

Hills Road Sixth Form College, Cambridge

Appointment of a Head of Careers



Opportunity • Quality • Achievement



Welcome from the Principal

Thank you for your interest in Hills Road Sixth Form College and in this post. We really hope that the information in this booklet will support you in making an application to our College and will provide all you need for deciding whether our College is right for your next career step. We hope it is!



Choosing an institution where you find a fit in terms of ethos and values is hugely important. Hills Road Sixth Form College enjoys a strong national reputation, having topped Sixth Form College performance league tables for outcomes since their inception over twenty years ago. But that doesn't make us complacent. We still want to evaluate and improve the ways in which we work with young people to get the best for them and from them, whatever that might take.

We are therefore looking for a colleague to join us who shares that drive and wants to ensure that the department they are joining continues to achieve excellent outcomes. Everything we achieve relies on the quality and commitment of our staff team whatever their role in the College and we are keen to recruit colleagues for whom excellence comes as standard. We also want you to continue to grow professionally while you are with us and will explore with you ways in which we can support that development. Through the application and interview process, we'll be keen to understand your ideas and approaches to supporting delivery of the best educational outcomes at this specialist A level college.

As a busy, vibrant community of nearly 2,400 young people, there's always a great deal going on and lots to be part of and take part in. Extra-curricular opportunities abound and we hope you will want to get involved with the extraordinary range of activities that is on offer. We have an on-site sports centre, including a fully equipped gym, plus squash and tennis courts, to which all staff colleagues have free membership and our staff wellbeing programme includes access to on-site talking therapy, fitness and relaxation sessions. If you would like to talk through a prospective application or to explore the College's ethos and values a little more, please don't hesitate to make contact for an informal chat.

Finally, I do appreciate the time commitment involved in completing a job application and, if you do decide to apply, can I thank you for the investment of time you have chosen to make. Whatever the outcome, can I wish you all the very best with your future career, wherever that may be.

With very best wishes
Jo Trump
Principal

Overview of the College

The College

The College operates on an attractive site just over a mile south of the centre of the historic city of Cambridge. The site has been occupied from 1903 when it was originally home to the Cambridge and County School for Boys. Since its inception in 1974, succeeding the former boys' grammar school, the College has concentrated mainly on providing Advanced level courses to students in the Cambridge area. Having responded to strong and sustained demand for places over a number of years, we now have nearly 2,400 full-time 16-19 students for whom we provide a choice of 34 A level subjects plus the Extended Project Qualification, an extensive programme of enrichment and extra-curricular activities and responsive individual support and guidance. The breadth, depth and challenge of this curriculum are at the heart of our long-standing educational vision.

The College is a member of the Cambridge Area 14-19 Partnership: there are ten other centres for post-16 education: Cambridge Regional College, Long Road Sixth Form College, The College of West Anglia, The Cambridge Academy of Science and Technology, (formerly the UTC Cambridge), and six school sixth forms. The Cambridge Area 14-19 Partnership provides a common application procedure for post-16 courses and co-ordinates the information and guidance services for student transfer at 16+. The great majority of our full-time sixth form students are recruited from 18 maintained secondary comprehensive schools in the Cambridge area, 12 of which do not have their own sixth form.

We deliver an Adult Education programme, mainly during evenings and some weekends. The number of part-time adult student enrolments is around 4,000 a year. The range of courses reflects the needs of a much wider community in Cambridge and the surrounding area. The College is also a study centre for the Open University.

The Hills Road Sports and Tennis Centre is solely owned by the College and operates as Cantabrigian Ltd. While providing an outstanding facility for staff and students of the College, it also serves as a community sports centre working in partnership with Cambridge City Council and the Lawn Tennis Association. Local residents use the centre on a pay-as-you-play basis or via the membership scheme. Activities range from tennis and fitness room sessions to squash, cricket and Pilates.

College Performance

Hills Road Sixth Form College enjoys a national reputation for excellence and, in its last two Ofsted inspections, was rated outstanding in all graded areas.

A summary of the College's performance

- In the Government's examination performance table for 'points per examination entry', the College has consistently posted the highest score of any sixth form college in the country.

- In recent years the tables have included the percentage of students achieving at least AAB at A level in at least two of the Russell Group's 'facilitating subjects'. Year on year Hills Road has recorded the strongest sixth form college percentage.
- Retention and success rates also remain high, with about 96% of those enrolled on a two-year course in 2014, 2015 & 2016 going on to achieve the equivalent of at least two A level passes in 2016, 2017 & 2018.
- Value added continues to be positive overall indicating that, on average, Hills Road Students achieve better results than might have been expected based on their prior GCSE outcomes.
- Typically, over 90% of Hills Road students progress to higher education with significant numbers going to the most sought after universities (including 55 earning places to Oxford and Cambridge in 2017).
- Hills Road students consistently thrive in higher education with 41% earning first class honours degrees in 2017 according to the latest Sixth Form College Association report which is based on HESA data.
- Hills Road was shortlisted in 2017 as a finalist in the TES 'Sixth Form College of the Year' award.

Exam Results 2018

The 2018 A Level results are very similar to the typical, strong level in recent years and are likely to translate into another good performance in the Government's league tables:

	2018 HRSFC	2018 National
A*	13.4%	8.0%
A* - B	71.6%	52.7%
A* - E	99.5%	97.6%

College Ethos

At Hills Road we are strongly committed to providing our students with a broad sixth form education characterised by academic excellence, high quality learning experiences and extensive enrichment opportunities. Students are encouraged to achieve the highest standards not only in the classroom but also in a range of extra-curricular activities which help them to develop new skills, think independently and exercise their responsibilities as global citizens. We seek to promote a caring and supportive atmosphere with a strong sense of community in which all students are valued equally as individuals and treated as young adults.

From teaching and tutorial departments to administrative and support functions, Hills Road staff are deployed within specialist teams where their expertise, knowledge and skills may be used to best effect: each student has a specialist tutor with whom s/he meets regularly; subject departments offer lunchtime workshops where students can receive one-to-one support with homework queries or extension work; help with all aspects of learning, from essay writing to time management, is available from the specialist team in the Study Skills Department; and the Careers Department advises students on the world outside

and beyond Hills Road, from work experience to UCAS applications. The Student Services Team respond to all manner of student need and ensures a qualified staff member is available throughout the College day to respond to student concerns in respect of wellbeing and mental health.

Specialisation brings considerable benefits to staff as well as to students: not only does it have a significant impact on the quality of teaching, support and guidance, but it also helps to enrich working relationships and to promote a culture of learning and continuous improvement. Teams are encouraged to work in creative and collaborative ways and to reflect on their own and each other's performance.

College Facilities

Throughout our history the buildings have been extended and refurbished to meet changing needs. All lessons take place in high quality, purpose-built accommodation. In addition to excellent classrooms which are fully equipped with digital media resources, the College enjoys first class facilities including: extensive open-access IT facilities, a Library and Resources Centre, The Robinson Theatre, a modern well-equipped Music Department with recital room and practice rooms, an Art and Design Centre and specialist laboratories for science and language learning. Indoor and outdoor sports facilities are excellent, with the Sports and Tennis Centre located on the main site and a well-maintained ten-acre sports ground, including a modern pavilion, situated within a short walk from the College. The most recent addition to our facilities is The Linda Sinclair Building, a fabulous three-storey building at the edge of our site which provides outstanding accommodation for the Mathematics, Performing Arts and Sport departments.

We recently opened a new Student Services area at the heart of the College site. This houses the Supported Independent Learning Service, the Careers department, a new library-style student study space and a reception area staffed by members of the Student Services Team.

College Finances

Since incorporation the College has managed its finances effectively and has continually met the financial criteria under the different funding bodies. The College's financial returns have been consistently assessed as 'outstanding' over many years with the years ending July 2016 and July 2017 scoring 'good' as a result of cash being invested in the most recent stage of the College's Property Strategy which was completed in May 2016. Full management accounts are produced each month in order to monitor and manage the finances and to report to senior management and the Corporation in a timely manner. Sound financial management has allowed the College to maximise the potential for investment in human and physical resources and, in particular, to fulfil the phases of its long-term property strategy.

A Stimulating Environment

We hope this has helped to convey some of the qualities which make Hills Road Sixth Form College a stimulating and rewarding place in which to work and learn. If your application is successful, you will experience a College which enjoys a happy and purposeful atmosphere and a unique blend of opportunity, quality and achievement.





**Hills Road
Sixth Form College**
Cambridge

www.hillsroad.ac.uk



Opportunity, Quality, Achievement

We are seeking to appoint the following support staff post with immediate effect:

Head of Careers

Permanent, Term time plus two weeks

Salary of £30,517 - £32,034 per annum depending on experience (£33,763-£35,442 FTE).

We are seeking to appoint as soon as possible an appropriately qualified and experienced member of staff to fulfil the role of Head of Careers in the College's careers department. This is a varied, challenging and stimulating post in a College where over 90% of the 2400 full-time 16-19 students proceed to higher education.

The successful applicant will have excellent organisational and interpersonal skills, in order to ensure the successful day-to day running of the careers department.

Details and an application form for the above post may be obtained from our website www.hillsroad.ac.uk.

Closing Date: 19th November 2018 at noon
Interviews will be held on: 28th November 2018

The College is committed to safeguarding and promoting the welfare of its students and staff and expects all members of the College community, volunteers and visitors to share this commitment. The College actively promotes equality and diversity and welcomes applications from all sections of the community.



**Hills Road
Sixth Form College**
Cambridge

www.hillsroad.ac.uk



Opportunity, Quality, Achievement

Details of Post

The Department

The Careers Department has been recognised as a centre of excellence through gaining two consecutive National Careers Awards and is committed to providing training for members of the department. There is a full time Head of Careers, two Careers Advisers, a UCAS Coordinator and a member of the teaching staff who co-ordinates the medical and vet society and gap year advice. Over 90% of students apply to university with a third taking a gap year before applying. The College has a high level of success in applications to the most competitive of courses including Oxford, Cambridge and Medicine.

There are numerous Careers talks and events held throughout the year including a very popular Employer Fair and Progression Week that includes input from universities, gap year providers and employers.

The Role

Reporting to the Associate Principal, the successful applicant would work alongside and manage two Careers Advisers, a UCAS Coordinator and a Careers Gap Year, plus a teacher/tutor member who has specific part-time responsibilities.

In addition to the 37 hours per week, term time only role, the Head of Careers will also be required to work for 10 additional days in order to carry out the duties required. Specifically this will include the five days either side (Wednesday to Monday, not including Sunday) of the A level results publication each August.

Further Information

Please view our website www.hillsroad.ac.uk for further information about the College or contact Lucy Edevane, Associate Principal, ledevane@hillsroad.ac.uk or 01223 247251, for any further questions about this post.



**Hills Road
Sixth Form College**
Cambridge

www.hillsroad.ac.uk



Opportunity, Quality, Achievement

Job Description

Purpose: to be responsible for ensuring all students have access to the very best UCAS and Careers advice; to exciting and transformative work related learning and experience, including opportunities to develop their employability skills and to develop as active citizens to prepare them for life beyond Hills Road.

Reports to: Associate Principal (Student Services and Support)

Line Management: UCAS Coordinator, Careers Advisers, Careers Teacher, Careers Gap Year post

Careers Excellence

- to organise and implement effective, impartial and personalised careers guidance, using internal and external sources of advice and support where appropriate
- to deliver and manage the complete careers service offer, including the provision of surgeries / workshops for Y12, Y13 and recent leavers to complete their UCAS applications
- to lead the careers and wider tutorial team in the provision of high quality university guidance and to ensure specialist employment advice is available through the team
- to ensure that the college is fully compliant with the DofE Careers Guidance for sixth form colleges (Feb 2018) including meeting the Gatsby benchmarks
- to ensure that all students receive their Study Programme entitlement to work experience or work related learning
- to oversee the delivery of the College's Careers Pathways for Yr12 and Yr 13 students including the expectation of work experience for all Yr12s
- to oversee and manage the development and promotion of a database of work experience placements and opportunities
- to oversee and manage the organisation of an annual Progression Week and Employers' Fair each Spring, liaising closely with the tutorial team
- to oversee provision of specialist support and advice for students applying to International Universities, Art Foundation, Law, Drama and Music, Veterinary, Medicine, Dentistry , Nursing and Midwifery routes

Team Leadership and management

- to recruit, retain and develop the staff team and ensure that they provide excellent service, working collaboratively to deliver careers advice and opportunities for students
- to provide strategic leadership and professional management of the careers department, ensuring the delivery of a high quality service to students, staff and wider stakeholders
- to provide expert advice on and contribute to the delivery of the full Study Programme offer for all students, fulfilling the work experience and work

related learning entitlement for all students and specifically for Straight to Employment students (S2E)

- to ensure through continuous review and development including benchmarking against comparator institutions, the delivery of the service in responsive ways that are up to date and well adapted to the changing needs of students and the market place
- to ensure supportive careers advice is offered to early leavers, especially those needing advice on alternative progression routes
- to work closely with the guidance team particularly Heads of Year to ensure effective communication and collaborative working practices between careers and guidance.

Effective Communication:

- to track the destinations of all leavers and to report accurately on destinations for the purposes of both national data collection sets and to CST and the Corporation annually
- to liaise closely with the (joint) Head(s) of Extended Curriculum to create good join up between, Enrichment, Extended Project and Careers, mapping opportunities for closer collaboration and in particular developing volunteering and social action
- to liaise closely with the Unloc project team to embed the development of enterprise education and to foster opportunities for expanding its role and remit
- to work closely with Heads of Department to embed careers opportunities in the curriculum and to ensure they are promoted effectively

Outreach and Research

- to maintain and further develop excellent, current knowledge of UCAS and its related institutions within the team, ensuring good links with universities and admissions tutors, as appropriate, to sustain a high level of knowledge, which is shared through the team
- to maintain and further develop excellent, current knowledge of the labour market, ensuring good links with employers, as appropriate, to sustain a high level of knowledge, which is shared through the team
- to provide a vibrant programme of visiting professionals from the HE sector and the world of work
- to support Heads of Department and Subject to provide departmental talks linked to careers and employment
- to promote and track applications to university summer schools and programmes to allow the development of employability skills
- to liaise with the marketing manager on the development of a vibrant and supportive Alumni network leveraging alumni to raise aspiration
- to make proactive use of POLAR 3 data, liaising with the tutorial team to ensure that eligible students are identified early in their time at the College and are made aware of all appropriate opportunities
- to keep abreast of current developments in careers, employability and HE progression and lead the careers and wider guidance team in the design and delivery of innovative approaches to careers information and guidance

In addition to the 37 hours per week, term time only role, the Head of Careers will also be required to work for 10 additional days in order to carry out the duties required. Specifically this will include the five days either side (Wednesday to Monday, not including Sunday) of the A level results publication each August.



**Hills Road
Sixth Form College**
Cambridge

www.hillsroad.ac.uk



Opportunity, Quality, Achievement

Person Specification

	Essential	Desirable	Evidence
Qualifications and training	<ul style="list-style-type: none"> a degree or equivalent qualification a level 6 qualification in careers education, information, advice and guidance work 	<ul style="list-style-type: none"> a level 7 qualification in careers education, information, advice and guidance with QCG 	Application form Letter of application
Experience	<ul style="list-style-type: none"> successful experience in careers information, education and guidance work, a substantial proportion having been with 16-19 students evidence of strong organisational abilities, including attention to detail evidence of continuing professional development 	<ul style="list-style-type: none"> evidence of the ability to manage and lead others 	References Interview

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas:

Skills	<ul style="list-style-type: none"> the ability to lead, motivate and support colleagues the ability to contribute effectively to the work of teams the ability to prioritise and to perform calmly under pressure problem-solving skills strong communication skills, both written and oral competent IT skills 	Letter of application/ References/ Interview
Knowledge	<ul style="list-style-type: none"> knowledge of post-16/post-18 careers matters, including employment and apprenticeship progression routes, higher education procedures and the UCAS application system 	
Organisation	<ul style="list-style-type: none"> well organised, able to manage own time effectively in order to meet deadlines 	
Disposition and approach	<ul style="list-style-type: none"> good inter-personal skills demonstrating the ability to relate well to both staff and 16-19 students commitment to collaborative teamwork ability to work methodically and to remain calm under pressure enthusiasm and a 'can-do' attitude an innovative thinker who is proactive and takes the initiative open and approachable manner tact and sensitivity in dealing with others empathy with 16-19 students, their aspirations and the personal challenges facing them a sense of humour 	
Focus on quality	<ul style="list-style-type: none"> commitment to high standards of work and accuracy, with close attention to detail. commitment to continuous improvement and willingness to attend appropriate training and development events 	



**Hills Road
Sixth Form College**
Cambridge

www.hillsroad.ac.uk



Opportunity, Quality, Achievement

How to Apply for the Post of Head of Careers

Applicants are asked to do the following:

- complete the Hills Road Sixth Form College application form
- complete the equality and diversity monitoring form
- write a supporting letter of application
- supply a brief CV

The completed application form should be submitted via email to recruitment@hillsroad.ac.uk. All documents should be submitted by noon on Monday 19th November. Please note that applications received after the closing date may not be eligible for consideration.

Interviews will be held 28th November.

Hills Road Sixth Form College will base its decision as to whether to invite you for interview solely on the details provided on your application and how well they match the criteria for this post.

Hills Road Sixth Form College is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit, irrespective of race, religion, sex, disability or age. You are not obliged to complete the equal opportunities monitoring form, but any information given will help us to monitor the effectiveness of our equality and diversity policy.

If you have a disability you are invited to request any special arrangements you may require for interview, or any adjustments you may anticipate would be needed in your working arrangements, by contacting the Human Resources Team on 01223 278063 (direct line). Further information about accessibility to the site can be found on our website under 'Equality and Diversity/Site Plan' and also from 'DisabledGo': www.disabledgo.info.

Thank you for your interest in this post and in the College. We do hope that you will decide to apply, and we should like to thank you in advance for taking the time and trouble to do so. For more information about working life at the College please go to our website <http://www.hillsroad.ac.uk>.

Human Resources