

Senior Vice Principal Candidate Information


**CARDIFF
SIXTH FORM
COLLEGE**

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Together we're extraordinary.





Introduction & Background

Cardiff Sixth Form College is the UK’s leading academic, independent boarding college. Top of the national league tables since 2011, our vision is to be the best academic school in the world.

The college is located in the heart of Cardiff, occupying a site providing spacious and modern teaching and administration facilities alongside state-of-the-art and luxurious student accommodation. A culture of exceptional teaching & learning blended with bespoke pastoral care leads to first-class academic results.

In 2022 we were once again number one in the whole of the UK for A Level results (The Telegraph) and number one in Wales for A Level and GCSE results combined (The Times).

Cardiff Sixth Form College is an international boarding school which brings together some of the most talented students from South Wales and around the world, providing a stimulating environment in which to study. Students bring an enthusiasm and focus to their studies and are hungry for knowledge and success. Teachers are exceptional practitioners, committed to continuous professional development and to the mastery of their art. All staff strive for excellence and work to the common purpose of realising our shared vision.

In 2022, 75% of all A Levels were graded at A* with 95% at A*-A. On average, 80% of students gain access to one of the QS Top 100 universities worldwide.

In September, 2022, we opened our second campus, Cardiff Sixth Form College, Cambridge. Together, we operate as ‘one college, two campuses’, ensuring the highest standards are delivered in both locations. Our plans for future development are bold, ambitious and transformational.

Location

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

Cardiff is the largest city in Wales and is its chief commercial centre, the base for most national cultural institutions and Welsh media, and the seat of the National Assembly for Wales. At the 2011 census, the unitary authority area population was estimated to be 346,090, and the wider urban area 479,000. Cardiff is a significant tourist centre and the most popular visitor destination in Wales with 21.3 million visitors in 2017. In 2011, Cardiff was ranked sixth in the world in National Geographic’s alternative tourist destinations.

Since the 1980s, Cardiff has seen significant development. A new waterfront area at Cardiff Bay contains the Senedd building, home to the Welsh Assembly and the Wales Millennium Centre arts complex. Current developments include the continuation of the redevelopment of the Cardiff Bay and city centre areas with projects such as the Cardiff International Sports Village, a BBC drama village, and a new business district in the city centre. Sporting venues in the city include the Principality Stadium—the national stadium and the home of the Wales national rugby union team—Sophia Gardens (the home of Glamorgan County Cricket Club), Cardiff City Stadium (the home of Cardiff City football team and the Wales football team), Cardiff International Sports Stadium (the home of Cardiff Amateur Athletic Club), Cardiff Arms Park (the home of Cardiff Blues and Cardiff RFC rugby union teams) and Ice Arena Wales (the home of Cardiff Devils ice hockey team).

It is well served with excellent road and rail links, being connected via the M4 and having three railway stations in close proximity.

The latest cost of living figures for Cardiff calculate rental prices to be almost 50% lower and local purchasing power to be 75% higher than in London (Numbeo March 2023).



School Aims & Ethos

Cardiff Sixth Form College's vision is to be "The Best Academic School in the World". A lofty aspiration which is backed up by a remarkable recent history of high academic achievement and successful university placements. Our success is born of a culture of intellectual rigour and a commitment to the highest standards in every element of our operation. We welcome students who are ambitious, self-directed, industrious and intellectually curious and recruit staff who are experts in their field, committed to excellence and driven by a clear sense of purpose.

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; sustainability that comes from a profitable organisation that invests for and in the future.

Inspection Reports

Our most recent Estyn (His Majesty's Inspectorate of Education and Training in Wales) was exceptional, highlighting numerous strengths. Estyn does not 'grade' schools (as per Ofsted or ISI) and offers a narrative report.

The highlights of the 2019 report on Cardiff Sixth Form College were:

- The standards achieved by pupils at Cardiff Sixth Form College are extremely high
- Throughout the college, pupils are highly motivated and have particularly positive attitudes to their learning
- Behaviour is exemplary
- Teachers have secure up-to-date subject knowledge and they share their expertise well
- The care, support and guidance provided by the school is strong
- All staff know pupils very well and offer a close network of support that nurtures trusting working relationships
- Senior leaders provide firm direction and set out high expectations for all aspects of the school's work

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)
- Finance Director (Colleges)
- Compliance Director (Colleges)

The Board of Directors are 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 covering all college matters.

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

The Cardiff Sixth Form Colleges (Cardiff & Cambridge) are led by Mr Gareth Collier, who ensures parity of education and student experience between both colleges as well as directing the marking, recruitment and international brand of Cardiff Sixth Form College.

College Structure and Leadership

Cardiff Sixth Form College is led and managed internally by the following teams:

Senior Leadership Team

- Principal
- Senior Vice Principal
- Vice Principal
- Assistant Principal
- Director of Finance & Operations
- Director of Lower School

College Management Team

- SLT Members, listed above
- College Services Manager
- Admissions Manager
- Academic & Data Manager
- Head of Boarding
- Director of Careers & Higher Education
- IT Manager
- HR Manager

The Opportunity

The Board of Directors of Cardiff Sixth Form College invite applications for the post of Senior Vice Principal. This is a role which offers an exciting opportunity for the right person to work in a dynamic, challenging, demanding and fulfilling environment.

This is a new role which recognises the importance of comprehensive management in a focused academic college. We are seeking to appoint someone with a track record of excellence in the field of academic achievement, engaging and challenging highly academic students and staff, all gifted in their own particular fields.

The post-holder is responsible to the Principal for ensuring the college operates smoothly and efficiently, maintaining the highest level of academic excellence and delivering the aims and ethos of the college. Together with the Principal, significant autonomy for the running of Cardiff Sixth Form College is vested in this team.

The Senior Vice Principal will work with the Principal, Senior Leadership Team and the wider community to provide professional leadership and management for the college. They will nurture a culture that promotes excellence, equality and high expectations for all. They will be responsible for many aspects of operational management and, with the Principal, assist in development planning processes.

Cardiff Sixth Form College, across both campuses, plays a leading role within Dukes Education and the post-holder will be committed to developing links across all Dukes Colleges.



Job Description

The Senior Vice Principal will:

- Lead the College, in the Principal's absence;
- Manage the smooth running of the College, including day-to-day operations, major events, incidents, complaints and crises;
- Manage and lead the academic life of the College;
- Assist the Principal in all aspects of development planning;
- Lead a culture of high standards and excellence amongst the student body;
- Oversee the leadership and management of our boarding operations;
- Oversee and manage the annual survey strategy, ensuring quality feedback contributes to future planning;
- Plan, oversee and lead our 'fourth term', summer school operations.

The Senior Vice Principal will be responsible for providing professional leadership that:

- Sustains the college's high level of academic achievement, university placement advice, pastoral care and improved development;
- Secures a high quality education for all its students and enables them to achieve their full potential in terms of academic, spiritual, moral, social, emotional and cultural development;
- Maintains an academic Summer School, supporting the academic aims of the full time courses and contributing positively to the financial sustainability of the college;
- Ensures full compliance and readiness for inspections from ESTYN (Education & Training Inspectorate for Wales), CIW (Care Inspectorate Wales), and the UKVI (UK Visa & Immigration) as necessary;
- Contributes to a sustainable financial future for the College;
- Forges further collaboration and partnership across local networks.





Specific Areas of Responsibility

This list is not exhaustive and the post holder may be expected to assume additional responsibilities as reasonably requested by the Principal. The position is reviewed annually, along with the role description.

Academic Leadership

- To lead the development, organisation, staffing, timetabling and implementation of the college's curriculum;
- To lead and develop the use of data at the college;
- Oversee, organise and line-manage assessment, tracking and reporting processes;
- To lead and line-manage the Heads of Department and the processes of quality assurance;
- To manage the Professional Development & Appraisal process;
- Monitor the quality of the curriculum. Implement and sustain effective monitoring systems;
- Lead, motivate, support, challenge and develop staff to secure high academic standards;
- Monitor and review the range, quality, quantity and effectiveness of all resources in order to improve the quality of education and outcomes;
- Provide information, objective advice and support to the Principal and Senior Leadership Team;
- Present a coherent and accurate account of the college's performance as appropriate to a range of audiences including the Board of Directors, the Welsh Government, partner schools, parents, agents, ISC, CIW and Estyn;
- Assist in the creation of an ethos, curriculum and educational direction which secures sustained improvement in students' spiritual, moral, social and cultural development; preparing them for opportunities, responsibilities and experiences in the most challenging academic courses at top universities in the UK and internationally.

Leadership of Staff

- Lead and manage the Heads of Department, supporting them in the smooth running of their departments and ensuring consistent, high standards across all subject areas;
- Assist in the recruitment, retention and leadership of high quality teaching and non-teaching staff and lead the process whereby they are appraised, supported and professionally developed;
- Lead and manage the Academic Data Manager, who in turn is responsible for timetabling, examinations, GDPR, the database and all academic data;
- Oversee and be responsible for the development of policies as delegated by the Principal;
- Oversee the smooth management of the daily life of the school, all major school events, incidents and crises, ensuring communication is clear, precise and timely.

Leadership of Students

- Support the SLT and all staff in ensuring that students understand our expectations and adhere to them;
- Ensure behaviour, attendance and 'studentship' is at the highest standard, showing robust, visible leadership throughout the school;
- Develop new systems to ensure student voice is effective, impactful and contributes to school improvement;
- Oversee and be responsible for the Rewards, Sanctions & Behaviour policy.

Leadership of Boarding

- Support and line-manage the Head of Boarding, ensuring that provision is excellent;
- Oversee and ensure full compliance in all boarding operations;
- Support the Head of Boarding and all boarding staff by being present, involved and supportive throughout the year.

Leadership of 'Fourth Term' Operations

- Oversee the planning, implementation, smooth-running overall quality of the August 'pre-sessional' courses;
- Assist with the planning and implementation of August UCAS courses;
- Develop and lead any other, additional summer courses which maximise our opportunity to deliver high quality educational experiences to a wider audience.

Person Specification

The Principal is looking to appoint an accomplished manager and transformational leader, with strong people skills and an empathic nature who will maintain and develop high academic outcomes, ensure exceptionally high standards throughout the college and guarantee smooth, efficient leadership and management, throughout the year.

The person appointed will have outstanding management and leadership skills, confidence to bring forward ideas for future success and proven ability in different aspects of school leadership.



Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Qualified Teacher Status• Undergraduate Degree	<ul style="list-style-type: none">• Maths/Science focus• Postgraduate level qualification
Experience	<ul style="list-style-type: none">• Experience as an effective leader in an academic organisation• Substantial, successful teaching experience at Key Stages 4 and 5 - post 16• Experience of leadership in a school with a strong sixth form• Experience of leadership with international students• Experience of leadership in a boarding school in the UK or internationally	<ul style="list-style-type: none">• Pastoral leadership• Curriculum leadership• Experience of teaching in more than one school• Experience of teaching in an independent school• Experience of working within a boarding context• Experience of education in a commercial context
Professional Development	<ul style="list-style-type: none">• Evidence of continued professional development relating to school leadership and management, and curriculum / teaching and learning	<ul style="list-style-type: none">• Experience of working with other schools/ organisations/agencies• Experience of leading/co-ordinating professional development opportunities• Ability to identify own learning needs and to support others in identifying their learning needs
Strategic Leadership	<ul style="list-style-type: none">• Ability to articulate and share a vision• Evidence of having successfully translated vision into reality at a middle-leadership level• Ability to inspire and motivate staff, students, parents and wider stake-holders• Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement• Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these• Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for maintaining and raising standards and the achievement of all students• Understanding of and commitment to promoting and safeguarding the welfare of students.	<ul style="list-style-type: none">• Knowledge of the role of the governing body• Evidence of having successfully translated vision into reality at whole-school level• Understanding of change management• Knowledge of ESTYN framework for schools in Wales• Knowledge of CIW framework for independent boarding schools in Wales• Knowledge of Welsh safeguarding law/ frameworks and Keeping Learners Safe.

Category

Essential

Desirable

Teaching & Learning

- Outstanding teaching skills with a proven track-record of success
- A secure understanding of recent education reform at A Level and I/GCSE Level
- Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of highly motivated and academically aspirational students
- A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning
- Experience of effective monitoring and evaluation of teaching and learning
- Secure knowledge of statutory requirements relating to the curriculum and assessment

- Demonstrate successful experiences in creating an effective learning environment and in developing and implementing policy and practice relating to academic and pastoral management
- Successful assessment of teaching and learning practises and strategies to improve practitioner skills

Leading & Managing Staff

- Experience of working in and leading teams
- Ability to delegate work and support colleagues in undertaking responsibilities
- Understanding and experience of effective budget planning and resource deployment
- Empathic and proactive management. Evident integrity, warmth and sensitivity to needs of others
- Ability to work in a close team with the Principal and Senior Leaders to ensure delivery of strategic direction

- Experience of working with governors to enable them to fulfil whole-school responsibilities
- Successful involvement in staff recruitment, appointment/ induction
- Experience of performance management, and supporting the continuing professional development of colleagues
- Leading whole school initiatives and gaining buy in for them

Accountability

- Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, students, parents, prospective families and wider stake-holders
- Ability to provide clear information and advice to staff and students
- Understanding of strategies for performance management

- Leading sessions to inform parents/prospective parents
- Experience of offering challenge and support to improve performance
- Experience of whole-school self-evaluation and improvement strategies

Skills, Qualities & Abilities

- Confidence, drive, enthusiasm and positivity
- High quality teaching skills
- High expectations of students' learning and attainment
- Strong commitment to school improvement and raising achievement for all
- Flexibility and resilience and a willingness to learn from experience
- Ability to build and maintain good relationships
- Ability to command and develop respect
- Ability to remain positive and enthusiastic when working under pressure.
- Ability to multi-task effectively whilst remaining calm, confident and authoritative
- Ability to organise work, prioritise tasks, make decisions and manage time effectively
- Ability in the use of ICT for personal use and knowledge for whole school application
- Empathy within an international boarding community
- Outstanding communication skills

- Confident approach to innovation

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 seniority of the post, the experience of the candidate and the regional location of the college.
- Inclusion in the Cardiff Sixth Form College pension plan.
- The appointment is subject to a term's notice.
- Holiday entitlement is by arrangement with the Principal and while it should generally be taken during college holidays, the post-holder will be expected to be present for some periods outside term time.
- 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 Principal.
- 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).
- Longlisted 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.

The Application Process

Candidates should complete their application form electronically, together with a short covering letter, addressed to the Principal, which explains their reasons for applying. There is no need to submit a separate CV.

Applications should be sent through TES, eTeach, or directly to jobs@ccoex.com.



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