



JOB DESCRIPTION

HEAD OF ENTERPRISE, EMPLOYABILITY AND ENTREPRENEURSHIP

 **WIMBLEDON
HIGH SCHOOL**

EX HUMILIBUS EXCELSA

GDST
GIRLS' DAY SCHOOL TRUST



WIMBLEDON HIGH SCHOOL

At Wimbledon High School we are proud to do things differently. We are a high-performing school for intellectually curious girls – girls who go on to achieve great things, yet who remain grounded and who are ready to throw themselves into school life.

We have been offering an outstanding education since 1880 on our central Wimbledon site: inspiring lessons encourage edgy thinking and cross-curricular links foster truly interdisciplinary learning that encourages problem solving and puts creativity at its heart.

As the first school to hold a Failure Week, we continue to champion judicious risk-taking. This can only be done, of course within a warm

and caring community, where students feel supported as they try something new, fail, try again and fail better. There is always lots of fun to be had along the way, but of course the end results speak for themselves: consistently excellent A Level and GCSE results taking girls to a whole variety of university courses and careers beyond.

Our co-curricular programme is extensive, so that imagination in and out of the classroom is fired. Our aim is to prepare confident, fearless young women, ready for a future where intellectual agility and resilience will be key. We want our girls to stride out of Wimbledon High School into the world and shake it up.



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JOB PURPOSE

The Head of Enterprise, employability and entrepreneurship will be responsible for supporting the Director of Higher Education in devising, communicating and implementing an innovative and ambitious 'futures' programme at WHS, with skills and enterprise learning at its core.

The post holder will be directly responsible for developing a culture of enterprise and entrepreneurial thinking and activity. They will take the lead in developing an innovative and engaging employability skills programme, so that WHS develops a local and national reputation for excellence in Enterprise, Entrepreneurship and Employability education. This will be a key part of our approach at every key stage.

Given the flexibility and forward-thinking required in this area of education, significant scope exists for the post holder to develop the role.

ACCOUNTABLE TO:

The Head, via the line management of the Director of Higher Education and the Head of Sixth Form.

ACCOUNTABILITY AND RESPONSIBILITY

The Head of Enterprise, Entrepreneurship and Employability is responsible for:

- Effective leadership and oversight of all enterprise, entrepreneurship and employability related activities throughout the school
- Delivery of a full programme of enterprise, entrepreneurship and employability events including a biennial 'futures' fair, off timetable days and careers-related conferences and networking events
- Development of links with work-related learning organisations and industry partners including key graduate employers (Gatsby benchmark 6).
- Management of all Work Experience and Work-Related Learning activities and internships.
- Keeping up to date with current research into the changing landscape of graduate recruitment and ensuring that these are reflected in WHS' provision.
- Acting as a consultant / reference point for Tutors and Heads of Year and Heads of Department on all areas associated with Enterprise, Entrepreneurship and Employability education and offer guidance, training and support with the delivery of sessions within the PSHEE (GROW) programme
- Working with the Director of Development to foster good relations with alumnae to solicit their support at careers events and through networking opportunities



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- Maintaining and bolstering a programme of outside speakers to provide inspiration for students and their parents in considering the future education/careers
- Producing EEE information through hard copy literature, e-communications and displays
- Liaising with the Director of Marketing and Communication to develop appropriate information for students and parents

ALL STAFF ARE EXPECTED TO:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Support and contribute to the school's drive towards sustainability and environmental education.
- Work within the school's Health & Safety Policy to ensure a safe working environment for staff, students, and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive and courteous relations with students, parents, and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, GDST Hub and GDST circulars.
- Undertake other reasonable duties related to the job purpose as may be required from time to time.

REVIEW AND AMENDMENT

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



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EDUCATION/QUALIFICATIONS

ESSENTIAL

- Educated to undergraduate degree level or equivalent
- Excellent written and spoken English
- Strong IT skills

DESIRABLE

- A working knowledge of Microsoft Teams platforms

SPECIAL ABILITIES AND APTITUDES

ESSENTIAL

- Able to work as part of a team, sell a vision and make transformative change
- Able to work collaboratively and to develop positive relationships with internal and external stakeholders
- Able to confidently present the work of EEE at public events
- Enthusiastic, innovative, highly motivated
- Able to engage with and relate to pupils: approachable and is open and honest
- Helpful, problem-solving nature
- Able to work on own initiative
- Willing to learn new skills and lead new initiatives, be adaptable

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- Excellent interpersonal skills and the ability to relate well to people on all levels
 - An efficient professional with excellent organisational and administrative skills, the ability to remain calm under pressure and to work to deadlines

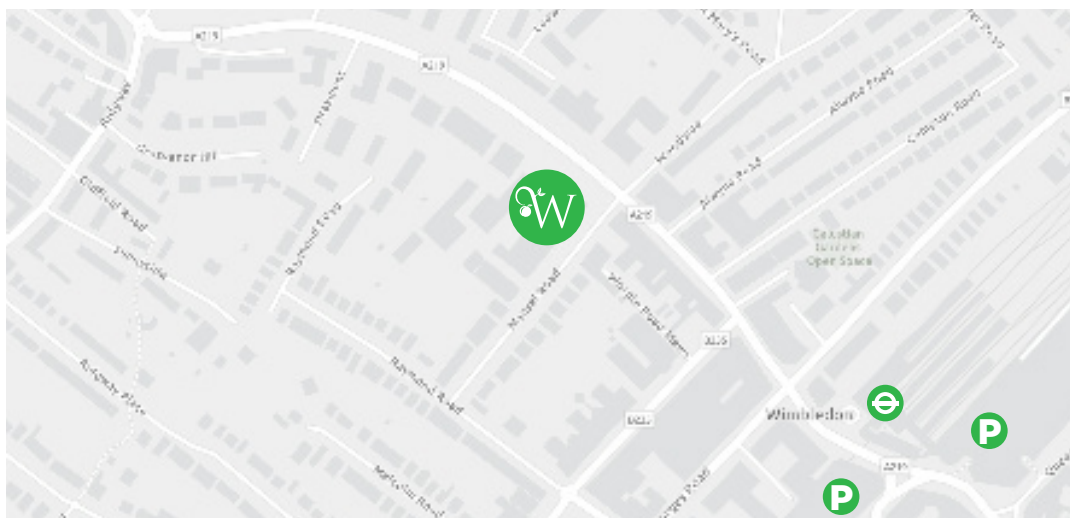
OTHER REQUIREMENTS

ESSENTIAL

- Suitable to work with children in accordance with the GDST safeguarding policy and subject to enhanced DBS disclosure
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LOCATION



Wimbledon High School is conveniently situated in the heart of Wimbledon.

The station is a few minutes' walk away, serving National Rail, London Underground and Tramlink. Buses 93, 493, 200, 57 and 131 stop nearby. If you are driving to Wimbledon to visit the school, please use one of the two public car

parks marked on the map and allow plenty of time. Parking in Mansel Road and surrounding roads is limited to a few metered bays. We regret that there is no visitor parking available on the school site.

Our playing fields are at Nursery Road, a ten minute walk down Worple Road.

Wimbledon High School
Mansel Road, London, SW19 4AB
wimbledonhigh.gdst.net

Head
Ms Fionnuala Kennedy

Contact
T 20 8971 0900
E info@wim.gdst.net