



Candidate Information Pack



Full time **Head of Chemistry**

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.



Leading Chemistry at CSFC Cambridge

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

The Head of Chemistry will join the existing Chemistry teaching staff to provide teaching of the highest standard that inspires our able and ambitious students to love the subject and achieve mastery in the A-level examinations. The teaching of Chemistry is supported by a full time laboratory technician and takes place in classrooms in our main teaching building and in our brand new purpose-built laboratory in the nearby Science Centre.

In 2024, our Chemistry A Level results were outstanding, with 80% of students achieving A*. These were matched by similar results in A S Level, with 80% of students achieving A grades.

Applications sent to **jobs@ccoex.com**

Job Specification

Job Title:	Head of Department
Department:	Chemistry
Responsible to:	Head/Deputy Head/Head of Department
Purpose of the job:	Overall responsibility for teaching, learning and achievement within the department. Providing professional leadership and support to colleagues and students to ensure excellent quality standards within the department. Organise the delivery of the subject within the school in compliance with the relevant curriculum/ syllabus. Contribute to the development and maintenance of the College's strategy, goals, policies and procedures and values.

	Main tasks and responsibilities
Academic leadership and development	<ul style="list-style-type: none"> • Provide strategic direction and leadership to the department and facilitate the College in meeting its strategic vision and goals. • Establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data (applicable to student and peer progress and development). • Ensure the delivery of teaching and learning to each student is of excellent quality and a positive experience. • Implement internal work plans, formal and informal, to ensure all students are taught in an effective and challenging way and meet their full potential. This will identify clear targets for teaching and assessments, timescales, processes and success criteria, etc. • Support, facilitate and monitor the progress of departmental plans and practices and ensure they make a positive contribution to the College. • Responsibility for the management and maintenance of ISAMS for the respective department. • Report to the senior management team regarding the progress and development of the department. Attend senior management meetings as and when required and make a contribution to the College's overall strategy. • Hold regular departmental meetings to keep staff up to date of developments and seek feedback to be reported to the senior management team. • Promoting students' enjoyment of academic life and their ability to manage their own learning, and ensuring this is developed and maintained by all teachers within the department. • Give feedback to peers regarding teaching styles and performance to ensure high standards. • Be aware of the capabilities of all students within the department and continuously monitor their progress to identify any issues (effectively manage any issues identified with peers). • Ensure the department development plans, learning materials, policies and practices are updated annually and aligned with the College's aims and objectives. • Inform the department of any development or matters under discussion within the College.

	<ul style="list-style-type: none"> • Ensure peers contribute to the College's wider business aspirations and their contractual duties. • Act as the line manager for performance management and appraisal purposes of department staff.
Teaching and learning	<ul style="list-style-type: none"> • Lead the department in the teaching of the subject and act as a role model for high quality teaching and learning in subject and curriculum. • Keep abreast of developments in teaching styles and subject content and update subject teaching materials as and when appropriate. • Work with peers to create effective learning materials and teaching plan for subject. • Ensure all subject staff follow the agreed syllabus / teaching requirements. • Implement appropriate assessment and testing practices within the department and ensure they are implemented appropriately and marking requirements are undertaken in a timely manner. • Monitor and evaluate the effectiveness of teaching styles and learning materials within the department to ensure they are of the appropriate high standards. • Provide regular feedback to subject staff on teaching and learning and identify and support areas of improvement where necessary. • Encourage and facilitate the sharing of teaching practices and shared understanding amongst staff within the department. • Ensure subject staff have sufficient resources and understanding of subject area to provide effective high quality teaching.
Staff Management	<ul style="list-style-type: none"> • Act as the first point of contact to provide support and guidance to staff within the department, particularly if they require assistance with their professional development or the development or behaviour of a student. • Assist the senior management team in the recruitment and performance management of subject staff and any disciplinary issues that may arise. • Ensure all subject staff understand and comply with the College's policies and procedures and work towards the College's strategic goals and aspirations. • Lead the subject staff in achieving its departmental goals. • Alert the senior management team of any performance and/or conduct issues identified regarding subject staff or students, and assist the senior management team in managing such issues. • Implement and promote the use of performance management to develop the personal and professional effectiveness of staff. • Undertake annual and interim appraisals of subject staff. • Manage the performance of subject staff, including classroom teaching observations, review lesson plans and examination marking, attendance, professionalism and conduct. • Monitor the wider contributions made by subject staff to the College. • Take initial responsibility for the welfare of subject staff and report any concerns to the College's HR department and the senior management team. • Monitor the workload of subject staff and delegate work across the department as appropriate, including effective delegation to ensure all teachers have an opportunity to provide a contribution towards the College's wider strategy and participate in developmental opportunities to gain further experience. • Facilitate training for subject staff as and when required.

	<ul style="list-style-type: none"> • Provide input to the College's administration team regarding the departmental teaching timetable, the summer school timetable, extra-curricular activities and any additional commitments required of subject staff to facilitate effective time management and fair allocation of responsibilities. • Ensure subject staff complete the marking of student entrance examinations (to be admitted into the College).
Administration	<ul style="list-style-type: none"> • Maintain efficient and effective learning resources for the department that comply with the appropriate syllabus. • Ensure all subject staff maintain up to date records of learning materials and teaching records, including student results, etc. • Implement appropriate procedures and practices for students' assessments and the recording of grades. • Ensure staff comply with their duties and coordinating their workload and responsibilities as required. • Analyse department results and report to the senior management team at the end of each term. • Discuss departmental responsibilities, workload and timetabling with staff to ensure workloads are fairly and appropriately delegated. • Maintain clear and concise records applicable to management responsibilities.
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. • 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

Applications sent to jobs@ccoex.com

Person Specification - Head of Department

The person specification provides an outline of the experience, skills and abilities required of the success candidate. Within your application, you should match your own skills, experience and abilities to those listed below and set out how you satisfy the criteria.

	Essential Criteria	Desired Criteria
Education and Qualifications		
● Degree or equivalent in teaching subject area	X	
● Teaching qualification		X
● Post graduate or PHD in subject area		X
Experience		
● Experience teaching at AS and A-Level standard (Eduqas/Edexcel) in subject area	X	
● Experience in the application examination board for subject area		X
● Experience in supporting students with University applications		X
● Experience in managing a team/others	X	
Skills and abilities		
● Excellent teaching competency in subject area, including classroom teaching and lesson planning	X	
● Efficient and effective administrator: works within set timescales and deadlines, manages own work load autonomously, maintains clear and up to date records of work, records students results in a timely manner	X	
● Strong communication skills, oral and written, with students, colleagues and student parents	X	
● Ability to lead a team and motivate and inspire in an education setting	X	
● Effective team worker	X	
● Monitor statistics and student results to identify improvement areas	X	
● Ability to gain the trust and confidence of students and peers	X	
● Takes responsibility for promoting the welfare and advancement of students and peers	X	
● Provides efficient contribution to curriculum and subject area teaching materials	X	
● Takes responsibility for own professional and personal development	X	
● Committed to developing knowledge of subject area and peers personal development	X	
● Supervising and mentoring colleagues and sharing knowledge and skills	X	
● Communicates effectively at senior management level and contributes to strategic decision making and planning	X	
● Ability to plan workload of others and delegate duties in an effective and responsible manner	X	
● Proactive in managing responsibilities and complies with strict timescales	X	
Other		
● IT Competent	X	
● Strong organisation skills	X	
● Satisfactory DBS check	X	

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 took place in 2023, in which the college was judged good in all areas.

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 proportion of a full time contract that is worked, any wider responsibilities (such as acting as Head of House– only available to full time staff), the experience of the candidate and the regional location of the college.

Inclusion in the Cardiff Sixth Form College pension plan.

Start date : September 2025

The appointment is subject to one terms' notice.

Holiday entitlement is 58 days in to include public holiday, pro rata for part time staff.

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) , pro rata for part time staff.

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.

