



Candidate Information Pack



Head of Careers and
Higher Education

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.

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 | Psychology

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.



Head of Careers and Higher Education at CSFC Cambridge

Cardiff Sixth Form College Cambridge was launched in September 2022 with a small cohort of international students. The college has grown substantially in September 2023 and this has resulted in a number of additional roles becoming available.

The Head of Higher Education is responsible for establishing, maintaining and managing an efficient and effective university application support and preparation programme for students within Cardiff Sixth Form College Cambridge.

Job Specification

JOB DESCRIPTION

Job Title:	Head of Careers and Higher Education
Responsible to:	Deputy Head Academic
Purpose of the job:	The Head of Higher Education is responsible for establishing, maintaining and managing an efficient and effective university application support and preparation programme for students within Cardiff Sixth Form College Cambridge.

General Duties:

- Development of a creative strategic vision for the college careers provision
- Liaise with the senior and middle leadership teams to identify and record students' university degree targets within four weeks of a student joining the college
- Assist with the organisation and facilitation of the induction sessions ensuring all relevant students are registered on the current cycle
- Provide advice and guidance, directly and via Heads of House, regarding choice of universities and degree programmes and manage student expectations regarding their university choices, including higher education abroad
- Provide on-going information to students, via direct or indirect delivery, of university Open Days, deadlines (including application, additional tests, final choices)
- Facilitation of group sessions and presentations to students on aspects of careers work and topics related to personal development
- Management of UK events including visiting speakers, careers fairs, mock-interviews and UCAS summer programmes
- Management of international events including parent and student careers information briefing/advice seminars, alumni career presentations, university visits and open days and career based events designed to further the brand image of CSFC and the careers service offered
- Compile careers literature for staff and student information and use
- Manage, in liaison with Heads of House and the Vice Principal and other relevant staff, the College's UCAS application year 12 preparatory programme
- Obtain a more in-depth knowledge of what the different university entrance tests involve and how students can be supported in completing them
- Cross-reference with the Examinations Officer and any other relevant staff to ensure that, where required, students have been entered for additional admissions tests
- Responsible for the creation and distribution to relevant staff of on-going university offers data and final destinations data
- Manage the recruitment, risk assessment, induction and monitoring process for all external consultants and staff hired to deliver specialist services to the Careers programme

UCAS:

- Oversee UCAS applications from registration through to placement at university
- Manage, in liaison with teachers, Heads of House and the senior leadership team, the effective and efficient delivering of consistently high quality guidance and support for every student applying to a UK university
- Ensure that staff and students are aware of the subject responsibilities for application to specific degree courses and play an advisory role in the 'dropping subject' process to ensure that this does not prevent application to chosen courses
- Responsible, in liaison with Heads of House, for the quality control of students' UCAS applications including but not exclusively, personal statements, references, and all sections of on-line UCAS applications
- Ensure timely despatch of high quality, punctual and accurate UCAS applications
- Monitor and evaluate the reference process

International:

- Maintaining an up-to-date knowledge of the international market for university applications and gain detailed knowledge to advise students regarding the varied entry requirements
- Manage and maintain excellent working relationships with international contacts
- Maintain and improve the track record in getting students into top international universities
- Assist with college references for all international applications
- Ensure all appropriate guidance is given on international HE applications, including personal statement advice for students and assistance with teacher's references
- Ensure timely dispatch of high quality, punctual and accurate international applications
- Represent CSFC Careers at selected alumni events internationally
- Maintain a network of relationships with senior academics and admissions staff at key universities to ensure positive relations and accurate, up to date information for our international applicants
- Liaise closely with Dukes Education Consultancy staff to ensure complementary and supportive working practice in the UK and internationally

Other Tasks:

- Ensure all student data is accurately collected and recorded as per college requirements
- Manage all compliance in relation to the HE team delivery, including GDPR
- Induct new members of staff with regard to the HE process and update current members of staff with regard to the processes and general information regarding universities
- Oversee the co-ordination of careers trips and events, ensuring all legal compliance requirements are fully met and promotional material {testimony, photographs and/or video} are collected for marketing purposes
- Contribute to school life in whatever other ways you can, including providing additional tuition, leading college societies or lending a hand with school productions
- Develop marketing skills and gain a better understanding the global education market
- Improve effective communication and public speaking
- Develop a useful contacts database within various industries to assist in the delivery of a

successful careers hub

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:
 - 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.
- Be willing to undertake additional safeguarding training to enhance professional development.

Person Specification:

The successful candidate will be someone with an enthusiasm for education, a meticulous attention to detail, and a passion for working with young, aspirational people.

- Experience of working within a school or college HE function, ideally including international applicants
- Experience of data entry and manipulation of spread sheets; ability to question the validity of data and pay strong attention to detail
- Excellent interpersonal skills
- Outstanding written and oral communication skills with a keen eye for grammatical detail
 - Non prejudicial approach
 - Effective and supportive management skills
 - Ability to delegate to ensure maximum results
 - Ability to Influence the decision making progress regarding the careers provision, college and vision.
 - An exceptional academic profile; preferably graduated from a top university
 - Flexibility and adaptability to juggle a range of different tasks and meet deadlines

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. Two subsequent Ofsted inspections were hosted in 2023. The first took place in late February to look at the boarding experience of our students (Boarding/Social Care), the second took place in May as the standard school Ofsted inspection. The school was graded 'Good' in all areas. The reports are available on our website: [Cardiff Sixth Form College | Sixth Form College Wales | Cardiff Sixth Form College \(ccoex.com\)](#)

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 experience of the candidate and the regional location of the college.

Inclusion in the Cardiff Sixth Form College pension plan.

Start date : As soon as the right candidate is available

The appointment is subject to one terms' notice.

Holiday entitlement is 30 days to exclude public holidays.

Working Hours are Monday – Friday, 42.5 hours per week, 08:30 – 17:00 (Occasional evening and Saturday work as necessary to support school events)

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).

Longlisted 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.