

Job Description Future Pathways Advisor

Type: Permanent

Department: Academic

Line Manager: Assistant Head: High School

Rationale

The Future Pathways Advisor is responsible for leading a coherent, future-focused pathways program from Grade 6 to Grade 12. The role ensures students are equipped with the knowledge, skills and experiences to make informed decisions about their future, including university, employment and entrepreneurship.

Aligned with the International Schools Partnership (ISP) Future Pathways framework, this role supports the embedding of futures thinking across the curriculum and the wider student experience. The postholder acts as HIS's designated Future Pathways Advisor, working in close partnership with the ISP central Future Pathways team to ensure all learners develop agency, adaptability and real-world readiness — leaving school Informed, Supported and Empowered.

Futures Strategy and Pathways (G6–G12)

- Support the implementation of Hamilton's whole-school Futures program aligned to ISP Future Pathways benchmarks and expectations
- Deliver futures learning across all grades (G6–G12), ensuring progression and coherence in the student experience
- Ensure students are supported to understand and articulate their future pathways — academic, vocational and entrepreneurial
- Contribute program data and student outcomes information to support the Assistant Head's monitoring and evaluation of futures provision
- Liaise with the ISP central Future Pathways team as needed.

Careers and University Guidance

- Provide guidance on global university pathways and admissions processes
- Track and manage all university applications and student destinations using the school's designated platform
- Deliver structured one-to-one and group guidance sessions for students and families



- Support students with: Subject choices linked to their intended pathways, personal statements, CVs and applications, scholarship and financial aid opportunities
- Maintain current knowledge of global university admissions systems (UK, US, Europe, Asia and beyond)

Futures Curriculum and Teaching

- Deliver the Futures curriculum in line with ISP pillars
- Deliver lessons, workshops and assemblies on futures-related topics
- Integrate real-world learning experiences into curriculum delivery
- Contribute ideas and resources to the ongoing development of the Futures curriculum in collaboration with the Academic Leadership Team

Employer, University and Industry Engagement

- Build and maintain partnerships with universities (local and international), employers, industry professionals and ISP global networks
- Coordinate careers events, university fairs and guest speaker programs
- Develop internship, work experience and enrichment opportunities for students
- Ensure students have meaningful exposure to real-world professional contexts
- Serve as a school representative for ISP Future Pathways Festivals in the region, supporting the organization and promotion of these events
- Engage with the ISP Alumni network and contribute to Hamilton alumni engagement activities in support of the school's and ISP's central alumni strategy

Systems and Platforms

- Lead the implementation and day-to-day use of the school's designated careers and destinations platform (such as Unifrog or equivalent)
- Ensure all students actively engage with careers and futures planning tools
- Track student engagement, destinations and outcomes data and report findings to the line manager
- Use data to identify trends and inform improvements in program delivery



Staff Collaboration and Whole-School Integration

- Work with Subject Leads and classroom teachers to embed futures learning into subject areas
- Support staff in identifying links between curriculum content and real-world applications
- Share resources and contribute to staff awareness of futures education and pathways guidance
- Contribute to departmental and year-group planning in support of whole-school student outcomes priorities
- Deliver assemblies to raise student awareness of futures opportunities, university pathways and careers themes
- Undertake duties, ECAs and additional support as assigned by the line manager

Student Support (Pathways-Focused)

- Provide personalized guidance to support student decision-making at key transition points
- Identify and support students at risk of unclear or unsuitable pathways, escalating concerns to the line manager where appropriate
- Ensure all students have a clear, aspirational and realistic post-16 and post-18 plan in place by the end of their time in the program

Position Requirements

Education

- Bachelor's degree from an accredited institution (required)
- Minimum three years of experience in a careers guidance, futures advisor or equivalent role in an educational setting
- Postgraduate qualification in careers guidance or school counselling is desirable

Experience

- Strong interpersonal skills and the ability to build rapport with diverse student populations
- Excellent communication skills, including active listening, public speaking and professional writing
- Strong understanding of global university systems and admissions processes (UK, US, European and international)



- Working knowledge of careers pathways and labor market trends
- Ability to deliver a structured futures and careers curriculum
- Experience using careers guidance and destination tracking platforms
- Ability to build and maintain partnerships with external organizations
- Strong organizational and data tracking capabilities
- Familiarity with High School transcripts, higher education policies and admissions processes
- Knowledge of international qualification frameworks including the High School Diploma, GPA, SAT and IELTS
- Awareness of requirements from international exam boards, including the IB
- Commitment to maintaining current knowledge of labor market trends, educational pathways and industry requirements
- Proficiency in educational software, online career planning tools and Microsoft 365 applications

Language: English is mandatory

Professional Knowledge and Skills:

- Strong understanding of student wellbeing frameworks, behavior management, and safeguarding practices.
- Knowledge of restorative and preventative approaches to student support.
- Ability to lead and support staff responsible for student wellbeing and pastoral care.
- Strong communication, collaboration, and interpersonal skills.
- Ability to think strategically while remaining responsive to day-to-day student needs.
- High-level IT competency for educational leadership and administration.

Personal Attributes:

- Passionate about delivering quality education.
- Able to command the respect of students, colleagues, and parents.
- Highly organized, with a proven ability to meet deadlines.



- Driven by a desire to improve educational quality and advance school development.
- Reliable, detail-oriented, and committed to excellence.
- Innovative, with a willingness to embrace change and continuous improvement.

Additional Expectations:

- Uphold the school's Vision, Mission, and professional standards.
- Maintain confidentiality and professional boundaries at all times.
- Fulfill duties in line with agreed expectations and contractual obligations.

This job description is current as of the date shown. However, it may be updated by Head of Primary and the Principal, in consultation with the post holder, to reflect changes relevant to the role.

The International Schools Partnership (ISP) is a growing group of committed colleagues in financially responsible schools around the world, all of which aim to be the school of choice in their local area. Learning is at the heart of everything we do for our students, colleagues and parents. We are committed to getting better, all the time.

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

All post holders are subject to appropriate vetting procedures, including an online due diligence search, references and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.

ISP Commitment to Diversity, Equity, Inclusion, and Belonging

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, age, disability status, neurodivergence, socio-economic background or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.