



Head of Futures Education and Pathways



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

We are seeking to appoint an outstanding Head of Futures Education and Pathways to play a central role in shaping how our students understand themselves, engage with opportunity and prepare for life beyond school.

This is an exciting opportunity for a thoughtful, student-centred professional to lead Futures education from Year 5 to Upper Sixth, developing a coherent, ambitious and progressive programme that equips students with the confidence, insight and skills to navigate a fast-changing world.

The postholder will lead careers education, personalised guidance, apprenticeships and alternative pathways, employer and alumnae engagement in relation to the Futures department, and major Futures events. Working closely with the Assistant Head, Futures and Partnerships and the Higher Education, Careers and Partnerships Administrator, they will contribute to a well-sequenced, whole-school Futures journey that supports every student to make informed, aspirational decisions about their next steps.

We are looking for someone who combines strategic clarity with warmth and credibility: an excellent communicator and organiser who can build strong relationships with students, families, colleagues and external partners, and who is deeply committed to helping young people flourish.

Reports to: Assistant Head, Futures and Partnerships.

Working pattern: Four days per week, plus two weeks during the School holidays, with attendance at selected evening events and other key school events as required.

Purpose of the role

The Head of Futures Education and Pathways leads the design and delivery of an ambitious, inclusive and student-centred Futures programme across the School.

The role focuses on developing students' self-awareness, career readiness, decision-making and pathway knowledge, ensuring they are well informed about the full range of post-school options, including higher education, apprenticeships, employment, gap years and alternative routes.

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

Key responsibilities

Futures leadership and strategy

- Lead the development of a coherent, progressive Futures education programme from Year 5 to Upper Sixth.
- Contribute to the strategic direction of Futures education alongside the Assistant Head, Futures and Partnerships.
- Ensure provision reflects best practice, student need and national expectations, including CEIAG guidance and the Gatsby Benchmarks.

Careers education and learning

- Design and deliver engaging careers education across Years 5–U6 and contribute to pathway education more widely.
- Develop learning that builds career awareness, employability skills, decision-making and understanding of labour market trends.
- Work with colleagues to embed Futures learning within pastoral and academic provision where appropriate.

Personal guidance and student support

- Provide high-quality, impartial 1:1 careers and pathways guidance.
- Support students in exploring routes aligned with their strengths, interests and aspirations.
- Maintain accurate, professional and confidential records of guidance conversations and follow-up actions and identify students requiring targeted support.
- Use appropriate digital platforms, profiling tools and careers resources to support guidance, planning and evaluation.

Employer, alumnae and external engagement

- Build and sustain strong relationships with employers, alumnae and external partners.
- Curate programmes of talks, mentoring, panels and collaborative encounters that broaden students' understanding of possible futures.
- Utilise social media effectively to develop relationships and share Futures activity

Apprenticeships and alternative pathways

- Lead provision for apprenticeships, degree apprenticeships, gap years and other non-university routes.
- Ensure students and families understand application processes, timelines and expectations across pathways.
- Promote a balanced culture in which all progression routes are valued and understood.

Futures events and workplace learning

- Lead the educational design of major Futures events, including the Careers Convention.
- Contribute to preparation for and reflection on work experience and workplace learning, working closely with the Futures Administrator.

Monitoring and evaluation

- Monitor student engagement, guidance activity and destinations data.
- Use feedback and evaluation to improve quality, participation and impact over time.





Wider contribution

- Work collaboratively with staff across the School to embed Futures education.
- Be a visible, approachable and trusted presence for, and communicate clearly with, students and families in relation to careers and progression.
- Contribute positively to the broader life of the School.

The person

We are seeking a professional who:

- Has strong knowledge of careers education, progression routes and post-16/post-18 pathways
- Understands current national expectations, including CEIAG and the Gatsby Benchmarks
- Has experience of guiding young people in education or career decision-making
- Builds relationships easily and communicates with warmth and clarity
- Is highly organised, reflective and committed to student development

A qualification in careers guidance or leadership, experience of employer or alumnae engagement, and experience of large-scale event planning are desirable.

This role offers the opportunity to make a significant and lasting contribution to the life of the School and to the futures of its students. It will suit someone who enjoys building ambitious provision, working closely with young people and families, and helping students approach their futures with confidence, curiosity and purpose.

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 **Thursday 14 May 2026 at 9.00am**.
Interviews will take place on **Wednesday 20 May 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.



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

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