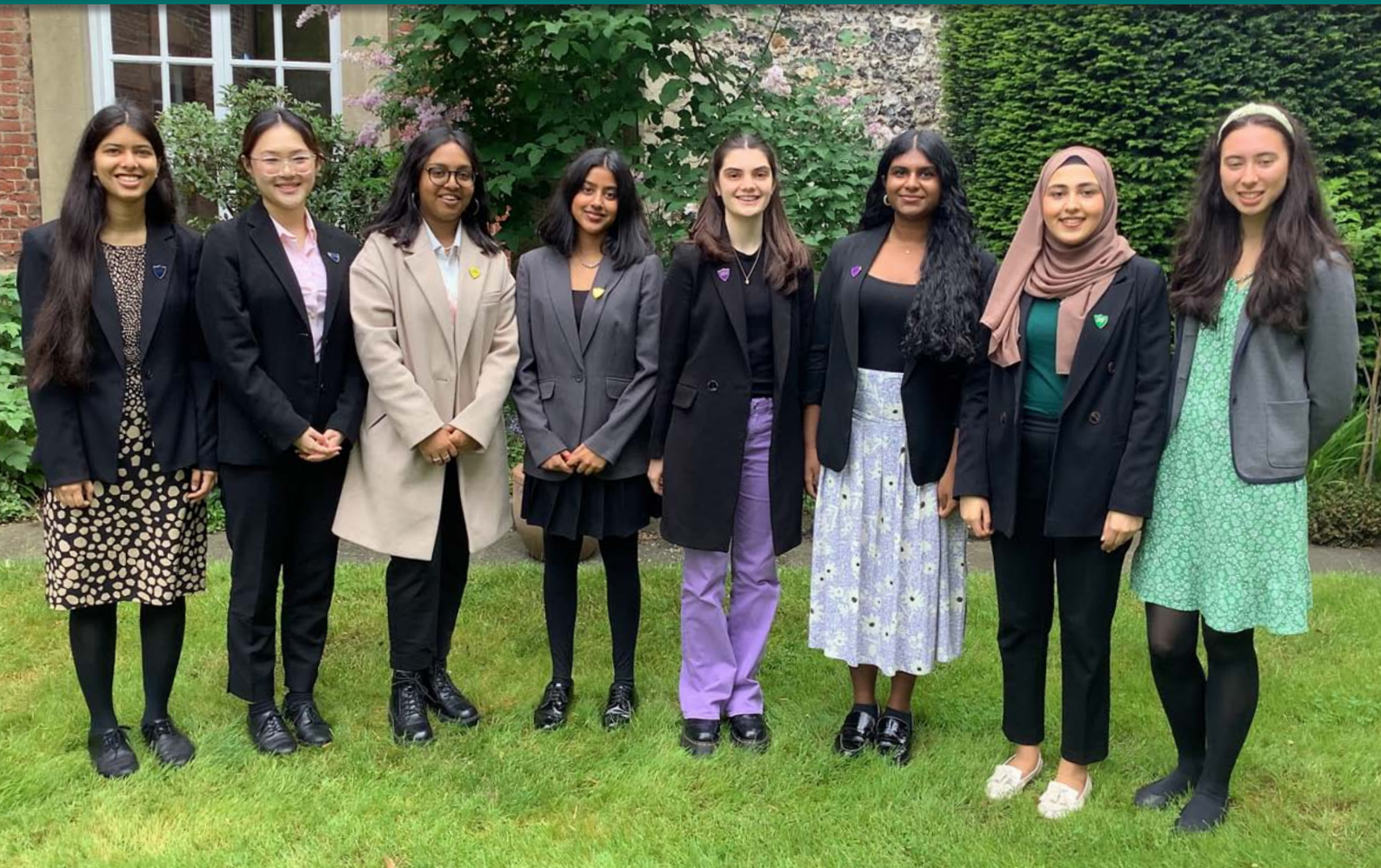




Old Palace of John Whitgift School

Independent Girls' School

Pre School to Sixth Form



Head of Futures
and Progression
Application Pack

April 2023



Letter from the Head

Dear applicant,

Thank you for your interest in the position of Head of Futures and Progression at Old Palace of John Whitgift School, Croydon. This is an exciting opportunity for an innovative and enthusiastic professional to support our students and their future aspirations. It is envisaged that the post will be a part-time role, 4 days per week, and is Term Time only + 3 weeks. This is a permanent post starting June 2023 or sooner.

Old Palace provides an excellent education for girls aged 3 to 18 across our Senior and Prep School sites. The Head of Futures and Progression will be based at the Senior school, but will oversee the provision of Futures and Progression education and guidance across 3-18 age range.

In this pack you will find a wealth of information about Old Palace, the John Whitgift Foundation and the requirements for the role. Additional information on the school can also be found on our website:

www.oldpalace.croydon.sch.uk

I hope that after reading this information you will be interested in applying for the post of Head of Futures and Progression at Old Palace and I look forward to receiving your application.

Jane Burton
Head

Introduction to Old Palace School

Old Palace is a very special, unique and stimulating environment for both students and colleagues alike. We have high expectations for every student at Old Palace who enjoy a first class, academic education and are able to experience a wealth of opportunities to enable them to develop as an individual through an outstanding extra-curricular and enrichment provision. We are very proud of the wide range of different clubs, activities, trips and events that the school provides across a whole range of areas including music, sport, dance, drama and so much more.



We have two sites; Our Prep School is based in South Croydon (and includes Pre-prep provision from age 3) and our Senior School in Central Croydon. The Head of Futures and Progression will be based at the Senior school. The Senior School has the unique benefit of Grade 1 historical buildings coupled with modern teaching facilities and specialist spaces. It is well worth looking at the history of the school on our school website.

In total we have around 600 students at the school, with around 470 of these at the Senior School including just under 100 in the Sixth Form. The main points of entry to the school are at Reception, Year 7 and then again at Year 12. At the Senior School we have four forms of entry in each year group from years 7-11. These are grouped around our House which are named after four Archbishops of Canterbury; Anselm, Hatton, Laud and Stafford.



Old Palace encourages and nurtures the special qualities of each and every individual entrusted to the school. The superb pastoral care is one of the foundations of the school and ensures that every student is well supported as they move through the school. Our aim is that our students leave us as capable, confident and connected individuals ready to be successful in their future lives.

The Old Palace community is vibrant and diverse. We are a multi-cultural and multi-faith school united by common values and high expectations. As part of the John Whitgift Foundation we benefit from a generous bursary scheme which allows us to offer places to bright girls who otherwise would not be able to access independent education.



The academic strength of the school is reflected in the public exam results. Old Palace has high level of attainment and progress at both GCSE and A level. The 2019 Sunday Times Parent Power rankings saw the school ranked as the highest girls' independent school in the local area and in 2021 our A Level results placed us in the top 1% of schools in the country. When students leave us, they go on to study a range of courses at well-regarded universities including Oxford and Cambridge.



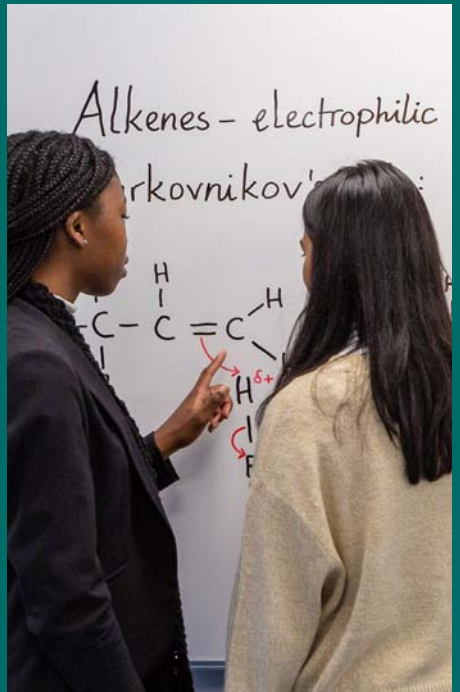
The John Whitgift Foundation

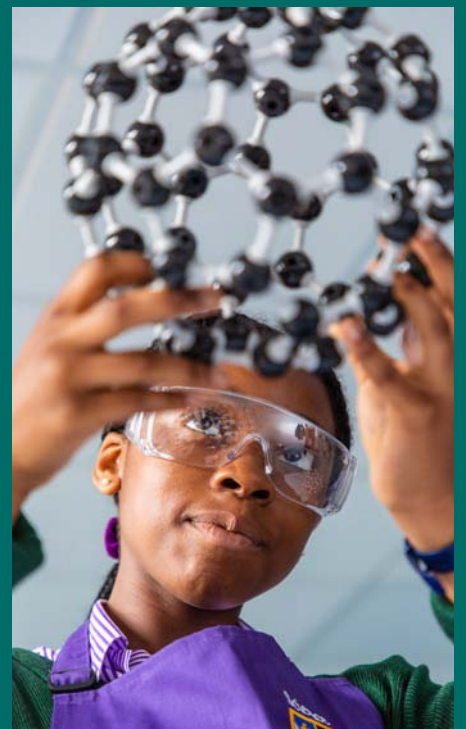


There are three schools in the John Whitgift Foundation: Old Palace, Trinity and Whitgift. The Foundation provides support to Old Palace in a variety of ways and being part of a family of high performing schools brings many benefits in terms of collaboration and staff development opportunities. There are many opportunities for Sixth Form collaboration to be developed going forward.

The Foundation also supports the schools through its generous means tested bursary scheme for students. All staff at Old Palace are employed by John Whitgift Foundation and receive a number of benefits which are listed elsewhere in this document.







Job Description

We are seeking an ambitious and creative Head of Futures and Progression (formerly Higher Education and Careers) to create and deliver an innovative programme designed to support each individual student and their aspirations for the future.

The successful candidate may not necessarily have worked in a school but will be an 'educator' in a global sense. They will understand how to coach and guide young people while leading an inspirational programme that prepares students for life beyond the classroom.

Role and Responsibilities

- Lead and manage the careers education, information, and guidance provision across the school.
- Coordinate and manage the Higher Education and UCAS process, including applications for Degree Apprenticeships and International Universities
- Work closely with the Assistant Head, Director of Sixth Form, the Sixth Form team and Heads of Department to ensure successful applications for Higher Education, and excellent personalised advice support to pupils.
- Maintain up to date knowledge of developments in UCAS and Higher Education.
- Plan and deliver an integrated careers education and guidance programme for students across Prep, Seniors and Sixth Form, including:
 - input into the PHSE programme
 - linking curriculum learning to careers
 - Sixth Form careers & higher education lessons
 - Morrisby Testing
- Demonstrate flair and creativity in engaging and enthusing students by providing stimulating and challenging activities appropriate to the learning needs of individuals.
- 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 and the new 'Future Insights' programme.
- Develop a network of parents, alumnae and businesses who can share work experience opportunities and advice, working closely with the Assistant Head, Community, Co-curricular & Partnerships.
- Organise and conduct mock interviews, liaising with the wider community, for example.
- To offer bespoke, impartial guidance to students on their options choices, further education and future careers, including information about sources of more expert advice on specific questions.
- Parents, alumni and employers to provide support with mock interviews.
- 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.
- Have an extensive, well-informed and critical understanding of current national initiatives and ensure that and relevant staff are fully conversant with changes.
- Support the Librarian (Seniors) to ensure the provision of careers literature to support the students and staff in line with current initiatives and trends.
- Be readily available to pupils when needed, including on results days and the days thereafter.

Payscale **The postholder will benefit from a competitive salary and as an employee of the John Whitgift Foundation will be entitled to a range of benefits.**

These will include:

- Membership of the Teachers' Pension Scheme
- A generous discount at any one of the three Foundation Schools (maximum of 50% of salary)
- Membership of the BUPA healthcare cashback scheme
- Free, high quality lunch each day
- Opportunity to apply for the Cycle to Work Scheme
- Season Ticket Loan
- Various other discounts on goods and services

Person Specification

The following criteria will be used when assessing the suitability of applicants:

Essential: without which candidates will be rejected

Desirable: useful for choosing between two strong candidates

	Essential	Desirable	Evidenced by
Qualifications			
A good honours degree (or equivalent). A Levels (minimum grade C).	Essential.		Application Form.
Postgraduate Careers advice and guidance qualification e.g. QCG, QCF, or NVQ.		Desirable.	Application Form.
Experience			
Leading students through the Higher Education application process. Careers guidance within a school setting.	Essential.		Application Form. Interview Process. References.
Organising and running careers events and trips. Organising work-related learning. Developing a network of contacts across the school, business and university community. 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.		Desirable.	
Knowledge Skills and Abilities			
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, including art foundation, conservatoires, degree apprenticeship applications and current developments. Knowledge of competitive university courses such as Law, Medicine, Dentistry, Oxbridge. Knowledge of the international university application process, including USA. Be familiar with the components of outstanding teaching/ learning and careers guidance.	Essential		Application Form. Interview Process. References.

Person Specification

	Essential	Desirable	Evidenced by
Understanding of how to personalize provision to meet the learning needs of the full range of students. Ability to take the lead for a whole school initiative.		Desirable	Application Form. Interview Process. References.
Excellent literacy, numeracy and ICT skills.	Essential		
Understanding of the importance of CPD.		Desirable	
An awareness of current legal requirements regarding safeguarding.	Essential		
Have an understanding of the role of independent charity schools within the wider community.		Desirable	
Personal Qualities			
Self-motivated, enthusiastic and able to work on own initiative. Innovative and enthusiastic.		Desirable	Application Form. Interview Process. References.
Collaborative and able to work effectively with staff across the school. High professional standards.	Essential		
High expectations of students in terms of behaviour and achievement.		Desirable	
Ability to communicate with a range of adults and pupils. Ability to motivate students. Ability to self-review effectively and set appropriate targets. willingness to engage in self-development activities.	Essential		



Notes to Applicants



Safeguarding

Old Palace School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of, and contribution to, a safeguarding environment.

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction. The School may also conduct an online search as part of the due diligence process during recruitment. This will include any publicly available social media material.

The Old Palace Safeguarding Policy can be found [here](#).

Your Application

If you would like to apply for the position of Head of Futures and Progression at Old Palace, please complete the application form which can be found on the Old Palace website vacancies page:

www.oldpalace.croydon.sch.uk/about/vacancies



Timescales

Closing date:	Friday 12 May 2023 at 12 noon
Interview date:	Interviews will be held as and when suitable applications are received.

If you are shortlisted, we will take up references prior to your interview unless otherwise specified.

Contact Details

Further enquiries about this position or application process are welcome.

Please contact:

Mrs Jane Thomas

Head's PA

hmsec@oldpalace.croydon.sch.uk

020 8256 1881





Old Palace *of* John Whitgift School

Independent Girls' School

Pre School to Sixth Form



Old Palace of John Whitgift School

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Croydon

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**john
whitgift
foundation**