



## Candidate Information Pack



### College Nurse

The college seeking to employ a qualified nurse on a full-time or part-time basis

The college nurse will join the existing pastoral team and will oversee the medical well-being and pastoral care of students.

*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 supervisory 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.





## JOB DESCRIPTION

<b>Job Title:</b>	College Nurse
<b>Department:</b>	Pastoral
<b>Responsible to:</b>	Deputy Head; Pastoral and Boarding
<b>Purpose of the job:</b>	<p>Reports to Head of Pastoral Care and Boarding</p> <p>Liaises with Pastoral and academic staff, parents and guardians of students, health professionals eg GP, A&amp;E, walk-in centre, hospitals, clinics, consultants, dentists etc</p> <p>The post holder will be providing a service to students which promotes their physical, mental and emotional health.</p> <p>The post holder will also be responsible for the strategic development of the health centre in line with recommended best practice guidelines from the RCN, Boarding</p>

	Schools' Association (BSA) and Independent Schools Inspectorate (ISI). The duties of the College Nurse include (but are not limited to):
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## **STUDENT CARE**

- Daily clinics; Attending to pupils who take ill during the school day and administering first aid where necessary
- Availability to provide out of hours over the phone' advice and in extremely rare circumstances provide assistance with hospital emergencies
- Co-ordinating the supervision and care of boarders who are ill
- Accompany students to medical appointments as required
- Arrange medical and dental appointments for boarders as necessary, liaising with the local surgery and other health care providers.

## **ADMINISTRATION**

- Registering all new students with the local surgery
- Communicating with parents and house parents as necessary
- Comprehensive note taking/report writing in relation to incidents/accidents
- Record-keeping
- Ensure care plans are developed and updated for all students, printed and provided to relevant staff
- Ensure First Aid and Medication boxes are supplied and refilled as appropriate
- Preparing and reviewing medical and health policies, ensuring compliance with regulatory requirements
- Be the lead person responsibility for the acquisition, appropriate and secure storage, and the administering of prescription and non-prescription medications to students

## **MANAGEMENT**

- Deliver a service in line with National Minimum Boarding Standards
- To always maintain patient confidentiality applying latest NMC Guidance
- Adhere to the NMC Code: Standards of conduct, performance and ethics for nurses and midwives and be conversant with the Scope of professional practice and other NMC advisory papers
- Maintaining communication with relevant external agencies as required: GP, Health Visitors, CAMHS, etc.
- Be responsible for appropriate development of protocols and patient group directions.
- Be responsible for the smooth and efficient running of the Nurse Station, ensuring efficient systems and processes are in place
- Operate procedures for the control of infectious diseases
- Ensuring relevant training is provided to welfare staff in respect of the giving and storing of medicines

## **SAFEGUARDING**

- Continuously promote the welfare of children and young people in line with the St Andrews Safeguarding policy and UK legislation
- Be responsible for the safeguarding of all members of the college community
- Ensure safeguarding training is up to date

- Escalate safeguarding concerns appropriately and timely

## GENERAL RESPONSIBILITIES

- Support and facilitate the College's 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, salary level.
- Participate in and promote the College's professional development and appraisal practices

*Cardiff Sixth Form College winning the 'Overall Setting of the Year' Award at the 2022 Annual Dukes Education Conference.*

