

# St Helen's School

St Helen's School

**Director of Futures Maternity Cover**  
**– Job Description**



## JOB DESCRIPTION

### Director of Futures (Maternity Cover)

#### The Purpose

At the heart of our aims as a School is that we equip pupils to play a full and active role in adult life and, to this end, the Futures programme will provide an exceptional preparation for Higher Education and professional life.

This is a coherent and ambitious programme, with preparation for life at its core, which will enable all pupils to develop a mature and informed understanding of their own potential together with a variety of routes via which this can be fulfilled. It will encourage girls to be ambitious and to aim high.

As well as Careers Education and Guidance, the programme will include the Higher Education Application process, professional and life skills development, and networking and mentoring so that our pupils receive the best possible preparation for life beyond school which enables them to stand out from the crowd in interviews and at work.

The Futures Programme will be delivered through tutor time, assemblies, PSHCE and programmes of talks, events, conferences, and presentations for girls as they progress through the Senior School, with more in-depth activities and curriculum enrichment planned at key points throughout the academic year for each year group and Section of the school as appropriate.

#### The Post

St Helen's is keen to appoint an enthusiastic Director of Futures (careers) to start in January 2027. This is a fulltime, fixed term Maternity cover, working Monday to Friday during term time, plus a week in August (A Level results week).

The role will report to: A Member of the Senior Leadership Team

#### Main Responsibilities

- Strategic development, leadership and management of the Careers education, information, and guidance provision (CEIAG) across the Senior School in Years 7-13
- Oversee and manage the university application process, including applications for Degree Apprenticeships and International Universities, in conjunction with the Director of Sixth Form.
- Work closely with the Director of Sixth Form, the Sixth Form team and Heads of Department to ensure successful applications for Higher Education, and excellent personalised advice and support to pupils throughout the application and admissions process.
- Maintain up to date knowledge of developments in UCAS and Higher Education.
- Demonstrate flair and creativity in engaging and enthusing students by providing stimulating and challenging activities appropriate to the learning needs of individuals.
- Enrich and broaden the learning experiences and aspirations of students across the school through the development of opportunities in the form of events, trips, external speakers and the Futures webinars and networking.
- To offer bespoke, impartial guidance to students on their options choices, further education and future careers, including information about sources of more expert advice on specific questions.
- Maintain accurate records of meetings with students and parents in line with data protection policies and best practice.
- Acting as a consultant/reference point for teaching staff dealing with careers queries.
- Maintain up to date knowledge of developments in Careers Education and Guidance in schools.



## Careers education, information, advice, and guidance (CEIAG)

- Plan and deliver an integrated and strategic careers education and guidance programme for students across Senior School and Sixth Form, including:
- Measuring provision against working towards achieving 100% Gatsby Benchmarks
- Input into the PSHCE programme
- Linking curriculum learning to careers (working with heads of department)
- Sixth Form careers & higher education lessons
- Morrisby Testing
- Organising a through-school programme of Futures events for EYFS to Year13 and evaluate the impact of these with student voice, parent and staff surveys.
- Monitoring and evaluation of the through-school Carers Education to ensure high standards and continuous improvement, and that the school is up to date with most recent developments.
- Responsibility for all policies relating to Careers Education.
- Have an extensive, well-informed, and critical understanding of current national initiatives and ensure that and relevant staff are fully conversant with changes.
- Organisation of Careers interviews and all profile testing where appropriate.
- Work with the Prep School and Senior School Librarian to ensure the provision of careers literature to support the students and staff in line with current initiatives and trends.
- Liaise with Prep School to ensure a smooth transition to Senior School in terms of careers education.

## Higher Education

- In conjunction with the Director of Sixth Form, oversee and manage the Higher Education and UCAS process, Degree Level Apprenticeships, and International Universities applications.
- Be responsible for the oversight and training of the Higher Education reference writing team (subject teachers and form tutors) with support from the Director of Sixth Form in collaboration with the Director of Sixth Form.
- Monitoring, tracking and quality assurance of the reference writing process and outcomes in collaboration with the Director of Sixth Form.
- Organisation of opportunities for relevant interview practice for all students.
- Provision of high-quality advice and guidance related to Higher Education programme, including gap years, community service, work experience, internships, and post qualification applications with support from the Director of Sixth Form.
- Organisation of Higher Education events in school and external visits to conferences.
- Ensuring the school is up to date with the latest developments in Higher Education.
- Be readily available to pupils when needed, including on Results Days and the days thereafter.

## Professional Skills Development

- Provision for programmes/seminars/activities which develop key professional and employability skills such as interview skills, public speaking and debating, working with a diverse workforce, how to chair a meeting, how to lead a team, how to solve real life problems, how to achieve consensus.



- Work with the Development Office to further grow the school's network of parents, alumnae and businesses who can share work experience opportunities and advice, working closely with the Deputy Head: CoCurricular & Partnerships.
- In collaboration with the Director of Sixth Form, organise and conduct mock interviews, drawing on expertise within the school community (staff, parents, and alumnae) and the wider local community.

## **Alumnae, networking, and mentoring**

- Produce, working with the Development Office, a strategic plan to take full advantage of the school's growing network of parents and Alumnae via St. Helen's Connect to create the best opportunities to benefit current pupils through Futures Evenings, work experience and shadowing, interview practice, mentoring, etc.

## **Leadership Management**

- Line manages the Futures Administrator to ensure smooth running of the Futures office and its day-to-day work.
- Line manage and develop the Deputy Head of Futures to support fully the students in the Sixth Form in their Futures ambitions. • In conjunction with the Director of Sixth Form, be responsible for the Higher Education (HE) reference writing process and delivery, and the team of reference writers' training and delivery of the best possible references to support all Sixth Form students in their HE applications.
- In conjunction with the Director of Sixth Form manage Uni Prep and Uni Prep + team.

## **General requirements**

- Work towards and support the school vision and the current school objectives outlined in the School Strategic Plan.
- Promote and safeguard the welfare of pupils, and adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy.
- Work within the School's health and safety policy to ensure a safe working environment for staff, pupils, and visitors.
- Promote equality of opportunity for all students and staff.
- Help sustain a school culture and curriculum which promotes an ethical education for all including promoting positive strategies for challenging discrimination of any kind.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues.
- Engage actively in the performance review process.
- Be an outstanding practitioner and role model for teaching and learning, displaying a deep understanding of how young people learn.
- Undertake other reasonable duties related to the job purpose required from time to time.



## The Person

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- Strong academic qualifications in a relevant degree subject
- Educated to A Level (minimum achieved Grade C)
- Leading students through the Higher Education application process.
- Organising and running events and/or trips.
- Ability to establish and maintain good relationships with a range of adults and pupils.
- Capacity to motivate, inspire and challenge young people.
- Excellent listening, coaching and guidance skills.
- Be familiar with curriculum developments and relevant statutory requirements for careers education and guidance.
- Be familiar with requirements for work-related learning.
- Have an understanding of current educational issues including national policies, priorities and legislation.
- Knowledge of the Higher Education application process, including art foundation, conservatoires, degree apprenticeship applications and current developments.
- Knowledge of competitive university courses such as Law, Medicine, Dentistry, Veterinary Medicine, Oxbridge.
- Experience of managing a team.
- Be familiar with the components of outstanding teaching/ learning and careers guidance.
- Understanding of how to personalize provision to meet the learning needs of the full range of students.
- An awareness of current legal requirements regarding safeguarding.
- Excellent literacy, numeracy, and ICT skills.
- Self-motivated, enthusiastic, and able to work on own initiative.
- Innovative and enthusiastic about the role of CEIAG and its role in the development of students across the whole school.
- Collaborative and able to work effectively with staff across the school.
- High professional standards.
- Ability to communicate with a range of adults and pupils. Ability to motivate students. Ability to self-review effectively and set appropriate targets. willingness to engage in self-development activities.

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- A teaching qualification such as a PGCE (or equivalent)
- Qualified Teacher Status
- Evidence of further professional development
- Knowledge and experience of how ICT can be used to support learning
- A knowledge of multiple material disciplines



## APPLICATION PROCESS

Closing date: 9.00am Friday 25<sup>th</sup> September 2026

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

