



## Candidate Information Pack



Full time

Work Experience and  
Educational Visits  
Coordinator

*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 | 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.



## Work Experience and Educational Visits Coordinator at CSFC Cambridge

Cardiff Sixth Form College Cambridge was launched in September 2022 with a small cohort of international students. The college will grow substantially in September 2023 and this has resulted in a number of additional roles becoming available.

The Work Experience and Educational Visits Coordinator will join a growing academic staff body to provide all students at the college with the opportunity to, (i) undertake work observation (work experience), (ii) participate in the numerous super curricular opportunities available in and around Cambridge and (iii) to promote and administer Educational visits, as the Educational Visits Coordinator. Full training is provided for all aspects of the role, so previous direct experience is not essential. The willingness to actively seek out, and promote, educational experiences outside of the classroom is essential.

## Job Specification

Job Title:	Work Experience and Educational Visits Coordinator
Department:	Academic
Responsible to:	Deputy Head Academic
Purpose of the job:	The Work Experience and Educational Visits Coordinator will join a growing academic staff body to provide all students at the college with the opportunity to, (i) undertake work observation (work experience), (ii) participate in the numerous super curricular opportunities available in and around Cambridge and (iii) to promote and administer Educational visits, as the Educational Visits Coordinator. Full training is provided for all aspects of the role, so previous direct experience is not essential. I willingness to actively seek out, and promote, educational experiences outside of the classroom is essential.

	Main tasks and responsibilities
Main duties	<ul style="list-style-type: none"> <li>• Ensure effective coordination and management of the school’s work experience programme</li> <li>• Liaise with the supporting work experience provider to maintain a comprehensive database of placements available to students</li> <li>• Source and conduct compliance checks on opportunities for placements in additional institutions</li> <li>• Ensure all health and safety regulations are met with regards to students and their work place</li> <li>• Ensure successful implementation of the work experience programme through structured lessons, ensuring all students understand and are able to access the database and are fully advised and supported with information and choice</li> <li>• Provide and collate all the necessary documentation for the work experience institution, parents and students with regards to data protection, health and safety, job descriptions and, where appropriate, student medical/other confidential details</li> <li>• To be available as the first point of contact for employers, students and parents during the work experience programme</li> <li>• To evaluate the success of each work experience through student and institution feedback and amend the offering as appropriate</li> <li>• Liaise with PSHE lead regarding school careers offer in assessing suitability of work observations offered</li> <li>• Work with school staff to facilitate provision of elements of careers offer in line with Dukes Education frameworks</li> <li>• Act as the Educational Visits Coordinator (EVC). Full training will be provided and staff at a sister school will provide mentoring during the first year in post.</li> <li>• As EVC to ensure the safety of students and staff on all trips by ensuring trips are conducted in fully compliance with school policies.</li> <li>• Promoting the creation of educational visits across the breadth of school departments</li> <li>• Plan and facilitate range of educational visits in liaison with relevant school staff</li> <li>• Prepare appropriate documentation including external communication and promotion of educational visits</li> <li>• Supporting the school’s super curricular programme, ‘The Cambridge Edge’ through researching opportunities for students to take part in a range of local super curricular activities, such as university lectures and debates, department visits, hosting visiting speakers, conducting projects with the university and local enterprises</li> </ul>
Safeguarding responsibilities	<ul style="list-style-type: none"> <li>• CSFC Cambridge is committed to its responsibility for safeguarding and promoting the welfare of its students in line with government recommendations and policies. All staff at</li> </ul>

	<p>the school have a responsibility for safeguarding and to report concerns to the pastoral team.</p> <ul style="list-style-type: none"> <li>• It is expected that all staff (i) demonstrate a commitment to safeguarding and read and understand the school’s policies and procedures in this area, (ii) respond to incidents in a sensitive and supportive manner (iii) report incidents to the pastoral team (iv) undertake all necessary safeguarding training provided by the school, including annual refresher training</li> </ul>
Person Specification	<ul style="list-style-type: none"> <li>• Demonstrate personal responsibility, drive and motivation</li> <li>• Excellent communication and interpersonal skills are required</li> <li>• Excellent organisational skills, including ICT literacy</li> <li>• Working with minimal direct supervision, by being adaptable and demonstrating good judgement</li> <li>• Work effectively with others, and respecting confidentiality</li> <li>• Creative approach to developing relevant future plans and adapting current projects</li> <li>• Develop good working relationships with colleagues, sharing knowledge and good practice</li> <li>• Manage difficult situations if the need arises</li> </ul>

## 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. Two subsequent Ofsted inspections were hosted in 2023. The first took place in late February to look at the boarding experience of our students (Boarding/Social Care), the second took place in May as the standard school Ofsted inspection. The school was graded ‘Good’ in all areas. The reports are available on our website: [Cardiff Sixth Form College | Sixth Form College Wales | Cardiff Sixth Form College \(ccoex.com\)](#)

## 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, the experience of the candidate and the regional location of the college.**

**Inclusion in the Cardiff Sixth Form College pension plan.**

**Start date : 31<sup>st</sup> August 2023 (a later start date can be arranged subject to any current notice period)**

**The appointment is subject to one terms' notice.**

**Holiday entitlement is 30 days to exclude public holidays.**

**Working Hours are Monday – Friday, 42.5 hours per week, 08:30 – 17:00 (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).

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

*Cardiff Sixth Form College winning the 'Overall Setting of the Year' Award at the 2023 Annual Dukes Education Conference.*



