



CHRIST'S HOSPITAL

A SCHOOL LIKE NO OTHER

HEAD OF FUTURES

JOB DESCRIPTION – January 2026

Department	Futures	Salary	£45,000 to £50,000 pa
Responsible to	Deputy Head (Innovation)		

Job Purpose

The Head of Futures will lead the development, coordination, and delivery of Christ's Hospital's whole-school *Futures Programme*, encompassing careers education, higher education guidance, employability, and life skills development across the seven years of student experience (Years 7–13).

This pivotal role sits at the heart of Christ's Hospital's mission to challenge inequality through transformational education. The Head of Futures will ensure that every student, regardless of background, leaves the School able to navigate a rapidly changing world.

Working closely with colleagues across pastoral, academic, and broader curriculum areas, the postholder will build an inclusive and coherent programme that integrates careers and futures learning into every stage of school life.

Key Responsibilities/Accountabilities (include, but are not limited to)

Strategic Leadership and Development

- Design and implement a high-impact whole-school Futures Strategy, building a sequenced, age-appropriate, and aspirational programme of careers and life-skills education.
- Lead the transition from a traditional careers model towards a holistic, future-focused framework emphasising employability, adaptability, entrepreneurship and personal growth.
- Develop and oversee work experience and internship opportunities for students.
- Establish clear success measures aligned to the Gatsby Benchmarks, ISI expectations, and Christ's Hospital's values and social mission.
- Ensuring the Futures programme contributes meaningfully to whole-school priorities, including digital innovation and equality of opportunity.
- Contribute to strategic discussions on the long-term direction of the school's Futures and employability agenda.

Programme Coordination

- Plan and oversee the delivery of a structured programme across Years 7–13, ensuring smooth progression and continuity at key transition points.
- Liaise with Heads of academic departments, Heads of Year, PSHE and Learning for Life to embed careers and skills content into the Christ's Hospital curriculum.
- Coordinate key events relating to careers, alumni panels, and employability workshops.

- Work with Head of 6th Form, Deputy Head (Curriculum), and 6th form tutors to support students completing UCAS applications.
- Curate and maintain online and physical resources to support self-directed exploration by students.
- Oversee digital platforms (e.g. Unifrog, Morrisby) ensuring consistent use and data tracking.

Guidance and Support

- Provide or coordinate individual and small-group guidance, supporting students in identifying strengths, values, and future pathways leveraging a strong understanding of the higher education landscape and post-18 opportunities
- Offer advice at key transition points on subject choices, university and apprenticeship options, and employability skill development.
- Provide support on A level and GCSE results days with students' progression to the next stage of their education.
- Support the School's recruitment and retention with an active presence at Open Mornings and offer-holder days.

Partnership and Engagement

- Build and maintain partnerships with universities, employers, and alumni to enhance opportunities for students, including those relating to work experience and internship.
- Work collaboratively with the Christ's Hospital Old Blues Association (CHOPA) and the Development Office to build relationships with Old Blues and provide networking and mentoring opportunities for current students.
- Engage parents through regular Futures communications, information events, and guidance at key transition points.
- Represent Christ's Hospital at relevant conferences and networking forums, raising the profile of the school's Futures work.

Compliance and Quality Assurance

- Ensure provision meets statutory and inspection requirements, including Gatsby Benchmarks and ISI guidance.

Using accurate records of student **engagement**, destinations, and outcomes to demonstrate the impact Futures has on students' progress and development.

- Prepare reports for Governors and SLT as required.
- Keep abreast of national developments in education, employability, and skills policy, advising SLT accordingly.

Resource and Budget Management

- Manage departmental budgets effectively, ensuring strategic resource use.
- Oversee the operation and environment of the Mellstrom Careers Centre as a vibrant hub for Futures learning.

Other Duties

- Undertake such other reasonable duties as may be required by the Head, commensurate with the seniority of the post.

This job description may be reviewed and amended to reflect the evolving needs of the School.

Person Specification (Indicative)

Essential

- Proven experience in delivering impactful careers or futures education.
- Experience developing or coordinating structured programmes or events.
- Understanding of the UK and international higher education landscape.
- Knowledge of Gatsby Benchmarks and their application in schools.
- Awareness of employability trends, apprenticeships, and the changing nature of work.
- Understanding of safeguarding and child protection responsibilities in an educational context.

Desirable

- Experience working with students aged 11–18 in an educational or advisory setting.

Qualifications

- Educated to degree level or equivalent (Essential).
- A recognised qualification in careers leadership or guidance (e.g. Level 6 CDI or equivalent) or willingness to work towards one (Desirable).

Skills & Abilities

- Excellent interpersonal and communication skills across a wide range of stakeholders.
- Strong organisational skills with the ability to manage multiple priorities.
- Capacity to think strategically and translate ideas into action.
- Digital confidence and familiarity with careers tools and platforms.
- Passion for the School's mission for social mobility, inclusion, and transformational education.
- Empathy, enthusiasm, and the ability to inspire young people.

Additional Information

- This role represents an exciting development in our Careers and Futures provision. As we grow and innovate in this area, the responsibilities outlined are indicative and may evolve to reflect the successful candidate's strengths and the needs of the school.
- Christ's Hospital is a remarkable school with a 475-year history of providing transformative education to talented young people from diverse backgrounds, many of whom receive substantial bursarial support. The Head of Futures will play a central role in ensuring that every pupil leaves CH equipped to make purposeful choices and to shape their own future confidently.

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.