



KING'S COLLEGE SCHOOL  
WIMBLEDON



## ASSISTANT HEAD (Future Pathways)

Information for prospective staff



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## THE ROLE

We wish to appoint an inspirational full-time assistant head (future pathways) who will be responsible for communicating a wide range of future career pathways to King's pupils in an engaging and informative way. The successful candidate will have an interest in embedding employability throughout the senior school experience, in addition to possessing a good knowledge of the evolving careers market and post-18 options, including home and overseas higher education, creative arts courses and apprenticeships. Most importantly, the candidate will be forward-looking, and possess the determination to think creatively and flexibly about how we can best prepare our leavers for the changing world beyond school.

The successful candidate will be an innovative and knowledgeable professional who has the vision, energy and attention to detail to direct, help and support pupils. They will work closely with the deputy heads, head of sixth form, as well as the wider staff, and enjoy working as part of a team. They will be a member of the senior management team.

The successful candidate will take overall responsibility for:

- Developing a whole school careers, universities and future pathways strategy, in line with the

Gatsby benchmarks and considering the evolving higher education landscape and world of work in the UK and overseas

- Reviewing and developing the provision of careers and employability education across years 7 to 13 which will include a critical review of the school's academic enrichment in the context of future pathways, and will consider how we cultivate an entrepreneurial mindset amongst pupils
- Providing clear, impartial, up to date and personalised advice and support about the full range of future pathways to pupils, parents and colleagues
- Leading the higher education application process, including applications to UCAS, Oxford, Cambridge, Imperial and other universities with admissions tests and interview procedures, and overseeing applications to overseas universities
- Line managing a team of colleagues to co-ordinate provision in this area of school life, ensuring the team structure is fit for purpose, and that colleagues across the school (including those with pastoral responsibilities, PSHE teachers and tutors) are regularly trained in this area
- Reviewing and developing forums, networking and events, and considering how the alumni network may be able to best contribute to the provision and strategy in the area of careers and employability



## THE ROLE (continued)

- Liaising with local and national employers, universities, alumni, parents and other relevant external agencies and stakeholders to ensure pupils have access to relevant work experience, courses, apprenticeships, volunteering and taster day / gap year opportunities
- Ensuring all data relating to future pathways is managed and recorded in an effective and efficient manner
- Working with the director of partnerships and outreach to collaborate with partnership schools in this area

It is anticipated that the new assistant head (future pathways) will delegate some of these responsibilities to their deputies. The exact structure of the team from September 2022 is expected to depend upon the strengths of the successful candidate.

### Person Specification

The successful candidate will have a strong personal presence, and be keen to play a visible, active and full part in the life of the school community.

Essential:

- A genuine interest in learning about, and retaining an up-to-date understanding of, the world of careers, higher education, employability and future pathways

- An ability to think strategically, creatively and empathetically, and to effectively develop, plan, resource, and organise projects
- Good initiative, self-management, administrative and leadership skills
- A good track record of networking, and of developing and sustaining positive working relationships with a wide variety of stakeholders
- Effective written and oral communication skills
- An ability to undertake efficient and effective record keeping, monitoring and evaluation
- A willingness to be flexible, and to work outside term time and weekends as necessary
- A high level of personal and professional integrity, discretion and confidentiality
- A good honours degree from a respected university, and an excellent teaching record, in any academic discipline. The new assistant head is likely to teach about twelve to fourteen (35 minute) periods per week

Desirable:

- Experience in managing a careers and higher education support service in a school or sixth form environment and/or experience of middle management (whether academic, pastoral or administrative; this may be as a head of department, a head of house or year; or in another position of comparable responsibility)



## THE DEPARTMENT

We are firmly committed to preparing our pupils well for life beyond King's. We wish to ensure that pupils leave us with a good understanding of the routes that may be available to them in the future, and the skills, knowledge and personal attributes needed to be successful in whatever they choose to do next. Providing an outstanding, innovative and flexible education around careers, universities and future pathways is therefore a whole school priority.

We are currently in the process of reviewing how we deliver careers and higher education advice to ensure that the education we provide in this area is as innovative, future-proofed and comprehensive as possible. Our aim is to integrate employability and careers throughout the senior school experience to an even greater extent, equipping all pupils with the skills they need to lead a successful and meaningful life beyond King's, including the ability to adapt to future technological and societal changes. We wish to nurture and support each individual pupil so they are able to make informed decisions about their future, and to ensure that they leave us prepared and ready for success at university and/or in the working world.

The current higher education and careers team comprises an acting head of higher education and careers, supported by one deputy and seven teaching colleagues who make up a team of UCAS advisors. There is also a part-time advisor on medical applications and a team who provide advice for applications to North American universities.

The new assistant head (future pathways) will guide our overall strategic approach the area of careers, higher education and employability provision throughout the senior school, and will play a key role in the expansion and development of this area of school life. The successful candidate will have a key part to play in the future success of the school.

We expect that the new assistant head (future pathways) will be supported by up to three positions of responsibility in the areas of careers, UK universities and overseas applications respectively, but we hope too that the new assistant head will wish to input strategically into determining the best team structure moving forward and this will be discussed at interview.



## APPLICATION PROCESS

A completed application form, with full CV and covering letter in support of your application should be sent either by email to [Recruitment@kcs.org.uk](mailto:Recruitment@kcs.org.uk) or by post (marked 'Application' in the top left hand corner) to:

**Ms Tanya Allen**  
Human Resources Director  
King's College School  
Southside  
Wimbledon Common  
London  
SW19 4TT

**Please note:** incomplete applications (without all three requested documents being submitted) will not be accepted.

**Closing date: Wednesday 26th January 2022 at 9am**

**Interviews: Monday 31st January 2022**

Early applications are welcome - the interview process may be staged and some interviews held in advance of the closing date if there is a large number of applicants for the role.

### PLEASE NOTE:

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

The 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 will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



## THE SCHOOL

King's College School is an independent day school for boys aged 7-18 and girls aged 16-18. Founded in 1829 by Royal Charter, King's is a school of almost 1,500 pupils, including approximately 300 boys in the junior school, located in one of the most attractive and peaceful parts of London. There are over 240 staff in the two common rooms and approximately 160 non-teaching staff.

King's prides itself on being a forward-thinking and innovative school. As well as being a very successful International Baccalaureate school, we offer pupils the opportunity to study from a wide A level curriculum and to engage with our family of schools abroad. We accept boys at the age of 11 into year 7 of the senior school from both primary and prep schools, as well as our own junior school. We also continue to offer the 13+ entry into our fourth form (year 9), and over 50 girls join the school each year at 16 to study in our sixth form. A £50m master plan was recently completed that has renewed and replaced major facilities across the campus.

At King's, colleagues, parents and pupils work together in a warm and supportive atmosphere to help every child achieve their full potential. We are committed to creating an inclusive culture where every member of our community has the right to be known and respected as their authentic self, and the experiences of all pupils are as positive as they can be. We have recently appointed a new director of equality, diversity and inclusion to spearhead our equality and inclusion agenda in all its forms.

Academically, King's is consistently placed within the top five schools in national league tables. In 2019 (the most recent

year when exams have taken place), over 50% of all sixth form grades were awarded A\* at A level or 7 at IB Higher Level and over 80% of all GCSEs were graded 9/8 (or A\*). Over 300 boys and girls have won places at Oxbridge in the last seven years, with over 90% of pupils achieving their first choice university offer.

Our approach at all levels encourages pupils to look beyond academic excellence, as the vibrant success of our drama, music and games departments indicates. We are fully committed to the CCF, the DoF Award Scheme, and partnership work with over 30 local maintained schools, encompassing community projects involving large numbers of King's pupils on Friday afternoons.

King's has a history of enabling bright young minds from every background to access the school, and financial assistance of up to 100% of tuition fees and up to 100% of other costs is available. Admitting boys aged eleven directly into the senior school since September 2016 has afforded access from a wider range of family backgrounds and we have raised significant bursary funds to support the 11+ senior school entry, which includes income from our sister and partner schools in China, Bangkok and Monaco.

Alumni of the school include poet and painter Dante Gabriel Rossetti, Nadhim Zahawi MP, actors Khalid Abdalla and Ben Barnes, theatre director Christopher Luscombe, musicians Marcus Mumford (Mumford & Sons) and Dan Smith (Bastille), and policy advisor Devina Banerjee who was awarded an MBE recently for her work in the UK Vaccine Task Force.



## WORKING AT KING'S

The common room at King's is a vibrant, welcoming and energetic community. There is an atmosphere of kindness, cooperation and trust. There is a "can-do" attitude amongst the staff body, coupled with high levels of emotional intelligence, good humour and mutual support. Our staff believe that King's truly is an excellent place to work, epitomised by the results of our 2018 teaching staff survey in which 100% of staff stated that they enjoyed their job.

Colleagues at King's maintain high professional standards. All attend a weekly briefing on a Monday and there are regular after school INSET and staff meetings. It is the general expectation that all staff are present for open day (September) and either the 11+ entrance examination or 16+ which take place on Saturdays. Many staff also spend evenings and weekends to take clubs, societies and sports teams.

We run a bespoke programme for unqualified teachers which leads, in year two, to QTS via ISTIP. We offer full support for all Early Career Teachers, at whatever stage of their career. For our more experienced colleagues we run the King's Teaching and Learning Programme (KTLP). Based on the latest research and insight in education and leadership, any member of staff at King's (teaching and support) can follow bespoke pathways in advanced teaching; academic, pastoral or staff leadership; and courses in

general management. In September 2022 we will be launching a new senior leadership pathway.

Whilst there are high expectations of teaching staff, all members of the community receive rewards for their efforts:

- Salary well above London and national averages
- Automatic enrolment into the Teachers' Pension Scheme
- Health care provision
- Discounted gym membership
- Free lunch, tea, coffee
- A Surface Book
- Shuttle buses from Wimbledon station
- Fee remission (for children of staff members who meet the academic criteria)



## INCLUSION AT KING'S

At King's we are committed to creating an inclusive culture where every member of our community has the right to be known and respected as their authentic self, regardless of race, ethnicity, religion, gender, sexual orientation or disability. This inclusive approach will be genuinely upheld if day by day each of us helps to create a compassionate and supportive environment, one in which each individual feels valued, able to be themselves and are free from any form of intimidation. We do not accept any form of discrimination and will demonstrate this in our behaviours, in the way that we view and treat others and the way that we challenge inequality and discrimination as active and supportive bystanders and allies.

We recognise that discrimination, inequality and exclusion are an issue at all levels in society, and that all institutions must proactively strive to address these issues. To do this, all members of our community recognise that we are responsible for our words and actions. We understand that we are all on a journey and will learn from our mistakes. If conversations are uncomfortable, we will enter them with kindness and an open mind. We celebrate diversity and seek to learn from experiences and perspectives which are not our own. We call out behaviour which is unkind, discriminatory or disrespectful. We understand that all forms of behaviour, whether in person, at school, or in the

virtual world, should be compassionate and rooted in kindness, civility and respect. We appreciate that each member of our community has different circumstances and we endeavour to allocate the resources and opportunities needed to help everyone to thrive and feel a strong sense of belonging.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

*King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.*

# WORKING AT KING'S - STAFF PROFILES



"When I started at King's, I was immediately struck by how warm and inviting the people are. Academic excellence takes place within the context of all-round personal development and the pastoral system is first class. Our boys and girls are bright, inquisitive and aspirational, but they also understand the importance of contributing not only to lessons, but also to the wider community. Professional development at the school is outstanding: in the past three years, I have taken on many additional responsibilities and staff are encouraged and supported to go on training courses. Here is a school where pupils and staff are empowered on a daily basis."

**- Mr Etienne**  
**Deputy Head of Education (Overseas Schools)**  
**Teacher of French**



"I am now in my fourth year at King's and I am still struck by the high pace, energy and supportive atmosphere of this remarkable school. Undertaking the Initial Teacher Training qualification a few years' ago alongside my busy teaching timetable and co-curricular commitments was challenging, but highly stimulating. The opportunity to receive and act upon regular advice from colleagues and external practitioners has proven invaluable. I am enormously proud to be part of the King's community and look forward to the challenges ahead."

**- Miss Garnett**  
**Head of A Level**  
**UCAS Team Member**  
**Teacher of Classics**



"Although I already had a job offer from a lovely school outside London, what attracted me to King's was the formidable reputation of its Chemistry department and the sense that this was a school that really valued its co-curricular activities. I have not been disappointed. For 36 years I have taught bright and engaged pupils in excellent science facilities, and have played a full part in the CCF and DofE programme. I have loved every minute of it."

**- Mr Mitchell**  
**Teacher of Chemistry**



"Prior to joining King's I had not stayed at any school longer than 3 years; 14 years later and I am still here. King's is by far the best school and environment I have ever worked at. Everyone from pupils to teaching staff are kind, welcoming and above all else they all look out for one another. I have learnt how to be a good teacher and leader at King's and been given opportunities to further develop my career others can only dream of. I love being a part of this community."

**- Miss Ramgoolam**  
**Director of Public Occasions**



## LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and Village life. The streets are bustling and lined with bars, restaurants and shops. The charming children's Polka Theatre is situated in the centre of Wimbledon and a new stadium for AFC Wimbledon has recently opened just a short drive away. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15 minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashstead are popular choices.



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