



Candidate Information Pack



Full time

**Exams Officer and Data
Manager**

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:

Mathematics | Further Mathematics | Biology | 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.



Exams Officer and Data Manager

Cardiff Sixth Form College Cambridge was launched in September 2022 with a small cohort of international students. The college will grow substantially in September 2024, resulting in a number of additional teaching roles becoming available.

The Principal of Cardiff Sixth Form College, Cambridge wishes to appoint an experienced professional to this crucial role supporting the ambitious academic programme at our growing college. The Exam Officer and Data Manager will Oversee the administration of internal and external examinations, ensuring compliance with examination board requirements, managing the logistics of exam entries, and maintaining confidentiality and security of examination materials.

Job Specification

Job Title:	Exams Officer and Data Manager
Department:	Academic Department
Responsible to:	Principal/Deputy Head/Head of Department
Purpose of the job:	To support the academic functions of the college regarding assessment, tracking assessment data, organising and structuring all aspects of internal and public exams, including managing deployment of staff. To organise academic reporting and assessment schedules and communicate effectively with staff, students and parents. To liaise effectively with JCQ and awarding bodies and maintain the logistical functions of the college exams office, including entries, coursework administration and administering admissions assessments.

	Main tasks and responsibilities
Key Responsibilities	• Examinations Management: Oversee the administration of internal and external examinations, ensuring compliance with examination board requirements, managing the logistics of exam entries, and maintaining confidentiality and security of examination materials. • Organising internal examination schedules, invigilation rotas and training staff in administering and invigilating exams. • Data Management: Handle data input, management, and analysis within the college's MIS (ISAMS), including student assessment data, academic records, and other essential data. The role demands a high level of IT proficiency to manipulate and analyse large data sets. • Communication: Liaise with teaching staff regarding student entries for exams and support curriculum areas with exam-related information. Clear communication with students, parents, and examination boards is essential to clarify procedures, appeals, and results inquiries. • Reporting: Produce and provide statistical information on examination entries and results, including detailed analysis to support academic performance evaluation and improvement. • Timetabling: working with Deputy Head, academic, maintain and adapt the timetable as needed, included timetabling support lessons, extracurricular activities etc as necessary.
General Responsibilities	• 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 • 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.
Ideal Candidate Qualities	• Flexible with excellent organisation and prioritisation skills • Keen attention to detail • High proficiency in IT and data analysis tools • ISAMS experience, or experience with a similar MIS. (SIMS / Arbor / Bromcom etc) • Experience administering exams • Strong team working and leadership abilities • Effective communication skills, maintaining calmness under pressure • Experience in data analysis and exams management is highly desirable

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, 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 2024

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.

