

We are reviewing applications as they arrive and we reserve the right to close the vacancy before the deadline, so please apply as soon as possible.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

Haberdashers' Elstree Schools are an equal opportunities employer and welcome applications from all sections of the community.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities and experience).

All applicants should read the Schools' [safeguarding policy](#) and [safer recruitment and disclosure policy](#). Applicants are required to declare any criminal convictions or cautions or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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