

# Hills Road Sixth Form College

**Appointment of:** Library & Digital Resources Manager

**Location:** Cambridge



Shape  
the  
future



Hills Road  
Sixth Form College  
Cambridge

## 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-five 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 just under 2,800 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

## Library & Digital Resources Manager

Permanent, Part-time (30 hours per week), Term-time only

Start date 22<sup>nd</sup> August 2024

Point 24 of the Support Staff Pay Spine, Pro rata salary £26,517  
(£38,353 FTE per annum)

The Library and Digital Resources Centre plays a fundamental role in the success of Hills Road Sixth Form College. Led by the post-holder, the team of 4 provide an efficient and friendly service to our 16-19 A Level students and staff, ensuring the range of resources available are up to date, easy to access and well managed and monitored.

The Library is a popular space for students to come and complete their independent study and the Library team are responsible for ensuring it is a calm, welcoming and enjoyable space for students to work in.

Recently rated 'outstanding' again, Hills Road Sixth Form College continues to enjoy a strong national reputation for excellence in education. In part, this is because we continually review and refine our practice to enhance the experiences of our students and staff, for example, through our collaborative evidence-based approach to professional development. We also appreciate that academic success requires a happy, healthy and caring community, so our coaching culture ensures that the wellbeing of our students and staff is at the heart of all we do.

We offer a wide range of competitive benefits including a generous pension scheme, free use of the College sporting facilities, free on-site parking, cycle to work scheme, as well as discounts on all our Adult Education courses.

**Closing date:** Friday 12<sup>th</sup> July 2024 at 9.00am

**Interviews:** W/c 15<sup>th</sup> July 2024 – exact date to be confirmed

Details and an application form for the above post may be obtained from our website [www.hillsroad.ac.uk](http://www.hillsroad.ac.uk)

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.

# Information for applicants

## The Post

Are you a librarian and information literacy professional with a passion for working with young people? Do you have an innovative approach and enjoy working in a collaborative and supportive team? Are you a proactive, forward thinking and outward looking individual keen to take the next step in your career journey?

We are looking for a Library & Digital Resources Manager to manage our friendly and dedicated Library team and oversee the Library and range of resources it provides to our staff and students. The Library plays a crucial role in the life of the college, both offering advice and resources for students to support their learning and a calm and quiet environment in which they can study.

The successful candidate will be someone who is equally at home working both with traditional printed resources and with digital resources that provide learning and research resources for our 2900 A Level students. You will also work, alongside our Assistant Library Manager, to provide induction sessions for each Year 12 tutor group, guiding them through the resources available to them as they complete their Extended Project. Working in partnership with curriculum colleagues to develop the range of subject resources, awareness of them amongst staff and students and provide friction-free access is also a key part of the role.

With plans to refurnish the Library space and continue to modernise it in response to the changing needs of students and staff, this is an exciting time for a new colleague to join and lead the team through this change.

If this opportunity is of interest to you, or if you have any questions about the role, then we look forward to hearing from you. Please don't hesitate to contact me if you would like to discuss this further before making an application.

With best wishes

Ian Pryer

Assistant Principal

[ipryer@hillsroad.ac.uk](mailto:ipryer@hillsroad.ac.uk)

# Job Description for Library & Digital Resources Manager

**Purpose:** To be responsible for the management of the Library & Resources Centre (LRC) and the delivery of an innovative and efficient digital resource & library service that meets students' needs, supports academic research, personal development, and promotes independent learning. To ensure the Library & Resources Centre contributes to the successful implementation of the College's teaching and learning strategy.

**Reports to:** Deputy Principal

**Line Management:** Assistant Library & Digital Resources Manager and Library Assistants

**Main Accountabilities:**

- To manage the organisation of the LRC and lead the LRC team in meeting the needs of all users.
- To contribute to the strategic planning and delivery of the College; in particular to plan the development of the Library and learning resource provision within the context of the Curriculum Map and College Strategic Plan.
- As budget holder to be responsible for the effective budgetary planning and management of Library resources including the preparation of bids for budget funding to take forward development of the Library.
- Lead and direct all aspects of the work of the LRC team, providing opportunities for training and appropriate professional development for the team
- To appraise the work of the LRC team, including setting annual objectives.
- To keep abreast of the needs of Library users by liaising regularly with relevant college colleagues including:
  - Curriculum and Guidance Leadership Teams
  - Heads of Department
  - Head of Careers
  - Director of SEND
- To liaise with external organisations as appropriate, including CoLRIC, CILIP, JISC and relevant network groups.
- To act as the college's copyright officer and maintain awareness of college wide compliance with licenses, including the contracts for the supply and hosting of digital library services.

**Main Duties**

- To look for continued opportunities for innovation and development of the LRC, looking at other institutions both in the further and higher education sector to identify good practice for potential introduction
- The selection, acquisition, classification and organisation of cutting-edge learning resources in all formats, both digital and traditional, to support the curriculum, teaching and learning, and independent study.
- Work with the Assistant Library & Digital Resources Manager to:
  - evaluate options and seek cost effective solutions to ensure the development and promotion of digital resources, responding to emerging trends in digital learning.

- develop innovative approaches to the delivery and promotion of digital resources, ensuring frictionless access to eBooks, online journals, databases and other digital media.
- manage the continued development and promotion of the Library SharePoint pages.
- manage the LMS (Heritage) using the functionality to optimise workflows, minimise losses, produce reports and statistical analysis to evaluate the effectiveness of the service provided and to support development and improvement.
- Maintain and develop staff awareness in relation to the resources and services provided by the LRC and the ways in which these can support staff and students in their work
- To select appropriate materials which promote and value inclusivity and diversity.

#### Wider Curriculum-related responsibilities

As an Information Professional the post-holder will be expected to:

- Support the development of students' independent learning skills/digital information literacy through
  - Inductions
  - EPQ Library workshops
  - utilising professional experience and exercising evaluative judgement to assist with student research requests.

You will also be required to provide a range of services to support students and the wider curriculum. For example:

- Technical troubleshooting (for example, e-platform access via BYOD, Office365, printing)
- Events & Displays (for example Open Events, Eco-Week, Halloween Book Club, Blind Date With a Book)
- Equality, Diversity & Inclusion themed reading lists
- Wellbeing resources
- To create and sustain a welcoming, user-friendly and purposeful learning environment in the LRC encouraging users to demonstrate respect and consideration for others.

#### General:

- To promote equality of opportunity in accordance with the College's Equality and Diversity Statement
- To comply with all College policies and procedures.
- This includes those where each member of staff has an individual duty to act and for which the College can be held vicariously responsible for the actions of its employees:
  - equality and diversity
  - safeguarding the welfare of children
  - health and safety

# Person Specification for Library & Digital Resources Manager

	Essential	Desirable	Evidence
Qualifications and training	Educated to degree level	Profession registration with CILIP, such as Chartered Librarian (MCILIP) or CILIP certification, or equivalent qualification	Application Form  Letter of application
Experience	At least 3 years of experience of working in a library or educational resource centre  Team leadership experience  Experience of working with and introducing digital resources.		References  Interview

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas. Evidence will be established from the application form, CV, covering letter, references, the interview, or a combination of these.

Communication and Organisation	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with excellent listening and writing skills</li> <li>• Ability to effectively prioritise, schedule work and multi-task</li> <li>• Ability to retain confidentiality and act with diplomacy</li> <li>• Ability to work as part of a team and manage a team</li> <li>• Ability to represent the College in a positive light</li> <li>• Ability to adopt a methodical and accurate approach</li> </ul>
Disposition and Approach	<ul style="list-style-type: none"> <li>• Willingness to work independently, to use initiative</li> <li>• Ability to respond flexibly and positively to changing contexts</li> <li>• Ability to remain calm under pressure and to work to deadlines when necessary</li> <li>• Commitment to a high level of personal responsibility and reliability</li> <li>• Commitment to collaborative teamwork</li> </ul>
Managing and Developing People	<ul style="list-style-type: none"> <li>• Adaptable management approach</li> <li>• Effective delegation</li> </ul>

	<ul style="list-style-type: none"> <li>• Promoting a sense of enjoyment and optimism within the department</li> <li>• Inspiring trust</li> <li>• Commitment to collaborative teamwork</li> <li>• Good diplomacy and negotiating skills</li> <li>• Flexibility and imagination</li> <li>• Commitment to equality of opportunity</li> <li>• Encouraging staff development</li> <li>• People-centred in approach</li> </ul>
Organisation & Communication	<ul style="list-style-type: none"> <li>• Effective running of meetings</li> <li>• Meeting deadlines</li> <li>• Clear and thorough organisation</li> <li>• Excellent communication and listening skills</li> <li>• Representing the department and the College in a positive light</li> </ul>
Problem-solving & decision-making	<ul style="list-style-type: none"> <li>• Effective prioritising</li> <li>• Demonstrating initiative</li> <li>• Creating effective solutions to problems</li> <li>• Responding flexibly and positively to changing contexts</li> </ul>
Focus on quality	<ul style="list-style-type: none"> <li>• Monitoring departmental progress and taking corrective action when necessary</li> <li>• Commitment to high standards of work and accuracy with meticulous attention to detail</li> <li>• Commitment to continuous improvement</li> </ul>
Professional Responsibilities	<ul style="list-style-type: none"> <li>• Make a positive contribution to the wider life and ethos of the college</li> <li>• Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support</li> </ul>
Personal & Professional Conduct	<ul style="list-style-type: none"> <li>• Treat students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to a staff member's professional position</li> <li>• Have regard for the need to safeguard students' well-being, in accordance with statutory provisions</li> <li>• Show tolerance of and respect for the rights of others</li> <li>• Support fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs</li> <li>• Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law</li> </ul>

# 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 2,800 full-time 16-19 students for whom we provide a choice of 36 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 21 maintained secondary comprehensive schools in the Cambridge area, 14 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 2,900 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.

- The College’s in-year learner level retention rate on study programmes, as used for funding purposes, has averaged 99.4% over the past six years.
- A level pass rates have remained close to 99.5% for five years.
- Value added is consistently positive, indicating that, on average, Hills Road students achieve better results than might have been expected based on their prior GCSE outcomes.
- Often after a gap year, around 90% of our leavers progress to Higher Education; two thirds go to the most sought-after Russell Group universities.
- Hills Road students consistently thrive in higher education with 52% earning first class honours degrees in 2020 according to the latest Sixth Form College Association report which is based on HESA data.
- Hills Road has been consistently shortlisted since 2017 as a finalist in the TES ‘Sixth Form College of the Year’ award.

## Exam Results 2023

The 2023 A level results were outstanding and very similar to the typical, strong performance in recent years. Despite the challenges of recent academic years, the staff effectively supported and directed students to enable them to achieve highly.

	2023 HRSFC	2023 National
A*	18%	8.6%
A* - B	77%	52.7%
A* - E	99.6%	97.2%

## 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. Recent additions to our facilities include the Linda Sinclair Building, a three-storey building which provides outstanding accommodation for the Mathematics, Performing Arts and Sport departments, our Student Services Reception and Careers hubs as well as the new The Study Centre which houses the Supported Independent Learning Service, student study spaces and a fabulous Staff Room and roof terrace.

Work is also currently in progress to build a new welcoming and accessible Reception area to the front of college.

## 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 assessed as 'outstanding' over many years. 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.



# How to Apply

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](mailto:recruitment@hillsroad.ac.uk). All documents should be submitted by **9.00am on Friday 12<sup>th</sup> July**.

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Wednesday 17<sup>th</sup> July, then unfortunately your application has not been successful.

**Interviews will be held during week commencing 15<sup>th</sup> July 2024 – exact date to be confirmed.**

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.

In accordance with Home Office guidance, successful candidates will be required to evidence their right to work in the UK before commencement of employment. The successful candidate therefore must be able to demonstrate their right to work during the recruitment process.

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 'AccessAble: [www.accessable.co.uk](http://www.accessable.co.uk).

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>



