

Hills Road Sixth Form College

Appointment of: Vice Principal – Curriculum and Inclusion

Location: Cambridge



Shape
the
future



Hills Road
Sixth Form College
Cambridge

Welcome from the Principal and CEO Designate



Thank you for your interest in Hills Road Sixth Form College and in this post. I hope that the information in this booklet will help you to decide whether this role and our college might be the right next step for you. I sincerely hope it is!

As I prepare to take up the role of Principal in September, this marks an important moment in the College's continuing journey. Hills Road enjoys a strong national reputation and has led Sixth Form College performance tables for many years. But we are not complacent. In an ever-changing world, excellence is a moving target and we are ambitious - for our students, for our staff and for the future of post-16 education. We respond thoughtfully, continually reflecting and evolving to ensure that what we offer remains exceptional.

Working in a Sixth Form College brings distinctive rewards, not least the privilege of engaging with bright young minds who challenge, question and inspire. It is an intellectually rigorous environment grounded in collaboration and shared purpose. Everyone here has a role to play in helping every young person who comes through our doors to realise their potential – sometimes in ways they may never previously have been able to imagine.

I am fortunate enough to know first-hand the transformative impact that Hills Road has on our students and, as a former student, I am deeply committed to ensuring that it continues to flourish as a centre of academic excellence where kindness and integrity remain at the heart of everything we do.

We recognise that staff wellbeing is fundamental to student success and we pride ourselves on being consultative. In response to colleague feedback, we have introduced a two-week October half term and redesigned professional development. Staff consistently speak of the strength of our community. Our core values – Diversity, Kindness, Integrity, Respect, Community and Excellence – are not slogans, but lived commitments that shape how we work, how we lead and how we support one another. Hills Road is ambitious, yet humane; high-performing, yet deeply caring.

I hope I have been able to give you a flavour of Hills Road. If you would welcome an informal conversation about the role or about the College more broadly, we would be delighted to hear from you.

Finally, thank you for considering our college and for the commitment that an application entails. Whatever the outcome, I wish you every success in your future career.

With very best wishes,
Ali Kirkman
(Vice Principal – Staff and Student Learning)

Vice Principal – Curriculum and Inclusion

Permanent, Full time

From £80,217 to £88,196 per annum commensurate with experience
(SFC Leadership Spine L13-L17)

Start date: August 2026

Hills Road Sixth Form College is seeking an exceptional and visionary leader to join our Senior Leadership Team as Vice Principal for Curriculum and Inclusion. This is a unique opportunity to shape the strategic direction of teaching and learning, CPD, inclusion and student experience at one of the country's leading Sixth Form Colleges. Come and help us shape the future!

Recently rated 'Outstanding' again, Hills Road Sixth Form College continues to enjoy a strong national reputation for excellence. Our success is built on a culture of continual reflection and refinement, underpinned by a coaching culture that supports the growth and development of both students and staff. We are ambitious for our community and work collaboratively to ensure that our practice evolves to meet the needs of a changing educational landscape. At the heart of our work is a commitment to both academic excellence and to a happy, healthy and caring environment, which enables every individual to thrive.

This is an exciting opportunity to play a key role in a dynamic and forward-thinking leadership team in a college that values collaboration, professional growth and innovation. In return, we offer a stimulating and supportive environment, alongside a competitive benefits package including a generous pension scheme, free use of our sporting facilities, free on-site parking, a cycle to work scheme and discounts on our Adult Education courses.

If you are motivated to lead with purpose and make a lasting difference to the lives of young people, we would be delighted to hear from you.

Closing date: Monday 9th March 2026 at 9am

Interviews: Wednesday 18th March & Thursday 19th March 2026 (candidates to attend both days)

Details and an application form for the above post may be obtained from our website 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

As Vice Principal for Curriculum and Inclusion, you will provide strategic leadership of our teaching and learning provision, ensuring an equitable, ambitious and transformative learning experience for every student. You will shape and deliver a curriculum that is broad, responsive and inclusive, underpinned by excellence in teaching, learning and assessment.

Your responsibilities will include leadership of the Curriculum Leadership Team; strategic oversight of teacher recruitment, induction and professional development (including ECTs and ITT); line management of SEND and Digital Pedagogy; the use of progress and achievement data to drive improvement; and working with the Deputy Principal to ensure robust quality assurance and inspection readiness. You will champion inclusive practice and digital innovation, ensuring that high standards and high expectations are realised consistently across the College.

You will already be an exceptional leader with experience of 16–19 A Level provision and a track record of securing outstanding outcomes. A strategic thinker and skilled communicator, you will lead collaboratively, combining ambition with kindness and integrity. Deeply committed to inclusion in its broadest sense, you will champion widening participation, foster a strong sense of belonging and ensure that every young person who walks through our doors is supported and challenged to achieve their potential.

The job description and the person specification relevant to the post are enclosed.

Organisational Structure

The senior team at Hills Road is called the College Strategy Team (CST) and comprises six posts in total:

- Principal
- Deputy Principal
- Vice Principal – Curriculum and Inclusion
- Vice Principal – Student Progression and Support
- Chief Operating Officer

- Chief Finance Officer

CST meet weekly to discuss a range of strategic and operational issues. Staff briefings take place weekly digitally, and there are regular face to face and online staff meetings.

The post holder is required to attend Trustee meetings throughout the year; these are usually held in the evening and there are circa 6 meetings per year. This role comes with 35 days' annual leave, to be taken predominantly outside of term time.

Job Description

Vice Principal – Curriculum and Inclusion

Purpose: The post holder is responsible for supporting the Principal in ensuring an outstanding educational experience for the 16–19-year-old community of the College by providing strategic leadership for the quality of education across the College, ensuring excellence in teaching, learning and assessment; strong student progress and achievement; and a broad, responsive and innovative curriculum that meets the evolving needs of students and the wider educational landscape. Through a focus on inclusion, high standards and continuous improvement, the Vice Principal ensures that every student is enabled to thrive and achieve their full potential.

Reports to: The Principal

Main Accountabilities:

Teaching, Learning and Assessment

- Lead the strategic development of the curriculum in line with the College's vision and objectives, ensuring effective delivery of high-quality 16–19 study programmes
- Drive excellence in teaching, learning and assessment, promoting innovative and evidence-informed practice that meets students' needs and secures outstanding student outcomes
- Ensure all students access a broad and enriching curriculum, including high-quality enrichment and personal development opportunities that foster social responsibility, global awareness and active citizenship
- Lead the planning, appointment and deployment of curriculum staff in line with College values and strategic priorities
- Through line management of the Curriculum Leadership Team, ensure alignment between College strategy and departmental practice, securing consistent and high-quality implementation of the Curriculum Intent for all learners
- Foster a culture of high expectations in which staff are supported and challenged to achieve the highest standards, underpinned by high-quality professional development
- Promote the sharing of effective practice across departments, including through the leadership of Teaching and Learning Coaches, sustaining a culture of continuous improvement
- Support the Deputy Principal with the strategic analysis of progress and achievement data, ensuring timely intervention to address gaps and remove barriers to success for identified groups

- Support the Deputy Principal with the College's quality assurance cycle, ensuring rigorous self-evaluation and swift, effective improvement planning
- Champion inclusive curriculum design and teaching practices that promote equity, belonging and high achievement for all student groups, including disadvantaged learners
- Lead strategic curriculum innovation in response to national policy developments, qualification reform and the evolving needs of students and employers
- Ensure student voice meaningfully informs curriculum development, teaching practice and enrichment provision
- Support and embed a coaching approach across the College to enhance teaching practice and secure consistently strong, inclusive classroom provision

Staff Induction, Training and Development

- Lead the strategic development of professional learning for curriculum staff, including induction, probation and Professional Development Reviews, in line with our College values and coaching culture
- Oversee the planning and delivery of high-quality motivating staff development opportunities, including the provision for newly and recently qualified teachers
- Develop and maintain a College-wide training needs analysis to inform targeted and equitable allocation of development opportunities and budgets
- Establish clear pathways for progression and succession planning, recognising and nurturing talent across the College
- Ensure effective support for ITT students placed at the College
- Promote a sustainable, supportive working culture within curriculum teams, recognising that staff wellbeing is fundamental to securing excellent student outcomes

Special Educational Needs and Disabilities

- Work with the Director of SEND to embed Quality First Teaching and ensure inclusive practice remains at the heart of the College's approach to learning
- Ensure effective and responsive Study Skills and specialist provision, including appropriate arrangements for High Needs students
- Through the Director of SEND, oversee SEND provision, including staffing and budgets, ensuring statutory compliance and consistently high standards of support
- Be accountable for outcomes for students with SEND, narrowing gaps in access, aspiration and achievement

Digital Pedagogy

- Work with the Head of Digital Pedagogy to devise and realise ambitious expectations for digital teaching and learning that supports great student progress
- Together with the Head of Digital Pedagogy, promote the development of staff digital capability and confidence through targeted professional learning

- Support the Head of Digital Pedagogy and the Director of Digital Strategy in ensuring the student digital experience is consistent and accessible, and that students leave us with the digital literacy skills they need to navigate the future confidently

Management and College Strategy Team

- As a key member of the College Strategy Team, contribute to the strategic direction of the College and the effective implementation of its priorities, including contributing to the formulation and implementation of College policies and procedures
- Be jointly accountable for academic performance, including progress and value-added outcomes, ensuring robust intervention strategies are in place where required
- Promote and uphold the College's safeguarding responsibilities, ensuring a culture of vigilance and care across curriculum areas
- Represent the College externally in relation to curriculum, inclusion and quality of education, contributing to regional and national networks where appropriate
- Take responsibility for the leadership of the following colleagues:
 - Curriculum Directors and, through them, for all 16-19 Curriculum staff
 - Director of SEND
 - Head of Digital Pedagogy
 - Teaching & Learning Coaches

Other duties

- Ensure clear and effective communication across curriculum areas
- Play an active role in the College Curriculum and Guidance Leadership Team
- Ensure effective leadership of the work of relevant groups relating to teaching and learning
- Take the lead, in the post-holder's areas of specific responsibility, for the termly review of the College's risk register
- Manage delegated budgets effectively and strategically
- Ensure robust and rigorous self-assessment of all aspects of teaching and learning together with associated improvement and development plans
- Ensure that curriculum staff are "Ofsted ready" and be prepared to act as Ofsted Nominee
- Teach up to four periods per week, as appropriate

Accountabilities that relate to all staff at the College:

- Demonstrate behaviour and values consistent with the person specification for the role
- Promote equality of opportunity in accordance with the College's Single Equality Scheme
- Have proper and professional regard for the ethos, policies and practices of the College. 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 young people
- health and safety

Person Specification

Vice Principal – Curriculum and Inclusion

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Good honours degree • Recognised teaching qualification • Evidence of recent and relevant continuing professional development • Coaching qualification or willingness to undertake one 	<ul style="list-style-type: none"> • Management / leadership qualification • Ofsted nominee experience or inspector training
Knowledge and Experience	<ul style="list-style-type: none"> • Significant middle or senior management and leadership experience of teaching and learning • Experience of sixth form teaching with outstanding student outcomes • Experience of developing and successfully implementing college-wide objectives to improve student outcomes • Experience of working effectively with a range of stakeholders • Comprehensive knowledge of post 16 teaching, learning and support functions • Strong understanding of digital and inclusive teaching approaches • An understanding of Ofsted post 16 inspection framework 	<ul style="list-style-type: none"> • Successful management of teams of staff over a range of disciplines • Range of experience including quality, inspection and resources • Experience of contributing to the strategic development plan and direction

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.

Skills and Abilities	<ul style="list-style-type: none"> • A strategic and innovative thinker able to identify opportunities for improving performance and assess the feasibility of new ideas • Ability to respond flexibly and positively to new and changing contexts and to manage change successfully • Ability to lead, motivate, develop and inspire trust in colleagues • Ability to resolve problems and to exercise sound judgement • Ability to analyse, interpret and make effective use of a wide range of data • Ability to communicate clearly and concisely, both verbally and in writing • Ability to represent and promote the College, its values, performance and objectives to a wide range of audiences, including potential students and their parents • Well organised, able to prioritise and delegate effectively and develop contingency plans to cope with the unforeseen
Disposition and Approach	<ul style="list-style-type: none"> • Honest and open with a positive and approachable manner • Emotionally resilient with drive and determination • Professional and personal integrity • Commitment to collaborative working while also being able to act with decisiveness and give direction when needed • Commitment to achieving the highest standards in all aspects of students' educational experience at the College • Empathy with post-16 students, their aspirations and the personal challenges facing them • Commitment to equality and the celebration of diversity • Commitment to safeguarding and promoting the welfare of young people
Focus on Quality	<ul style="list-style-type: none"> • Ability to multi-task and work to tight deadlines ensuring very high standards of accuracy and attention to detail within a complex and busy environment • Commitment to high standards of work and accuracy, with excellent attention to detail • Commitment to the ethos and values of the College • Commitment to achieve quality and value for money in all aspects of the College's work • Commitment to continuous improvement and willingness to attend appropriate training and development events
Personal and Professional Conduct	<ul style="list-style-type: none"> • A commitment to treating students with dignity and respect, maintaining appropriate professional boundaries • A clear understanding of safeguarding responsibilities and statutory duties • Respect for the rights of others and support for fundamental British values • Professional integrity in ensuring personal beliefs are expressed appropriately

How to Apply

Applicants are asked to do the following:

- complete the online [Hills Road Sixth Form College application form \(Part 1\)](#)
- complete the online [equality and diversity monitoring form \(Part 2\)](#)
- write a supporting statement of application (no more than 1,000 words)
- supply a brief CV

The online application forms ([Part 1](#) and [Part 2](#)) are available at the links above, and on the College's webpage for this vacancy. When completing Part 1, you will have the opportunity to upload your CV and provide a Supporting Statement of Application. Once you have submitted Part 1, you should then proceed to Part 2 (Equality and Diversity Monitoring form). All documents should be submitted by **9am on Monday 9th March 2026**.

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Friday 13th March, then unfortunately your application has not been successful.

Interviews will be held on Wednesday 18th March & Thursday 19th March 2026.

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.

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



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