



Candidate Information Pack



Full time **Head of House**

The Head of House will join the existing House team will also be a teacher of any of the subjects taught in the college, including Biology, Chemistry, Physics, Maths, Further Maths, Economics, Computer Science and, new for 2023, Psychology.

Heads of House teach a reduced timetable.

What would you do if you worked in a school with the most able students from across the world?



Introduction & Background

Cardiff Sixth Form College was set up in 2004 as a small private tutorial centre in response to a perceived need in the community to cater for those students of high academic ability but relatively modest financial means. Latterly, expansion of the college has allowed for international students to access this same service. The aim of Cardiff Sixth Form College is to prepare students for a well-balanced, modern life with outstanding levels of educational achievement. A combination of small class sizes, individual attention and excellent teaching leads to first-class academic results with the college being recognised consistently as the 'Number One Independent School in the UK, at A Level' since 2011.

Cardiff Sixth Form College is an international boarding school which brings together some of the most talented students from different countries, providing a stimulating environment in which to study. Students bring an enthusiasm and focus to their studies and are hungry for knowledge and success. In 2021, 98% of students achieved A*-A grades and 100% A*-B. 17 students went on to Oxbridge and 50% to the G5 universities with 81% going onto QS Top 100 universities worldwide.

The opening of a new site in Cambridge in September 2022 means that both Cardiff and Cambridge colleges now operate as 'One College, on Two Campuses'.

Location

Cardiff Sixth Form College, Cambridge is set in the heart of the city of Cambridge. Based in three buildings, closely located to the town centre, it is very much an 'urban college'.

Cambridge is a city on the River Cam in eastern England, home to the prestigious University of Cambridge, dating to 1209. University colleges include King's, famed for its choir and towering Gothic chapel, as well as Trinity, founded by Henry VIII, and St John's, with its 16th-century Great Gate. University museums have exhibits on archaeology and anthropology, polar exploration, the history of science and zoology.

The city's skyline is dominated by several college buildings, along with the spire of the Our Lady and the English Martyrs Church, and the chimney of Addenbrooke's Hospital. Anglia Ruskin University, which evolved from the Cambridge School of Art and the Cambridgeshire College of Arts and Technology, also has its main campus in the city.

Cambridge is at the heart of the high-technology Silicon Fen with industries such as software and bioscience and many start-up companies born out of the university. Over 40 per cent of the workforce have a higher education qualification, more than twice the national average. The Cambridge Biomedical Campus, one of the largest biomedical research clusters in the world includes the headquarters of AstraZeneca, a hotel, and the relocated Royal Papworth Hospital.

The first game of association football took place at Parker's Piece, immediately behind the Cardiff Sixth Form College main building. The Strawberry Fair music and arts festival and Midsummer Fair are held on Midsummer Common, and the annual Cambridge Beer Festival takes place on Jesus Green.

The city is well served with excellent road and rail links. It is adjacent to the M11 and A14 roads and Cambridge station is less than an hour from London King's Cross railway station.

School Aims & Ethos

Cardiff Sixth Form College's vision is to be "The Best Academic School in the World": lofty aspirations which are backed up by a remarkable history of high academic achievement and successful university placements.

Ralph Waldo Emerson said: "Without ambition one starts nothing. Without work one finishes nothing. The prize will not be sent to you. You have to win it." This epitomises the attitude of a typical Cardiff Sixth Form College student who is ambitious, whose aspirations are broad and whose academic dreams are significant. It is for the hardworking and diligent student who wants to excel and broaden their academic horizons. It is for students who wish to win a place at the best universities to study courses which will provide fulfilment and challenge. It is not for everyone, but it is the perfect place for many.

The college aims to deliver teaching and learning that challenges, inspires, demands and delivers excellence; careers guidance which is outstanding and is tailored to the individual's needs and aspirations; pastoral care which is safe, caring, compassionate, understanding and developmental; administration which is efficient and supportive, with compliant systems, both complementing and leading the provision; and sustainability that comes from a profitable organisation that invests for and in the future.



Cardiff Sixth Form College's new Cambridge campus

As the leading A level provider within the UK, Cardiff Sixth Form College offers an outstanding academic programme for admission to the best universities in the UK and internationally. At the Cambridge campus, students will follow a predominantly STEM programme and may select from the following subjects:

Biology | Further Mathematics | Mathematics | Chemistry | Physics | Economics | Computer Science | (new) Psychology

In addition, the college helps students build management and project skills, teamwork abilities, confidence and a healthy mindset. Our teaching approach places considerable emphasis on independent learning – to look beyond simple answers and demonstrate a passion for knowledge and discovery. To support this aim, all students have access to courses in critical thinking, effective communication, leadership and entrepreneurship.

Learning begins in the classroom but doesn't end there. All students take part in an extensive super-curricular programme, 'The Cambridge Edge'. This including elements from work observation, academic enrichment trips, career-based societies and a wide range of academic competitions.

An extensive university preparation programme complements the curriculum, giving students the best chance to achieve their potential. This includes specific assistance for Oxbridge entry, Medicine and Healthcare degrees and international university preparation. As a part of Dukes Education, we are supported by Dukes Consultancy, including Oxbridge Applications, Medic Applications and A List for US University Applications in providing expert and bespoke assistance to our students.



Head of House

The Head of House will join the existing House team and can be a teacher of any subject taught in the college. Heads of House teach a reduced timetable.

JOB DESCRIPTION

Job Title:	Head of House
Department:	Pastoral
Responsible to:	Head
Purpose of the job:	The role of the Head of House (HoH) is crucial in establishing and maintaining a holistic overview of the development, welfare, achievement and attainment of all students in a House. HoHs must support all students to make appropriate personal and academic progress based on an individualised approach. This involves individual guidance, meeting parents, administration and the social and community development of the House. HoHs form a vital part of the Pastoral Team. HoHs need to have a good knowledge of pastoral issues and are expected to keep up to date with child protection regulations, lead on and work in conjunction with the Head on improving support and practices. Develop and maintain an ethos within the House that sets high expectations for students in all aspects of their work, conduct and behaviour in College and which encourages positive attitudes to College and learning, fostering high academic and personal aspirations among students.

PURPOSE OF THE JOB

Main Responsibilities

- Oversee a group of 25 - 75 students, giving them effective support and feedback through individual support and frequent, regular group meetings
- Ensure effective reporting to and communication with parents, guardians and agents in accordance with College Policies and procedures
- Liaise with Heads of Departments and teachers to monitor students who are regularly falling below target grades using information provided by the Academic Administrator
- Liaise with Houseparents at the College's boarding houses who monitor student welfare and behaviour outside of College hours
- Support and assist students to ensure that they understand, and are actively adhering to College Behaviour and Attendance policies; including the issuing of sanctions, incentives and rewards in consultation with the Head of Pastoral and Vice Principal;
- Provide effective pastoral and academic support, and monitoring of students;
- Liaise effectively, both formally and informally, with Heads of Department and subject teachers to ensure that students achieve effective academic progress (A-level and/or GCSE) and receive appropriate academic guidance;
- Monitor and evaluate each student on a weekly basis, such as registers, reports, homework completion, spiritual and moral guidance, uniform, academic progress, medical;
- Promote and monitor students' attendance and punctuality;
- Promote and implement the College's behaviour policy and take responsibility for standards within the House.

Students

- Be responsible for actively monitoring the academic, social and personal progress of all students in the House, encouraging high aspirations and achievement so that each student develops his/her ability;
- Ensure the very best standards of discipline and behaviour as a role model for both staff and students to promote positive relationships;
- Systematically monitor and evaluate each student's attainment and progress in accordance with baseline data and prior attainment;
- Liaise with the head, Heads of Department and individual teachers as necessary concerning students' academic progress (A-level and/or GCSE), and negotiate and co-ordinate strategies to improve their performance and secure progress;
- Evaluate data on attendance and punctuality, and information on students' personal circumstances to inform decisions and guidance in relation to academic performance;
- Know all students in the House as well as possible and display warmth, openness and personal support;
- Support the college's Reporting Procedure;

- Write on all full reports from a HoH perspective;
- Be responsible for and proof read all UCAS references and to give advice on UCAS to all students as required in liaison with the careers department;
- Write student references as required;
- Promote and adhere to College policies regarding assessment, homework, sanctions, equipment, appearance and behaviour;
- Track the progress of individual students who may be disaffected or underachieving;
- Keep appropriate records of pastoral issues;
- Promote equality and enable the educational and social inclusion of all students;
- Contribute to the preparation of students for entry to Higher Education in liaison with the other key staff involved in the Higher Education process;
- Encourage and foster activities which develop each student's interpersonal skills, personal confidence and sense of responsibility;
- Liaise with appropriate individuals within the College and agencies to assure the inclusion of students with ALN;
- Collate relevant pastoral and academic information in order to develop the student target setting and personal profiles for each student for academic mentoring and individual learning plans;
- Implement the student induction programme;
- Advise the Head of Pastoral on all student matters as appropriate.

Communication

- Attend relevant Year Group Parents' Evenings;
- Liaise effectively with Heads of Department, teachers and parents/guardians/agents to ensure that each student's progress is maintained and that academic concerns are dealt with appropriately.
- Communicate and liaise with parents/guardians/agents (proactively and reactively) on matters concerned with students' attainment, progress and conduct;
- Ensure that, on a regular basis, students are kept appropriately informed of College events, tutorial requirements and relevant whole-college issues;
- Share, throughout the year with the Head of Pastoral, all appropriate information on each student and on whole-cohort issues;
- Provide leadership, vision and common purpose for students in the House;
- Manage and chair House Meetings;
- Support all House events and encourage student involvement as long as it is not detrimental to academic performance;

Administration

- Ensure that student records on the Management Information System are up to date with the latest information on students within the House;
- Organise, manage and monitor the College's assessment, target-setting, recording and reporting procedures relevant to the House group, in liaison with the Heads of Department, Head of Academics and Vice Principal.

Others

- Teach a reduced teaching timetable depending on the number of students in the House
- Ensure that tutor (PSE) sessions are productive, worthwhile and recognised as such by students; and thereby contribute to students' development
- Advise students requesting a change of subject or programme in consultation with Senior Staff
- Support programmes for targeted students such as Oxbridge entrance, Medics etc. as appropriate
- Assist the Careers Department, Vice Principal and Principal with regard to UCAS applications
- Support the election of students to the Student Prefect body ensuring students from your House are effectively represented
- Meet regularly with the Head of Pastoral to review progress and discuss issues
- Contribute to the continuing development of the secondary curriculum by developing a comprehensive understanding of the issues relevant to this age group;
- Contribute to the evaluation and development of the pastoral process;

Health & Safety

- Comply with all health and safety procedures as required by the college

Safeguarding Responsibilities

- Cardiff Sixth Form College is committed to its responsibility for safeguarding and promoting the welfare of its students in line with government recommendations and policies. Due to this, all staff at the college have a responsibility for safeguarding and reporting any concerns regarding students to the DSL. Your safeguarding responsibilities mean that you will need to:

- ❖ Demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College Policy and procedure.
- ❖ Respond and deal with incidents in a sensitive, empathetic and supportive manner, reporting any incidents to the accommodation manager and pastoral team.
- ❖ Be willing to undertake additional safeguarding training to enhance professional development.

Person Specification

- Demonstrates leadership and personal responsibility by motivating, showing drive and determination
- Organising work without supervision, being adaptable and showing good judgement
- Works effectively with other people by being self-aware; treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained
- Developing good working relationships with colleagues, and sharing knowledge and best practice
- The ability to manage difficult situations if they should arise
- Demonstrating individual initiative and an ability to complete tasks without supervision whilst also functioning as a part of a team
- Communicates clearly by getting the message across effectively, listening carefully and responding to feedback
- Representing CSFC professionally and adhering to the highest levels of customer service with all stakeholders including students, parents, agents, guardians and external service providers.

Heads of House also teach and for this part of the role, the teacher job description applies, please see below. Note that the Heads of House teach a reduced timetable and this depends upon the number of students in the house.

Job Specification - Teacher

Job Title:	Subject Teacher
Department:	
Responsible to:	Head/Deputy Head/Head of Department
Purpose of the job:	To provide an excellent standard of teaching within the department, to promote and enhance the capability of students, to provide pastoral support to students as and when required, to support associated courses throughout the College, to support the advancement of the College, and to carry out all associated administrative duties required of the role.

	Main tasks and responsibilities
Excellent student learning	<ul style="list-style-type: none"> • Effective classroom teaching, lesson preparation and developing lesson plans and schemes of work/programmes of study. • Plan and teach well-structured lessons and impart knowledge and develop understanding through effective use of lesson time. • Provide students with individual tutorial support where required. • Exam preparation, complying with the College's policies and requirements regarding marking and testing. • Set high expectations and goals which inspire, motivate and challenge pupils to ensure they perform to their optimum. • Be accountable for pupils' attainment, progress and outcomes. • Understand pupils' capabilities and plan teaching to build on them. • Encourage pupils to take a responsible and conscientious attitude of their own work, study and grades. • Foster and maintain pupils' interests in subjects and address misunderstandings.

	<ul style="list-style-type: none"> • Set homework and testing assignments and other out of class activities to consolidate and extend the knowledge and understanding of pupils. • Understand and facilitate effective assessment criteria within subject area. • Give pupils feedback, both orally and through accurate marking, and encourage students to respond to feedback. • Provides one-to-one tuition to students to support their development and ensure they reach their full potential.
Subject knowledge and curriculum development	<ul style="list-style-type: none"> • Demonstrate good subject and curriculum knowledge for subject area, including examination requirements. • Supporting subject department and colleagues by sharing teaching materials and techniques and peer learning, e.g. classroom reflections. • Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching. • Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in all subject areas. • Reflect systematically on the effectiveness of lessons and teaching styles. • Contribute to the design and provision of an engaging curriculum within relevant subject area. • Take responsibility for own professional development in teaching and subject area to enhance capability.
Pastoral care	<ul style="list-style-type: none"> • Monitor student welfare and alert pastoral support staff of any concerns, including the completion of iSAMS. • Take responsibility for safeguarding and promoting the welfare of Students.
Administration	<ul style="list-style-type: none"> • Monitor Student learning via assessments and tests in line with College Policy. • Recording student attendance for each lesson, reporting non-attendance and following up with individual students to ensure appropriate learning opportunities are undertaken. • Completion of school reports each term and attendance at parent's evenings. • Mark student assignments and exams and updating results on to College IT system in a timely manner. • Maintain appropriate files and records of lesson plans, examinations and tests, results etc. • Regularly update and report information to the Head of Department and provide information in a timely and coherent manner on request.
General Responsibilities	<ul style="list-style-type: none"> • Support and facilitate College activities and development initiatives. • Contribute to the attainment of the College's strategic objectives, as appropriate. • Demonstrate consistently professional and positive attitudes, values and behaviours which are expected of pupils. • Involvement in the College's extra curriculum activities - teachers are required to assist with and attend a minimum of three trips/events per year). • Marking student entrance examinations (to be admitted to the College). • Use relevant data to monitor student progress, set targets and plan subsequent lessons. • Completion of student UCAS references for subject area. • Promoting the College and its reputation externally. • Complies with and implements all College's policies, practices and procedures. • Undertake such duties as may reasonably be required in consideration of your role, general responsibilities, grade/salary level. • Participate in and promote the College's professional development and appraisal practices. • Acts as a tutor to groups of students.

Ofsted Inspection

Cardiff Sixth Form College, Cambridge has been inspected in May 2022 by Ofsted as a new school providing academic education for pupils and students aged 14 – 19. A further, full Ofsted inspection will take place in the first year of operation in accordance with the Department for Education requirements for new schools.

Governance

The college is a registered company limited by guarantee operating within the Dukes Education Group Ltd. The college is governed by a Board of Directors, consisting of:

- Founder and Chairman
- Managing Director (Colleges)
- Managing Director (London Day Schools & Nurseries)
- Managing Director (Outer London Schools)
- Managing Director (Beyond the Classroom)
- Chief Financial Officer

The Board of Directors is assisted by a professional support team and appointed Senior Advisors to review all aspects of college performance and monitoring. This includes safeguarding, fees, staffing, budgets, health and safety, property, admissions and marketing, compliance, inspections, training and development, legal matters, complaints, surveys and other local school issues.

The Governing Body meets termly to consider reports from the Principal and Head covering all college matters.

The Board retain ultimate responsibility for the approval of all policies and developments. They also review regularly their impact on college finances and operations. All operational matters are delegated to The Principal and Head, as appropriate, who are responsible for fulfilling the college's aims and the successful implementation of the college's strategic development plan.

Terms & Conditions

A formal contract detailing terms and conditions will be drawn up on appointment.

The following notes provide guidance without prejudice, on the likely main provisions.

A competitive remuneration package, with a salary commensurate with the post and any wider responsibilities (such as acting as Head of House), the experience of the candidate and the regional location of the college.

Inclusion in the Cardiff Sixth Form College pension plan.

Start date : 1st September 2023

The appointment is subject to one terms' notice.

Holiday entitlement is 58 days in to include public holiday.

Working Hours are Monday – Friday, 42.5 hours per week, 08:00 – 17:30 (Occasional evening and Saturday work as necessary to support school events)

Probationary period is six months, reviewable at discretion of CSFC

The successful candidate's performance will be subject to a regular review.

The college will be supportive, whenever possible, of external professional activities such as committee membership and professional body activities as agreed with the head.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Shortlisted candidates will be asked to undertake identity and qualification checks which conform to the college's Safeguarding Policy.

They must also agree to references being taken up at the final stage and checks made with past employers.

The successful applicant will be required either to complete a self disclosure medical questionnaire or have a medical examination paid for by the college.

The appointment is subject to satisfactory references, satisfactory clearance from DBS, proof of identity and qualifications and a satisfactory medical report

Cardiff Sixth Form College winning the 'Overall Setting of the Year' Award at the 2022 Annual Dukes Education Conference.

