



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION

HEAD OF STUDENT FUTURES

Closing date: 9.00am Thursday 9 May 2024
Interviews will be held week commencing 13 May 2024



THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, last year we celebrated our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



MISSION AND ETHOS

Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self-discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



THE DEPARTMENT

Sixth form isn't just about examination outcomes, it's about preparation for the journey beyond. We make this an integral part of the Claremont sixth form experience, allowing our students to step confidently off our campus and on to the next stage.

Our supporting future pathways programme helps guide our sixth form students as they make choices about future careers and higher education.

Our students achieve excellent results and go on to study at Russell Group, Oxbridge or music and arts specialist universities, conservatoires or specialist institutes of further education. A small proportion move directly to competitive apprenticeships.

The department benefits from its own 'hub' with a resource library for pupils and students and a private meeting room for consultations. The department currently consists of a higher education co-ordinator and a careers co-ordinator. The creation of the role of Head of Student Futures will see the role of careers co-ordinator disbanded and absorbed in to the new position.



THE ROLE

We are looking to appoint a head of student futures. Working closely with the higher education coordinator, the head of PSHEE, the head of sixth form and the head of the Joyce Grenfell Programme, you will have overall responsibility for all aspects of the student futures programme and the provision of an enriching experience that prepares our students for success beyond their A levels.

This is a permanent, full-time position reporting to the deputy head academic. This role will have joint line-management responsibility for the higher education co-ordinator.

Key responsibilities will include:

- Overall responsibility for all aspects of the Student Futures programme and provision
- Work with the deputy head academic to implement a strategic vision for student futures focussing on academic achievement, skills development, raising awareness of professional opportunities and pathways and career readiness
- Specific responsibility for the 'careers' curriculum across the school
- Work closely with academic departments to integrate career development and study skills into the curricular
- To raise awareness of and support students to access apprenticeships and other professional

pathways as alternatives to higher and further education

- Ensure pupils have an understanding of how curriculum choices can affect professional opportunities and how professional ambitions can impact on curriculum choices
- Establish and maintain strong partnerships with universities, the wider Claremont community, employers and organisations to create opportunities for our students
- Responsible for overseeing the day to day running of 'Student Futures Hub'
- Delivery of the annual Student Futures Evening
- Responsibility for hosting careers events – such as the Careers Lunches programme
- Monitor and evaluate the effectiveness of student futures initiatives
- Working with the Head of Sixth Form on the delivery of the work experience programme in Year 12
- Ensuring the school meets the needs of its regulatory and inspection obligations and that it is fulfilling the terms of the Gatsby Benchmarks
- Representing the provision of 'careers' during the ISI inspection process and actively contributing to preparation

Management responsibilities

- Provide dynamic leadership, ensuring that all sociology activities have clear direction and that teachers, and other staff as appropriate, work together effectively to ensure that student support is outstanding and enables all students to reach or exceed their potential
- Keep up to date with examination board information such as specification updates and examination changes
- Supporting the Higher Education Co-ordinator and other colleagues to ensure students are able to access the most exclusive of undergraduate courses and institutions in the UK and abroad

Pastoral responsibilities

- Work within the pastoral team of Year Heads and tutors to share all necessary knowledge about students
- Report any issues of concern, including child protection issues, to the DSL and Heads of Year

Responsibility to parents

- Be available for appointments with parents
- Demonstrate a thorough knowledge of each learner and their individual needs
- Written reports to be accurate, unbiased, individualised, pertinent, goals-based and follow school procedure

Performance measures

- The performance of the teacher will be measured by an annual performance review which will include the following:

Professional responsibilities

- Attend subject and whole school INSETS





THE PERSON

Person specification

The successful candidate is likely to display the following characteristics:

- May have been a member of teaching or support staff within an educational setting. There will be no teaching allocation associated with this role
- Possess a good honours degree
- A relevant careers qualification, such as the QCF Level 6 Diploma in Career Guidance and Development, is desirable but not essential
- Previous middle leadership experience in a school setting
- Excellent communication and interpersonal skills, with the ability to build positive relationships with students, staff and external contacts
- Experience of leading a careers guidance programme within schools
- Experience of and significant evidence of supporting students to access the most exclusive courses, universities, employment opportunities and apprenticeships, including Oxbridge and Medicine
- Experience of the UniFrog platform
- Familiarity and understanding of the 'Gatsby Benchmarks'
- Excellent communication skills, oral, written and use of ICT
- Prepared to work hard with energy and enthusiasm
- An ability to set high expectations amongst all pupils
- A cheerful, enthusiastic and well-presented person, capable of inspiring confidence in pupils and parents
- Capable of working independently and as part of a team
- Calmness and efficiency and the ability to work under pressure at certain times
- Eager to learn and able to attend all INSETs
- Aware of the nature of the school and prepared to commit to its all-round ethos, co-curricular activities and pastoral approach



WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Property prices tend to be high locally but there are affordable options a little further out, and many staff choose to live slightly further afield.

This role will pay a competitive salary, depending on experience.

Benefits include group personal pension plan - the school makes a generous contribution with a 3% employee contribution, 3x salary life assurance, staff discount for children attending the school, cycle to work scheme, complimentary lunches and refreshments during term time. There is also onsite parking.



HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Applicants are asked to complete the downloadable application form available on our website. The application form is available in a Microsoft Word read/write format or the *pdf may be printed and completed by hand. You should provide a covering letter in support of your application addressed to the headmaster, Mr William Brierly.

Please note: applications should be submitted by email and sent to jobs@claremont.surrey.sch.uk

Documents must either be in Microsoft Word or *pdf format as we are not able to accept any other type of file.

All applications will be acknowledged by email

within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.

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