



JOB DESCRIPTION

Job Title:	Head of Futures	Department:	Futures Department – Woldingham NEXT
Hours of Work:	Full-time - 37.5 hours per week, 36 weeks per annum (term time plus 2 additional weeks during examination results)		
Responsible To:	Assistant Head: Learning & Assistant Head: Head of Sixth Form	Responsible For:	

Summary of Role:

The Head of Futures will lead the development, coordination, and delivery of Woldingham's whole-school Futures Programme called Woldingham NEXT, encompassing careers education, higher education and post 18+ guidance, employability, and life skills development across the seven years of student experience (Years 7–13). In recognising the changing post 18 landscape the new Woldingham NEXT approach, where NEXT stands for Navigate, Explore, eXperience, Thrive will give you an exciting opportunity to shape the quality and extent of provision for our young women and open their eyes to the opportunities available to them.

Thus, this crucial role sits at the heart of Woldingham's mission to shape the next generation of confident and courageous young women, ensuring they are equipped with the skills and character to flourish as they navigate a rapidly changing world.

Working closely with colleagues across pastoral, academic, and broader curriculum areas, the postholder will build an inclusive and coherent programme, appropriate to interests, aspirations and aptitudes of each student, that integrates careers and futures learning into every stage of school life.

Specific Responsibilities:

Strategic Leadership & Development

- Design and implement a high-impact whole-school Woldingham NEXT Strategy, building a sequenced, age-appropriate, and aspirational programme of careers and life-skills education.
- Lead and develop a holistic, future-focused framework emphasising employability, adaptability, entrepreneurship and personal growth.
- To lead the school university admissions process, including the processing of applications for both UCAS and overseas institutions.
- Establish clear success measures aligned to the Gatsby Benchmarks, ISI expectations, and Woldingham's Sacred Heart goals
- Ensuring the Futures programme contributes meaningfully to whole-school priorities, including digital innovation and equality of opportunity.
- Contribute to strategic discussions on the long-term direction of the school's Futures and employability agenda, including reporting to SLT and Governors.
- Manage the Woldingham NEXT Department budget

Personal Growth & Career Exploration

- Provide first-rate careers advice to students that will support and encourage them in exploring the pathways open to them beyond Woldingham School, as well as supporting them to develop the skills needed to reach their career goals.

- Develop and deliver a careers curriculum programme for year 7-13 to be delivered through THRIVE, Wellbeing lessons, visiting speaker events and workplace visits.
- Tailor provision to the individual needs of students, bearing in mind their interests, aspirations and aptitudes
- Initiate and organise one-to-one guidance sessions for Year 11 and Year 12.
- Ensure that students and parents are well informed about A level options and the implications for future study and careers through THRIVE, tutor group sessions, assembly talks, and attendance at Year 9 Options evening, and the Sixth Form Open Evening.
- Work with Heads of Department to facilitate subject-related careers talks and events.
- To promote the use of Unifrog to students, staff and parents
- Organise the Morrisby profiling programme, including arranging one-to-ones with external consultants.
- arrange interview practice for students facing university interviews, workplace interviews or assessment centres.
- Promote and develop employability skills through a school-wide programme, including Lower Sixth interview training.

Higher Education (Post 18) Leadership

- To run the UCAS programme, providing UCAS guidance to Sixth Form students and processing UCAS applications.
- To run the overseas university application programme, supporting students and coordinating and delivering on the school's administrative requirements, in conjunction with the School Office.
- Manage the preparation programme for prospective medics, dentists and vets
- Support applications to apprenticeships including Level 4/5 and Degree Apprenticeships
- To deliver CPD to Sixth Form tutors and wider staff body in relation to supporting post 18 applications.
- To compile post 18 destinations data for governors.
- To compile regular progress updates on UCAS and other applications for the Sixth Form team.
- To support students and parents around both GCSE and A Level results days in August
- To support post-qualification applicants, whether through the clearing process or after a gap year.

Events Management & Attendance

- To organise and deliver higher education and careers events, such as the Higher Education Information Evening and Higher Education Conference, as well as parents webinars and alumna speakers.
- To organise careers events such as talks, panels, careers fairs and networking events and workplace visits, liaising with Development Team for parents/alumnae contacts where appropriate. Such events will often take place outside of normal school hours.
- To attend school recruitment events, such as Open Mornings.

Networking, Partnership and Promotion

- To liaise with the Marketing Department to promote information about careers and HE opportunities for students, as well as successes (e.g. Oxbridge offers, acceptance on competitive apprenticeship programmes), including writing copy for the school communications.
- To keep up to date with national developments through social media, conferences, training opportunities and government policy announcements.
- To liaise with academic staff and other departments such as: Admissions and Development to develop, promote and champion outstanding careers and higher education provision.
- To build networks with university contacts, external HE specialists, parents and alumna.

- To support the Assistant Head: Head of Sixth Form in promoting student retention at the end of Year 11 via events such as Open Evening and taster days.

Professional Development

In addition to contributing to professional development of teaching staff relating to matters of higher education and careers, the successful candidate is expected to have a firm commitment to self-improvement, attending conferences and webinars, reading and researching the latest developments in the field and developing professional networks to order to ensure a dynamic and well-resourced department fit to support our students in achieving appropriate aspirations.

The school would be willing to support the successful candidate in pursuing Level 6 QCF in Career Guidance and Development or Level 7 Qualification in Career Development.

Future Developments

This role represents an exciting development in our Futures provision. As we grow and innovate in this area, the responsibilities outlined are indicative and may evolve to reflect the successful candidate's strengths and the needs of the school, including developing work experience and internship opportunities for students.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
• Experience of delivering careers, university, apprenticeship and UCAS advice to pupils. • Strong understanding of the careers market, the routes and options open to individuals. • Strong understanding of higher education and the courses available for career choices. • Understanding of the latest thinking on employability skills and what employers are looking for at school leaver and graduate level • The ability to write reports, keep accurate records and communicate effectively, courteously and concisely. • Strong public speaking skills • Ability to effectively carry out research. • Fluent and accurate written and spoken English. • Excellent ICT Skills	• Level 6 QCF in Career Guidance and Development or Level 7 Qualification in Career Development (although support may be given to candidates without the qualification to work towards this) • Experience of working in an independent school • Experience of using Morrisby or similar profiling platform • Experience of using Unifrog • An understanding of procedures and legislation relating to confidentiality and the use of personal data. • Experience of advising students on overseas university applications
Personal Behaviours	
• Outstanding communication skills • Creative thinker with strong planning and organisational skills	

• Outstanding networking skills • Ability to build and maintain collaborative relationships with external and internal groups • Ability to work independently and as part of a team	
Ethos and Whole School Values	
• Committed to operating as part of the school community. • Committed to the Sacred Heart Values. • Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.	
Safeguarding and Pastoral	
• Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS.	

Terms and Benefits

Start Date: January 2027

Working hours: Full time, term time 34 weeks plus 2 additional weeks during examination results

Salary: £39,000 to £42,900 per annum (FTE £50,000 to £55,000)

Pension: Auto enrolled into the School's pension scheme, which includes life assurance.

Lunch: Complimentary meals, when working, in the Dining Room.

Parking: There is free parking on site.

Gym and Pool: There are staff sessions for use of these facilities.

Fees: School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all the normal entrance requirements.