



## Candidate Information Pack



Part time **Sports Assistant**

*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

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.





## Sports Assistant 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 resulting in a number of additional teaching roles becoming available.

The role of Sports Assistant is to provide sports support to all classes and teachers across the college to develop knowledge and skills. To provide sports support and activities for whole groups and classes outside of school hours. Provide coaching for sporting events and accompany/supervise students accordingly.

## Job Specification

<b>Job Title:</b>	Sports Assistant
<b>Department:</b>	Pastoral
<b>Responsible to:</b>	Head of Boarding and Pastoral; Principal
<b>Purpose of the job:</b>	To provide sports support to all classes and teachers across the college to develop knowledge and skills. To provide sports support and activities for whole groups and classes outside of school hours. Provide coaching for sporting events and accompany/supervise students accordingly.

<b>Duties</b>	Main tasks and responsibilities
	<ul style="list-style-type: none"> <li>• To provide technical support for staff and students and to ensure staff are provided with an efficient, effective service to assist teaching sport.</li> <li>• To run with after school sports lessons, providing appropriate support and supervision to individuals or groups of students.</li> <li>• To provide sporting activities for after school and on weekends.</li> <li>• To accompany and supervise groups of pupils at local sporting events as required.</li> <li>• To liaise with outside agencies, such as sports clubs and other schools, in relation to sporting events.</li> <li>• To liaise with the Head of Pastoral in relation to activities for promoting sport within the school community.</li> <li>• To work with other adults, including teachers, lunchtime supervisors and other support staff in the supervision of children.</li> <li>• To support the school in promoting sports links with the local community.</li> <li>• To maintain confidentiality at all times with regards to all aspects within the school.</li> </ul>
<b>Qualification Criteria</b>	<ul style="list-style-type: none"> <li>• Sports qualification and or coaching qualification desirable</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• To Comply with the individual responsibilities, in accordance with the role, for health and safety within the workplace;</li> <li>• To share the colleges commitment to safeguarding and promoting the welfare of all young people through having knowledge of government guidelines and safeguarding policies as appropriate within the school.</li> <li>• To ensure that all duties and services provided are in accordance with all CSFC policies and the schools procedures in line with code of conduct/professional expectations;</li> <li>• To undertake training as necessary and willing and enthusiastic in engaging with continuous professional development;</li> <li>• To actively engage in the performance development and management process;</li> <li>• To be a key part of the life of the school community, to support both the values, vision and ethos of the school and the Trust, and encourage pupils to follow the example.</li> </ul>

## Personal Specification:

<b>Experience</b>	<ul style="list-style-type: none"><li>• A keen interest in sport and team games</li><li>• Previous experience of working with children</li></ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Demonstrate an understanding of the benefits of sport and PE for the children, specifically sixth formers.</li><li>• To be able to use a range of strategies to motivate and support pupils and their physical development.</li><li>• Demonstrate an understanding of the different approaches needed to support the learning of various groups of pupils.</li><li>• Understanding of issues relating to health and safety in a school environment</li><li>• Displays an awareness, understanding and commitment to the protection and safeguarding of young people.</li><li>• To exercise initiative and independence in specialist areas.</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. 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 : 1<sup>st</sup> September 2023**

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

**Holiday entitlement is 58 days in to include public holiday. Pro rata.**

**Working Hours – Evening and weekends**

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.*

