



Head of Futures

(Careers, Higher Education,
employability and futures)



ST HELEN &
ST KATHARINE

Welcome to St Helen and St Katharine

St Helen and St Katharine is one of the UK's leading independent girls' schools – a place where students thrive, and our brilliant staff use their expertise and enthusiasm to go above and beyond.

Our students achieve significant academic success each year, much of which is due to our teachers' ambition and passion, but the students and their parents are very aware that it is the whole staff group that makes St Helen's 'tick', and all staff are valued for their contribution to the school community.

When people start working at St Helen's, they are joining a vibrant community of 700 students and 225 members of staff. Whether as one of those expert teachers or as one of our skilled support staff, there are many opportunities to become fully immersed in life at St Helen's – from coming along to watch one of the outstanding school productions to taking part in the range of activities we have to support staff well-being and our sense of community.

We are fortunate to be able to offer a range of training and professional development opportunities to support staff growth; our staff training budget is generous and allows for both departmental initiatives and individual development. We look to get outstanding speakers to address both the whole staff and specific groups; we have been delighted to welcome Tom Sherrington, David Didau and David Weston to talk to our teaching staff in recent years and all staff have benefitted from the work we have done with Executive Coach, Simon Scott, as we look to keep life and work and wellness in balance. There is an active Joint Staff Consultative Committee and a regular staff e-zine that shares ideas for things to do in the local area.

St Helen's is an outstanding place to start your teaching career, and we provide comprehensive support for teacher induction. We encourage talented graduates interested in teaching to join us directly and have plenty of experience of guiding them to gain their qualified teacher status through the school-based PGCE from the University of Buckingham.

We are also an excellent school for newly qualified teachers to complete their 2-year Early Careers induction, guided by experienced subject mentors and our Initial Teacher Training Coordinator.

We look to connect both trainee and early career teachers with their peers in our immediate network of both independent and maintained sector schools in Abingdon.





The School

Recently named Independent Girls' School of the Year, ranked the top 5 girls' school in the Southeast (*The Times Parent Power 2026*) and among the top 20 schools for sport in the UK (*School Sport Magazine*), St Helen and St Katharine is one of the leading independent schools in the country. It is an exciting place to work, and appointing the very best staff is integral to our success.

St Helen's School was founded in 1903 and was then joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a large student catchment area that includes Oxfordshire, Gloucestershire, Wiltshire, Hampshire Berkshire and Buckinghamshire.

Unapologetically focused on girls – their needs, their ambitions and their voices – St Helen's is where futures are shaped *on her terms*. Our students achieve excellent academic results, and our goal is to ensure that every girl achieves success as she defines it, so that she can believe in herself, her talents and abilities, and so that she will feel prepared and equipped for life beyond school.

The School is a thriving community of girls and young women aged 9 to 18, from our Junior Department (Year 5–6) through to Sixth Form. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of co-curricular clubs and societies.

We enjoy collaboration with a range of local partner schools, including Radley College, Abingdon, Larkmead, John Mason and Fitzharrys, providing opportunities to enrich the developmental journeys of our students and build positive connections across genders and experiences.

In 2023, we opened the doors to our new Sixth Form centre, the Benedict Building. The Benedict Building is a physical articulation of the School's vision for Sixth Form – to create an environment for our students that will spark their intellectual spirit and imagination – and provides students with the space and opportunity to grow their academic and co-curricular interests in readiness for the future.

The staff

St Helen and St Katharine is a very special place to work.

Our students are at the heart of everything we do, we celebrate our powerful sense of community, and we take pride in our very high standards and the strength of our performance. We enjoy a working environment and a culture within the School which focuses on development, inclusion and the pleasure of working all together.

We are always looking at ways to develop our people – students and staff. We look to be progressive, imaginative and respectful; we combine the best of long tradition with a commitment to readying our people for the challenges of the 21st Century. We also firmly believe that a diverse workforce is a better workforce which will help us develop ideas, solve problems and ultimately grow St Helen's. Our campus is beautiful and an inspiring place to work. The young people we work with are remarkable and the staff community is welcoming, committed and compassionate.

Every day is different at St Helen's. It's fast-paced but never loses sight of the value of individualised conversations and the need for support. We take our commitment to the well-being of staff very seriously and we offer the resources and training to allow people to flourish professionally.

The contribution of every member of the staff team is valued at St Helen's, and teaching and support staff work closely together, appreciative of the positive difference everyone can make in their varied roles.





The role

St Helen and St Katharine is looking for an energetic, warm and genuinely student-centred professional to lead and deliver our Futures and careers programme from Year 5 to Upper Sixth.

This is a role for someone who can make young people excited about their futures, who can win the trust of a full year group, get students on board with opportunities they might otherwise overlook, and build the relationships with employers and alumnae that bring those opportunities to life.

You will inherit a well-established programme and a clear remit to make it more dynamic: lifting engagement with work experience, growing awareness of competitive degree apprenticeships and alternative routes and ensuring that every student – whatever her ambitions – feels informed, supported and inspired as she plans her next steps.

You do not need to be a qualified careers professional to apply. Whilst careers guidance is certainly a benefit, if you have the warmth, energy, organisational drive and credibility to engage our students, we will fund your training – including a Level 6 Careers Guidance qualification – and provide specialist cover for one-to-one guidance while you qualify. What matters most to us is the person.

Reports to: Assistant Head, Futures and Partnerships

Working pattern: Four days per week (30 hours), term-time plus two weeks in the school holidays, with attendance at selected evening and key school events.

Purpose of the role

To lead the delivery of an ambitious, inclusive and engaging Futures programme that develops students' self-awareness, career readiness and understanding of the full range of post-school options – and, above all, that makes planning for the future feel genuinely exciting.

Through high-quality careers education, impartial guidance, meaningful encounters with the world of work and strong relationships, the postholder helps ensure that students are exceptionally well prepared for life beyond school.

Key responsibilities

Engaging students and bringing futures to life

- Design and deliver engaging careers and futures education across Years 5–Upper Sixth, with a particular focus on Years 7–11, creating high-quality resources and leading sessions, including to full year groups, that genuinely capture students' interest.
- Be a visible, approachable and trusted presence, building the kind of relationships with students that make them *want* to engage with their own futures.
- Ensure the Futures programme reflects relevant CEIAG expectations and the Gatsby Benchmarks, using labour-market insight, student feedback and destinations data to keep provision current and impactful.

Work experience

- Lead the Year 10 work experience programme, including preparing students to source their own placements and teaching practical skills such as writing CVs and applications.
- Actively increase participation and enthusiasm, helping students understand the value of work experience and motivating them to take it up (with support from the Futures Administrator).

Apprenticeships, degree apprenticeships and alternative pathways

- Raise awareness and understanding of degree apprenticeships and other routes that can be as competitive and prestigious as the most selective universities.
- Identify and support the students for whom these routes are right, helping them navigate application processes and timelines toward successful outcomes.

One-to-one guidance and student support

- Provide impartial, high-quality one-to-one careers and pathways guidance across Years 5–Upper Sixth, supporting students to explore routes aligned with their strengths, interests and aspirations.
- Keep accurate, professional and confidential records, and identify students who would benefit from additional support using digital platforms such as Morrisby and Unifrog, to support student guidance, tracking, communication and evaluation.

Futures events

- Lead the design and delivery of the School's major Futures events, most notably the Careers Convention, a large-scale event of several hundred attendees, together with themed careers evenings (for example, creative careers or careers in finance) and the annual gap year evening, drawing on the alumnae network.

Employer and alumnae engagement

- Build and sustain strong relationships with employers and alumnae, curating talks, panels, mentoring and collaborative encounters that broaden students' sense of what is possible.
- Use social media effectively to share and promote Futures activity.

Working with the Futures Administrator

- Work alongside the Higher Education, Careers and Partnerships Administrator, providing day-to-day direction for the careers and work experience elements of her work. (This post does not line-manage the Administrator.)

Monitoring and improvement

- Track student engagement, participation and destinations data, and use feedback and evaluation to keep improving the reach and impact of the programme over time.
- Work with the Assistant Head, Futures and Partnerships, contribute to the wider direction of Futures education.





The person we are looking for

We are far more interested in the right person than the perfect set of qualifications. Above all, we are looking for someone who is:

- Warm, kind and genuinely student-centred: someone young people trust quickly, who puts their interests first.
- A natural engager who can capture and hold the attention of students one-to-one and in large groups, make planning for the future feel exciting, and bring even initially reluctant students on board.
- Energetic, outgoing and full of initiative, someone who starts things, drives improvement and enjoys building relationships with students, families and external partners.
- Professionally mature, with a few years' experience in a graduate-level role and the credibility to represent the School well with students, families, colleagues and external partners.
- Honest and resourceful, comfortable saying "I don't know, but I'll find out," and quick to own and learn from mistakes.
- Highly organised, with experience of planning and delivering events to a high standard.
- A real understanding of, or a genuine appetite to learn, the full range of post-18 pathways: higher education, degree apprenticeships, apprenticeships, gap years and employment.
- A commitment to impartial guidance in which every route is valued and understood.

Desirable

- A Level 6 Careers Guidance qualification, or progress towards one (we will fund this for the right candidate).
- Familiarity with national expectations, including CEIAG and the Gatsby Benchmarks.
- Experience of employer or alumnae engagement, or of large-scale event planning.

What we offer

- A genuine opportunity to own and shape an important area of school life, with a clear mandate to make it more dynamic and the active backing of the Head.
- Fully funded professional development, including a Level 6 Careers Guidance qualification, with specialist cover provided for one-to-one guidance while you train.
- A supportive, collaborative staff community on a beautiful campus, plus the full range of staff benefits set out below.

Salary and benefits

- This is a permanent role working 30 hours per week during term-time plus 2 weeks during the school holidays (approximately 38.6 weeks in total in line with the published School term dates). In addition, at the discretion of the School, this role attracts a 20% reduction in working hours during school holiday periods with no impact on pay.
- Standard hours of work are from 8.30am to 5.00pm with a one hour unpaid lunch break.
- Paid pro-rata holiday entitlement of 6.2 weeks (this is based on a full-time equivalent amount of 7.6 weeks per year inclusive of public holidays), to be taken during the School holidays.
- The salary band for this post is £28,363 to £30,394 for part-time, term-time plus hours, including holiday pay (based on a full-time equivalent rate of £43,145 to £46,234). Starting salary will be dependent upon experience.
- St Helen's will be introducing fee remission of up to 50% on tuition fees for children of staff members at the School from September 2026 (pro-rated for part-time staff).
- Employees may join a staff Pension Scheme. The School currently double matches employee contributions with a minimum employee contribution of 3% (6% employer contribution) up to a maximum employer contribution of 10% of gross salary. Salary sacrifice is also available for pension contributions where qualifying conditions are met.
- All staff are covered by a life assurance scheme, paying out three times annual salary in the event of their death whilst employed by the School.
- A diverse training and professional development programme.
- A range of other staff benefits are available via external providers such as an Employee Assistance Programme, access to GP and dental advice lines amongst other services.
- The School currently operates a cycle to work scheme.
- Employees are entitled to free lunches when the kitchens are operating, plus refreshments in the staff room during the day and after school.
- There is free car parking on site.
- Employees may use the fully equipped Sports Centre facilities including a fitness suite, ergo suite and group cycle studio.
- Free eye tests and annual flu vaccination.
- Access to a well-stocked school library.

St Helen and St Katharine is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and overseas Police checks, if applicable. Employment is subject to these checks.



The process

These job details should be read in conjunction with our Safeguarding policies, available within the vacancies section of our website.

Please then complete an application form (available within the vacancies section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Sarah Rollings, Head**, should be submitted via email (recruitment@shsk.org.uk) in the first instance and then sent to:

Human Resources Department
St Helen and St Katharine
Faringdon Road
Abingdon
Oxfordshire
OX14 1BE

Please note that any application form submitted electronically must be completed in the existing application form format, within Adobe.

The closing date for this post is **Tuesday 16 June 2026 at 9.00am**.
Interviews will take place during the **week commencing 22 June 2026**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback.

We look forward to receiving your completed application.



www.shsk.org.uk

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Independent day school for girls aged 9–18
Faringdon Road, Abingdon, Oxfordshire OX14 1BE

Registered charity no 286892