



Appointment of  
**Director of Futures**  
2023  
Candidate  
Information



# The College

Hurstpierpoint College is one of the country's leading HMC co-educational schools and has a reputation for offering an excellent all-round education with a strong academic core for every child.

The College comprises a Sixth Form, Senior School, Senior Prep and Junior Prep with 1,300 pupils in all. Over half the pupils in the Senior School are boarders (weekly or flexi).

Hurst is a significant medium-sized enterprise in Mid Sussex with around 450 employees and an annual turnover of £30 million pa.

What particularly strikes visitors to the College is the vibrant dynamic of our community.

Situated within a 140-acre campus, surrounded by beautiful countryside, Hurst lies on the border of the South Downs National Park, close to the village of Hurstpierpoint in West Sussex.

This superb location is also just 20 minutes from the city and beaches of Brighton and Hove, whilst London train stations can be reached from Hassocks or Haywards Heath in under an hour.

The central campus is thoughtfully laid out and planned with zones for the Academic, Co-Curricular and Pastoral. These all lie at the centre of a superbly equipped broader campus.

Hurst has an excellent academic track record and the vast majority of pupils go on to Russell Group universities including

Oxford, Cambridge, the various London Universities, as well as large numbers to Exeter, Bristol and Durham.

Founded in 1849 by Nathaniel Woodard, Hurst is a Church of England college. The Christian ethos underpins college life but we are a diverse community; we welcome those of other faiths, or no faith, and pursue an inclusive approach in all that we do.

The College is a Co-Sponsor, together with the Diocese of Chichester, of the newly formed Hurst Education Trust, a local multi academy trust. The Trust currently has three local primary schools, although it is envisaged it will grow to between six and seven schools over time.

We are ambitious for our pupils to achieve the best that they can in all that they do and we recognise and encourage both engagement and achievement.

In short, we aim to develop confident, successful, independent individuals with a good sense of themselves and the world around them, who will succeed in their lives whatever route they choose to take.



## Superb Facilities

The College has invested heavily in campus developments, including substantial new academic and sports facilities, in addition to an extensive programme of boarding house refurbishments.

In the last five years, major developments have included the New Bury Theatre which opened in 2018, Pelican House in 2020, two new science laboratories in 2021 and a complete overhaul of the College's catering facilities, completed in early 2022.

Future planned developments include a new swimming pool and expansion and upgrading of our boarding facilities, alongside the continued programme of refurbishment of the College's existing facilities.



# PRINCIPAL'S WELCOME

Hurst is a great place within which to work and to live. We have a clear sense of our educational values and a vision for our future based on those values. Fundamentally, we believe that school is not about the school itself but rather the development of all the individual pupils (and indeed staff) within strong communities. Our aim is to be ambitious for each pupil to achieve their very best and to grow and develop in such a way that they leave us ready and prepared for what comes next in their lives. They should then be able to make the most of the opportunities before them as well as the right choices. We also have a strong belief that our pupils' lives should be closely intertwined with the lives of others and that they should contribute positively to the lives of other people and the world in general as they follow their own particular journeys.

As a result, an education at Hurst is certainly holistic, to use a slightly pompous expression, and we believe that pupils develop through a full on engagement with every aspect of Hurst life (Academic, Co-Curricular and Pastoral) as well as just being a part of this place whether in the Houses, Teams, Casts, Activity groups or whatever. Being at Hurst is very much a way of life for those who attend either as a pupil or as a member of the staff team.

We are therefore looking for an individual to join us who will not only feel comfortable with the values and ethos of this place but will actually embrace them and thrive here. Over the past 15 years, the number of pupils at the College has doubled, our Academic and Co-Curricular output has risen dramatically and the reputation of the College has not just strengthened but also spread. Financially, too, the College has gone from a position

of less than strength to being one of the leading players in the region and able to have invested very heavily in facilities (£30m new buildings in the last 10 years).

Time spent at Hurst should be both worthwhile of itself but also of value for any individual's future. The College's core mantra is very simple: Work hard, do good and engage. It is not too trite to say that this applies to all of us who are here. We take a certain amount of pride but with, I hope, humility in what has been achieved thus far. We are looking for somebody to join us who will do the same.

As ever

**Tim Manly**  
*Principal*



**Job title**  
Director of Futures

## The Role

Hurst is looking to appoint a Full Time Director of Futures. This demanding and exciting new full-time role would best suit candidates who are not looking for a teaching role (indeed, experience in an educational setting is not a fixed requirement) but candidates who wish to maintain a very small teaching load are welcome to apply.

### START DATE

This new role could start from either September 2023 or January 2024. Alternative start dates could be negotiated subject to the successful candidate's current employment status.

### JOB DESCRIPTION

Hurst's award-winning Higher Education and Careers Departments currently do an outstanding job preparing students for university life and making appropriate and well informed career choices. However, that division of labour no longer feels appropriate in the 2020's, hence the need for

a more cohesive and coherent Futures Programme, with an integrated focus on the following:

- Higher Education (including UCAS and Overseas Universities)
- Careers information and guidance (including advice on the future world of work)
- Apprenticeships and alternatives to university
- Work Experience programmes
- Employability and interview skills

The Futures Department will therefore work with all ages in the Senior Prep School and Senior School (i.e. from Years 7–13), but with a particular focus on the Sixth Form. The Director of Futures will be supported by, and directly line-manage, a Head of Higher Education and a Head of Careers (both teaching/part-time roles). The Department will oversee, in concert with the Heads of Sixth Form and the Director of Academic Enrichment, the professional administration of the college's UCAS application process (primarily managed by the Head of Higher Education) and will liaise with external advisors on the management of international university applications.



The Director of Futures will also need to engage fully with the growing alternatives to university, such as Degree Apprenticeships, with an open but critical mind. The Director of Futures will also oversee the delivery of the College's work experience programme, which is primarily delivered over the summer vacation, and a strong culture of Careers Education (currently delivered through careers 'speed dating' evening events).

The role also has a strong strategic and 'evangelical' element to it. The Director of Futures will need to engage with employers and entrepreneurs to develop a full and modern awareness of the most employable and valuable work skills and interview skills, and then work alongside the Heads of Year to ensure that assemblies, tutor sessions and off-timetable days are used to communicate and build those skills amongst the pupil body, as well as an awareness of how 'work' and careers are rapidly changing. Additionally, the Department will assist Sixth Formers in formulating gap year plans that are both memorable and impactful.

Finally, the Director of Futures will, with the support of the Hurst Foundation alumni and parents' network, and the current network of Hurst Careers Ambassadors, be expected to further develop the networking skills and opportunities of current and recent pupils, using platforms such as LinkedIn and the college's many events and interactions with the wider Hurst 'family'.

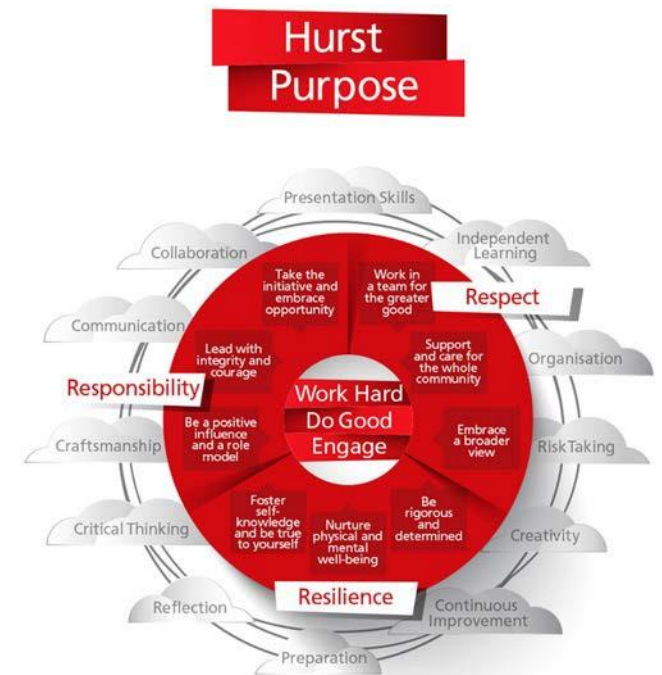
The role will report directly to the Head of Sixth Form, but will be a whole school role.

**SALARY**

Circa £45,000 p.a.

**HOURS**

This role is not typical. The Director of Futures will be contracted to work at Hurst during term time, and be free to work from home during the school vacations. They will be eligible for seven weeks annual leave, but those must be taken during the school vacations, and the requirements of the UCAS, public exam results and Clearing processes and the summer work experience programme will have to be considered in leave requests.





# Responsibilities

## KEY RESPONSIBILITIES

- To oversee the delivery of an exceptional Work Experience programme at Hurst.
- To deliver a programme of Careers Education that engages with Years 7–13, delivering a combination of specific, bespoke careers advice and more broadly-applicable information on employability, future skills, technological change etc.
- To work with others towards the goal of improving the employability and interview-readiness of Hurst pupils.
- To oversee the delivery of an exceptional Higher Education information, advice and application management service at Hurst.
- To work with specialist staff to shape and deliver exceptionally competitive applications to highly selective universities.
- To ensure Hurst effectively delivers information, advice and support in applications for post-18 outcomes other than university e.g. Degree Apprenticeships.
- To oversee the performance, training and development of the Head of Higher Education and the Head of Careers.
- To build upon the good work already done developing a Hurst Careers Network of alumni guidance, support and inspiration.
- To ensure that the Futures Team can offer valuable guidance to any pupil considering a Gap Year.
- To assist Fifth Form (Year 11) students with their A-level choices via the Next Steps programme.
- To strengthen the bonds between The Futures Team and the huge range of valuable potential contacts amongst alumni, present and past parents, in the interest of Hurst pupils and recent alumni.



## The Person

It is essential for the successful candidate to have the following attributes:

- Strong academic qualifications, probably to degree level.
- Experience organising and running and planning events.
- An ability to communicate with young people, colleagues and parents on an individual and an auditorium level.
- Excellent interpersonal skills and written communication.
- Familiarity with modern employment and particularly recruitment practises.
- Broad knowledge - but not necessarily administrative experience - of the UK's Higher Education application process.
- Experience of managing a team.
- A willingness to innovate, take risks and 'fail better'.
- The communication skills and emotional intelligence to comprehend the requirements for teaching young people, but not necessarily hands-on teaching experience.
- Excellent literacy, numeracy, and ICT skills.
- Self-motivated, enthusiastic, and able to enthuse colleagues.
- Both personally and technologically adept at 'networking', ie via LinkedIn or over a tray of canapés.
- Collaborative and collegiate at all times.
- High professional standards.
- Ability to review projects, innovations and colleagues effectively, to learn lessons, and both give and receive critical feedback.

*This this role is open both to individuals currently working in an educational setting and to individuals looking to experience an educational setting for the first time, whose experience thus far could come from a range of commercial and professional settings in which young people begin and develop their careers.*



# Benefits

- Membership of The Pensions Trust pension scheme.
- Free dining and refreshment facilities during term time.
- Extensive professional development programmes, together with career opportunities across the College and Hurst Education Trust.
- Free use of extensive sports and leisure facilities.
- Comprehensive health and wellbeing offering including an on-site mind clinic, wellbeing MOTs, employee assistance programme and Chaplaincy.
- Contributory BUPA Health Insurance.
- A cycle to work scheme.
- Social Calendar of events.
- Free on-site parking.



# Apply

## THE APPLICATION PROCESS

Interested candidates should submit a covering letter, CV and application form to [recruitment@hppc.co.uk](mailto:recruitment@hppc.co.uk)

Shortlisted candidates should bring with them their degree certificates and two forms of ID.

## SAFEGUARDING AND EQUAL OPPORTUNITIES

Hurst is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the College's pre-employment medical question, relevant original ID documentation and examination certificates. The College understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim. Our full equal opportunities policy is available in the Policy documents section of our website.

## FURTHER INFORMATION

For further information please see our website at [hppc.co.uk/work-with-us](http://hppc.co.uk/work-with-us)