



Chigwell School

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Head of Futures



Introduction

We are seeking an outstanding and forward-thinking professional to lead our Futures provision, ensuring pupils are exceptionally well prepared for higher education, careers, and life beyond school. This is a pivotal leadership role, responsible for shaping and delivering a dynamic, ambitious programme that supports pupils in understanding their strengths, exploring opportunities, and making confident, informed decisions about their future pathways.

Background

Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, coeducational independent school of 1010 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the capital. Most pupils are day pupils but in the Sixth Form there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.

As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the Good Schools Guide reports: *Academically, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure and stress. "Anyone who wants to do well here, will do well" said one student, "and I can't think of a nicer place to succeed."*

Whilst the Chigwell of today remains proud of its unique heritage, it is a place of innovation where pupils are well prepared to contribute positively to the community, inspire change for the better and continue learning throughout their lives.

Chigwell has seen many changes since its foundation, including becoming fully co-educational in 1997, establishing the Pre Prep in 2013 and building a state-of-the-art Sixth Form Centre in 2016. Grounded in tradition but preparing pupils for the future, Chigwell is now a large school of 1,110 boys and girls aged 4-18 years, where every individual is known and cherished.

Through the wide range of academic and co-curricular opportunities available to them, each pupil becomes the very best they can be: independent in spirit, adventurous in approach and empathetic in their treatment of others. This allows Chigwellians to forge their own paths to success and realise the words of the school motto: find a way or make a way.

Uniquely positioned on a 100-acre site in the picturesque village of Chigwell, the school benefits from the leafy surroundings of Epping Forest whilst being just 20 minutes away from the City of London on the Central Line. An enchanting vista through the treeline offers stunning views of the City skyline, giving pupils the rare benefit of having so much space so close to the centre of the Capital.

Chapel is at the heart of the school and although Chigwell follows the Christian tradition, pupils draw on a breadth of spirituality afforded by a vibrant and diverse community.

Vision, Mission and Values

Vision

To inspire pupils to fulfil their potential and forge their own path to success.

Mission

Chigwell is a nurturing community. We strive to ensure that everyone is the very best they can be; independent in spirit, adventurous in approach and empathetic in how they treat others.

Since 1629, pupils have been empowered with a deep respect for lifelong learning, ensuring they are ready to make their positive mark around the world.

Values

As well as representing what makes Chigwell distinct, the values also fuel the vision, as the school cultivates young people who will become inspiring role models for others.

Happiness First: Creating a nurturing space where happiness underpins achievements and drives everyone forward.

Courageous and Resilient; Seizing every opportunity and having the confidence to embrace them wholeheartedly.

Innovative Approach: Adapting and evolving, influencing the changing world.

Community of Kindness: Supporting and collaborating with each other, making a positive contribution to the community.

Lifelong Learning: Cultivating curiosity, keeping the passion for learning alive beyond the school gates.



The School

Pre-Prep

Sitting at the very heart of the school site, the Pre Prep is a safe and nurturing community where the youngest Chigwellians begin their educational journey. Pupils and staff benefit from a state-of-the-art and purpose-built building, with a spacious assembly hall, library and teaching and playing areas designed specifically for ages 4-7 years. The school day is structured to provide a balanced mix of academic, physical and creative experiences. Whilst the National Curriculum forms the basis of all programmes of study, it is adapted to extend and meet the needs of Chigwellians and significant emphasis is placed on learning outside the classroom. Pupils take part in many educational opportunities, including visits to museums, theatres and workshops, as well as benefiting from enrichment activities in school, such as themed days, visits by speakers, musical workshops and other performances.

Prep School

Pupils transition seamlessly to the Junior School at 7 years old, benefiting from small class sizes and considerable individual attention. The creative and broad curriculum seeks to make children independent in approach and curious about the world around them whilst embedding key skills within all subject areas.

From the age of 7, children do drama in the purpose-built drama centre, with their plays and assemblies in the theatre itself, and they learn their music in the Walde Music School, performing in choirs, ensembles and orchestras from an early stage. Art, Design and Technology is a particular strength, taught in the Art Centre and with regular exhibitions of the children's work. Science is taught in the Science labs and ICT is both integrated into all teaching and taught as a separate subject in the ICT labs. Sport and PE are taught by specialist teachers and coaches, with two games afternoons and regular fixtures every week.

Pupils are also expected to develop wider interests and the wide-ranging programme of after-school clubs and activities is second to none. From board games, to Korfbal, to Stock Market club to Astronomy club to sporting and musical and drama activities, every child can taste a variety of activities to see what suits them best.

Senior School

Pupils follow the Senior School curriculum from the start of Year 7 but pastorally Year 7 and 8 operate as a discrete unit. In Year 9, pupils become part of one of the four senior school day houses (Caswalls', Lambourne, Penn's and Swallow's) and these are a focus for co-curricular activities and pastoral care. As pupils' development accelerates both emotionally and academically, they are prepared to successfully pass public exams, embrace university life and make career choices through the rich combination of a broad and balanced curriculum, variety of co-curricular opportunities and breadth of pastoral support.

Once they reach Year 10, pupils take a core of GCSEs consisting of English Language, English Literature, Maths, at least one foreign language, the sciences (with the vast majority taking triple science) and three other additional subjects. Pupils meet in their house groups each day and will get to know students of all ages. There are a whole host of extra-curricular competitions and activities through the house system and all are encouraged to participate. Each house has a housemaster or housemistress at its head who has a team of supporting tutors. Every pupil has a house tutor who oversees all aspects of their education, welfare and progress and is the first point of contact for parents.

Sixth Form

Students in the Sixth Form at Chigwell benefit from the exclusive use of the purpose-built Risham Sarao Sixth Form Centre which opened in 2016. The facility is a hub for learning, with six classrooms, study and social spaces and a centre for university and career advice, as well as a coffee shop. Sixth formers also make good use of the specialist facilities around the school and play an active role in the school community, leading by example and shouldering considerable responsibility. Students can pursue three or four A levels selected from a broad academic range, as well as an Extended Project Qualification (EPQ). Those with a GCSE profile commensurate with an Oxbridge application are offered support sessions, as are those considering medicine, veterinary science or dentistry. In Year 12, every student participates in an academic enrichment programme for one lesson a week, aimed at broadening and deepening their intellectual experience. Courses include Medical Ethics, Financial Analysis and a History of Western Art amongst others. The vast majority of Chigwell leavers go on to Russell Group universities or the equivalent, with some gaining places at prestigious universities overseas. A small but growing number also take up degree-level apprenticeships. The Chigwell careers programme follows the eight Gatsby Benchmarks and a mixture of school-based sessions, external speakers, events and employer interactions ensure that students receive a well-rounded careers education.



Boarding

Chigwell offers four extended family-style houses (two for girls and two for boys) for 28 international boarders aged 16-18 years. Boarders are well-integrated into school life and well-prepared for both their A Levels and successful entry into British universities. Boarding is a mature community where pupils from around the world benefit from close friendships and cultural exchange.



The Chapel

Chigwell is of Anglican foundation and the Chapel, dedicated in 1924, acts as a focus of thought and inspiration for a diverse community representing all the major world faiths and those who have no faith.



Co-Curricular

A particular feature of Chigwell is the breadth of opportunities offered beyond the classroom. Outdoor learning begins in the Pre Prep and continues throughout the school, from the thriving Scout Troop through to the pupils embarking on their Duke of Edinburgh Scheme Gold Award. Pupils enjoy PE lessons and games afternoons, with a full programme of external fixtures as well as sports tours on offer. The excellent sports facilities include a floodlit AstroTurf, nine tennis/ netball courts, nine football pitches, a new 3G floodlit pitch and indoor and outdoor cricket nets. This provision is due to be substantially enhanced by the new eco-friendly Sports and Wellbeing Centre which will have a six-lane indoor swimming pool, five court multipurpose sports hall, climbing wall, gym and studios and a café.

Drama is key to developing creativity and the inter-personal skills so essential to modern life and at Chigwell pupils are introduced to a range of material from Ancient Greece to Shakespeare to modern texts. With its own state-of-the art 150-seat theatre, Chigwell offers pupils the opportunity to participate in a range of productions as actors, stage designers, lighting and sound specialists and make up and costume designers as well as a host of other roles.

There is a wide range of musical opportunities for pupils of all ages, with several hundred pupils taking private instrumental and singing lessons and participating in ensembles, choirs and orchestras. A regular programme of concerts ensures every pupil has the opportunity to perform during the year, including at events taking place in the local community.

Pupils are encouraged to express their individuality, feelings and thoughts using a mixture of materials and variety of traditional and contemporary tools in Art and Design. The Department regularly hosts exhibitions in the airy gallery and offers a broad enrichment programme, encompassing practical workshops, trips and talks by visiting speakers.



Outreach and Community Partnerships

Working with the wider community has always been part of Chigwell's DNA and preparation for making a contribution to the world begins when pupils are at school. They are encouraged to work with the local and wider community through voluntary roles at local scout and brownie groups, the Epping Conservation Centre, Chigwell Riding Trust and relevant local charities. Staff share their expertise with local school children, running mock interviews for Sixth Formers, music classes for local secondary and primary pupils and through a strong relationship with the London Academy of Excellence in Tottenham which it helped to establish. School facilities are also regularly used for events to benefit pupils from other local schools and community groups.



The Role

Purpose of the role

Chigwell seeks to appoint a full time Head of Futures to start as soon as possible. The role is suitable for either teaching or non-teaching members of staff.

Chigwell School's motto, *aut viam inveniam aut faciam* - "Find a way or make a way" - has guided this community since 1629. The Head of Futures will bring that spirit to life, leading an ambitious programme that prepares every pupil not only for the next stage of their education, but for a fulfilling and successful adult life - one in which they seize opportunities, take responsibility for themselves and others, and make a positive contribution to the world around them.

Reporting to the Deputy Head Academic, the Head of Futures will oversee a coherent structure of careers guidance across the school, incorporating Higher Education and careers education advice.

Key Responsibilities

- Strategic development, leadership and management of the Careers education, information, and guidance provision across the Senior School in Years 7-13.
- Coordinate and manage the Higher Education and UCAS process, including applications for Degree Apprenticeships and International Universities.
- Work closely with the Head of Sixth Form and 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.
- 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, webinars and networking.
- To offer bespoke guidance to students on their options choices, further education and future careers, including information about sources of more expert advice on specific questions, with support from the Head of Careers.
- 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

- Plan and deliver an integrated and strategic careers education and guidance programme for students across Senior School, including:
 - Ensuring the school's provision continues to meet the Gatsby Benchmarks
 - Enable Chigwell pupils to make the best use possible of the Unifrog platform
 - Have input into the Wellbeing (PSHE) and Enrichment programmes, through liaison with the leaders of these
 - Link curriculum learning to careers (working with Heads of Department)
 - Provide oversight of Sixth Form careers & higher education lessons
 - Conduct structured careers testing at useful points in students' development, and a programme of appropriate action and support in response to this through liaison with colleagues
 - Organisation of Careers interviews and all profile testing where appropriate
 - Organising a programme of Futures events for Years 7-13, including the annual Careers Convention, and evaluate the impact of these with student voice, parent and staff surveys.
 - Lead Chigwell's understanding of AI-led changes to the employment market and advise colleagues accordingly.
 - Monitoring and evaluation of Careers Education to ensure high standards and continuous improvement, and that the school is up to date with the 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 all relevant staff are fully conversant with changes.
- Be available to advise Chigwell families at Parents' Evenings for Years 10 – 13.
- Work with the Senior School Librarian to ensure the provision of careers literature to support the students and staff in line with current initiatives and trends.

Higher Education

- Coordinate and manage the Higher Education and UCAS process, Degree Level Apprenticeships, and International Universities, with support from the Head of UCAS and Head of Sixth Form.
- Leadership and training of the Higher Education reference writing team (subject teachers and form tutors)
- Monitor, track and quality assure of the reference writing process and outcomes.
- Organisation of opportunities for relevant interview practice for all students
- Provision of high-quality advice and guidance related to Higher Education, including gap years, community service, work experience, internships, and post qualification applications.
- Organisation of Higher Education events in school and external visits to conferences
- Ensure 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 or 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 Philanthropy Office to further grow the school's network of parents, alumni and businesses who can share work experience opportunities and advice, working closely with the Assistant Head: Co-Curricular.
- Organise and conduct mock interviews for students who require this support for their chosen pathway, drawing on expertise within the school community (staff, parents, and alumni) and the wider local community.

Alumni, networking, and mentoring

- Work with the Philanthropy Office to produce a plan to take full advantage of the school's growing network of parents and alumni via Chigwell Connect.
- Create the best opportunities to benefit current pupils through Networking events, Pathways evenings, work experience and shadowing, interview practice, mentoring, etc.

Leadership and Management

- Line manage the Careers work of the Sixth Form Coordinator, Head of Careers and Head of Boarding Admissions.
- Identify and support students applying to competitive universities to achieve the best outcomes for this group of students.
- Be responsible for the Higher Education (HE) reference writing process and delivery, and reference writers' training and delivery of the best possible references to support all Sixth Form students in their HE applications.

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

Essential

- Strong academic qualifications in a relevant degree subject
- Experience in leading students through the Higher Education application process.
- Organising and running events and 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.
- 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 personalise provision to meet the learning needs of the full range of students.
- 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 motivate students.

- Ability to self-review effectively and set appropriate targets. willingness to engage in self-development activities.

Desirable

- Postgraduate careers advice and guidance qualification e.g. QCG, QCF or NVQ
- Experience of working with highly aspirational and academic students
- Careers guidance within a school setting
- Organising work-related learning.
- Developing a network of contacts across the school, business and university community.
- Knowledge of the international university application process.
- Ability to take the lead for a whole school initiative.

Salary

Competitive

Benefits

Chigwell School is a very happy place to work and the School provides a supportive working environment. There is a well-developed programme of professional development. Pupils are enthusiastic, well-behaved and eager to learn, and colleagues are supportive, dedicated and get on well together. There is a strong sense of community.

Other benefits of working at Chigwell School include:

- A competitive salary and generous holiday entitlement
- Strong commitment to professional development
- Membership of the Pension Scheme
- Generous fee remission for eligible children
- Personal Accident Cover and Death in Service
- Employee Assistance Support Programme
- Complimentary lunch and tea, and break time refreshments during term time
- Use of the Sport and Wellness Centre facilities outside of the school day
- Free parking on site and cycle racks
- Wellbeing and Medical Centre on site
- Use of School Library
- A beautiful working environment – 100-acre site, beautifully landscaped with a number of listed buildings
- Good transport links by tube (Central Line), road and local bus route and free shuttle bus to the tube station before and after school
- A supportive community of highly motivated students and staff



How to apply

Applicants should complete the application form that can be accessed from our website <https://www.chigwell-school.org/vacancies/> and email it to the Human Resources Manager at hr@chigwell-school.org

Applications will be considered upon receipt; therefore, early applications are encouraged. Candidates will be contacted by telephone or email to attend an interview if required. The School reserves the right to interview and appoint prior to the closing date.

The School is an equal opportunities employer and welcomes a diverse pool of candidates.

Chigwell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers and DBS.