



## Candidate Information Pack



Full time

**Head of Boarding**

*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 2024, 91% of students achieved A\*-A grades and 97% A\*-B.

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 on three city-centre sites within walking distance of each other, 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 | Psychology | 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 Boarding at CSFC Cambridge

An exciting opportunity has arisen for a successful candidate to lead the boarding operation of the college. Currently around 104 students board at the college in three boarding houses located within a gated and managed complex, located 20 minutes on foot from the college. The Head of boarding will lead all boarding staff: two teams of houseparents (including senior house parents) and the college matron. The role will be largely based in the boarding complex and will involve managing the day to day operation to ensure our students have the very best experience in a safe and welcoming 'home from home'. The role is a residential one, with the successful candidate allocated a room in the staff boarding residence, located a 10 minute walk from the boarding complex. The two teams of boarding staff work to a supervision rota which includes overnight stays in the staff bedrooms in the student boarding complex. The head of boarding will cover supervision shifts as required, e.g., for staff absent through illness, holidays etc. A flexible and positive outlook to work patterns is essential for this work together with a desire to make a positive impact on the life of our young people.

## DESCRIPTION

<b>Job Title:</b>	Head of Boarding
<b>Department:</b>	Pastoral
<b>Responsible to:</b>	Deputy Head, Pastoral
<b>Responsible for:</b>	Leadership of Boarding; Line-management of boarding staff; Chair of Boarding management meetings
<b>Member of:</b>	Pastoral Management Team
<b>Purpose of the job:</b>	The Head of Boarding leads and manages all boarding operations and is the public face of boarding at the College. They are responsible for leading an efficient, vibrant and productive boarding community, working closely with colleagues in academic, pastoral and senior management roles to ensure that boarding is at the heart of College life. They lead the Senior Houseparents and ensure that all boarding staff are appropriately deployed, motivated and engaged in delivering the very best provision for the students under our care.

## Main Responsibilities

- Be an expert in the field of boarding and a champion of outstanding boarding practice;
- Demonstrate inspirational leadership with vision, presence, and foresight to develop and enhance boarding provision and pastoral care at the College;
- Be responsible for overall management of the boarding houses, line managing Senior Houseparents and ensuring that boarding is a caring, nurturing, and supportive environment dedicated to the wellbeing and education of students;
- Manage boarding supervision rotas, including covering rota duties for absent staff;
- Be a highly visible leader on hand to support and motivate all members of the boarding community;
- Support the SMT in setting the strategic direction of the school, with specific reference to boarding provision, wider pastoral provision and co-curricular provision;
- Safeguard the wellbeing and safety of all boarders, at all times;
- Lead and manage the day-to-day operations of boarding; maintaining and enhancing the quality of provision, promoting boarding as a key feature of the College;
- Work with Housparents and Senior Houseparents to ensuring that Safeguarding and Health & Safety processes, procedures and practices are exemplary, at all times;
- Understand and implement the National Minimum Boarding Standards and Boarding Schools Association best practice;
- Maintain positive relationships between all boarding staff, ensuring that students are supported academically, socially, physically, mentally, and emotionally;
- Be responsible for the management, training and development of boarding staff, ensuring that all staff have a clear understanding of their responsibilities to provide care for students;
- Ensure robust annual review of professional performance through the College Professional Development Appraisal process;
- Liaise with the Bursar to ensure that boarding house budgets are effectively, efficiently and rigorously managed;
- Work with the SMT and HR on recruitment of boarding staff;
- Ensure that boarding staff communicate proactively with parents and guardians;
- Liaise with SMT, academic staff and boarding staff over key pastoral and academic student issues;
- Attend regular meetings with the Deputy Heads and Pastoral Group, sharing key information and representing the boarding community in all discussions;
- Represent the College at Dukes Education and other stakeholder meetings, as required;
- Pass on any safeguarding issues immediately to the DSL, triaging such concerns where necessary and playing a key role in any subsequent support strategies;
- Ensure the college is fully-prepared for visits from relevant inspectorates including ISI and that such visits result in positive reports;
- Ensure that procedures, routines and rules are properly understood and observed by boarders;
- Oversee the planning of engaging and varied induction activities, including the timetabling of these;

- Oversee the programmes for enrichment weeks;
- Communicate with parents formally, as required;
- Oversee the process for ensuring that each student departs on time, appropriate attired, each morning;
- Provide strategic direction and leadership and facilitate the College in meeting its strategic vision and goals, writing an annual development plan and contributing to the College's own Self Evaluation;
- Oversee the production of staff rotas, beginning and end of term arrangements, new student induction, study leave house access, and other administrative requirements;
- Produce a detailed boarding report to the Principal and Governors, indicating successes, areas for improvement and provisions for ensuring financial efficiency.

### **Safeguarding Responsibilities:**

Cardiff Sixth Form College is committed to its responsibility for safeguarding and promoting the welfare of its students in line with government recommendations and policies. Due to this, all staff at the college have a responsibility for safeguarding and reporting any concerns regarding students to the DSL. Your safeguarding responsibilities mean that you will need to:

- Be part of the Safeguarding team as a Deputy DSL (training and refresher training will be provided), including being part of the rota for the safeguarding emergency phone
- Work as acting DSL to cover any absence of the DSL
- Demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College Policy and procedure.
- Respond and deal with incidents in a sensitive, empathetic and supportive manner, reporting any incidents to the accommodation manager and pastoral team.
- Undertake initial and regular safeguarding training and be willing to undertake additional safeguarding training to enhance professional development.

### **Other responsibilities:**

- Oversee and develop an outstanding and robust system of Rewards & Sanctions designed to support and nurture outstanding studentship;
- Oversee structures and systems to ensure all students receive the support they need to flourish;
- Liaise with the Principal and Deputy Heads to ensure the smooth daily running of the school;
- Monitor pastoral progress closely; work all staff to ensure that each student's holistic potential is being developed to the fullest possible extent;
- Work closely with the medical centre staff to ensure that wellbeing is prioritised in the boarding community
- Manage the processes around student leave requests and absences; communicate clearly with house staff and parents related to leave and absence;
- Manage and implement boarding policies which mirror college policies related to matters such as missing students, bullying, online safety and access, device use and policies, and general school routines;
- Engage with the whole college community, the wider boarding community in the UK and with Dukes Education to grow positive and productive partnerships; involve students and parents in significant decisions associated with the CSFC boarding experience;
- Contribute to the effective marketing of the college, meeting parents and prospective families/agents, conducting tours, and attending promotional events as needed;
- Contribute effort and ideas to student and staff recruitment, working collaboratively with Admissions to meet targets;
- Support and attend all major school events;
- Work to maintain effective partnerships with the community, promoting and representing the school at local, national and international level;
- Working with other staff, ensure the delivery of high-quality co-curricular programmes, including off-site trips, house competitions and inter-school fixtures;
- Assist with a robust and proactive implementation of Health and Safety policies and provision of outstanding facilities and accommodation;
- Keep up to date with local and international initiatives related to boarding and pastoral care, advising the Principal and Governors on developments and policies as appropriate.

## **Health & Safety:**

- Comply with all health and safety procedures as required by the college on all sites, particularly to ensure all fire evacuation requirements are met. Report any concerns, issues and near misses;
- Ensure all staff and students in the boarding community understand and commit to the above;
- Keep up to date with all relevant training.

## **Person Specification:**

- He holder of a BSA qualification in boarding or the willingness to gain such a qualification
- Be an outstanding leader and ambassador for the College, setting the example to students and to colleagues, at all times;
- Demonstrate adaptability and sound judgement;
- Have good organisational skills and be solution-focused whilst contributing to the ongoing development of the College;
- Work effectively with other people by being self-aware, treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained;
- Develop good working relationships with all colleagues, working closely with boarding houseparents, heads of houses, heads of department, teachers and senior managers;
- Communicate clearly by getting the message across effectively, listening carefully and responding to feedback;
- Represent CSFC professionally and adhere to the highest levels of customer service with all stakeholders including students, parents, agents, guardians and external service providers;
- Be positive in outlook and supportive in all aspects of work.

Boarding schools require all staff to be flexible. Every effort has been made to outline the main duties and responsibilities of this post but there may be other responsibilities and duties not explained here as circumstance and context changes. All colleagues can be expected to comply with a reasonable request from their line manager or the Principal to undertake work of a similar level that is not specified in their job description. This job description may be amended at any time following consultation between the line manager and post-holder, and will be reviewed annually during the PDA process.

Applications sent to [jobs@ccoex.com](mailto:jobs@ccoex.com)

## **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 school Ofsted inspection and boarding Ofsted inspection took place in 2023, in which the college was judged good in all areas. The college has since joined ISA and now falls under the ISI inspection regime.

## **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
- Chief Executive Officer
- Managing Director (Colleges)
- Managing Director (London Day Schools & Nurseries)
- Managing Director (Outer London Schools)
- Managing Director (Beyond the Classroom)
- Director of Compliance
- 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 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, 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 :** negotiable, as a new post the role can be started subject to the successful candidate's notice period. **Suggested start dates April or September 2025**

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

**Holiday entitlement is 65 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, overnight sleep-ins and Saturday work as necessary to support boarding and 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