

Hills Road Sixth Form College, Cambridge

Appointment of a Head of Political and Social Sciences



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 2,500 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 2,500 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 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'. In every year, Hills Road has recorded the strongest sixth form college percentage.

- Retention and success rates also remain high (the second strongest amongst sixth form colleges), with about 96% of those enrolled on two-year courses going on to achieve the equivalent of at least two A level passes.
- Typically, over 90% of Hills Road students progress to higher education, with significant numbers going to the most sought after universities (for example, on average, our students earn 70 offers per year to Oxford and Cambridge universities).
- Hills Road students consistently thrive in higher education with 46% earning first class honours degrees in 2018 according to the Sixth Form College Association report which is based on HESA data.
- Hills Road was shortlisted in 2017, 2018 and 2019 as a finalist in the TES 'Sixth Form College of the Year' award.

Exam Results 2019

The 2019 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:

	2019 HRSFC	2019 National
A*	15.5%	7.8%
A* - B	73.6%	51.6%
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.





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Head of Political and Social Sciences (with the ability to teach Politics)

Permanent – Full Time

Up to £48,401 depending on qualifications and experience

An exciting opportunity has arisen for a well-qualified and enthusiastic teacher of Politics A-level to lead this large and successful department with effect from 31st August 2020.

The post will be paid at RA10 rising incrementally, subject to satisfactory annual review, to RA12 (£7,560-£9,072 per annum). For example, a Teacher at the top of the teaching scale (Point 9) will initially be awarded ten responsibility points (RA10), making a salary of £46,889; this would rise by annual increments to £48,401 (RA12). Appointment to points (1-9) on the teaching scale is dependent on experience.

The person appointed will be capable of teaching to a high academic standard, will be strongly committed to the learning and well-being of young people and will be able to demonstrate and/or develop excellent leadership skills.

The department offers the following subjects at A level: Politics, Philosophy, Sociology, Classical Civilisation, Latin and Religious Studies. The person appointed will work with a committed, creative and hard-working team of teachers within a supportive college environment. This post represents an outstanding opportunity for professional growth and development.

Closing date for applications is 9.00am on Monday 24th February
Interviews will take place on Tuesday 3rd March

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.



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Information for applicants for the post of Head of Political and Social Sciences

The Post

As a large department in this highly successful Sixth Form College, this post represents a fantastic career development opportunity for a talented and committed Political and Social Sciences teacher. With over 700 Y1 and Y2 A-Level students on roll, the leadership development scope within this role is significant. The role we have is for a full-time Head of Political and Social Sciences to take up the role on 31st August 2020. It represents an excellent opportunity for a well-qualified, committed, enthusiastic and organised teacher with excellent interpersonal skills to undertake an important management role in this large and forward-looking department.

The Department

Presently, the department comprises 6 full time and 9 part time teachers. Between us we have a great deal of teaching experience and come from a range of backgrounds. Decision-making and planning is led by the Head of Department in consultation with all other department members. To enable communication and decision-making, the department holds regular departmental meetings, chaired by the Head of Department.

PSS staff play a variety of roles within the wider college context. This currently includes a Curriculum Director, Head of Y13 and a National Education Union Representative. Staff are encouraged to take up such opportunities to benefit the college and for personal career development.

Departmental Management

The department is led by a Head of Department, who receives a paid and timed allowance for the completion of duties. In addition, several members of the department are allocated time resource, which is used widely for the support of students. Lunchtime surgeries are run to help targeted students who require additional support plus there are sessions available to all who wish to benefit from extra help.

Resources have been developed by all members of the department and are available on the student SharePoint site.

Of the 25 teaching periods in the College week, the new post holder will have teaching commitments of up to 16 periods and 4 periods of time remission for departmental management responsibilities.

In the first year in post as a new Head of Department, the post holder will be given an additional one period of time remission to support their induction into the new role. Therefore, for 2020-21, the teaching commitment for this new Head of Department role will be 15 periods.

Students

There are now over 700 students in the department. The students are generally well motivated and able; the vast majority progress to higher education courses, many involving a political and social sciences subjects. The teaching is rewarded by the rapid development and achievements of our students, who readily acknowledge the high level of support they receive from their teachers.

Courses Offered in the department

- Politics (Pearson Edexcel)
- Sociology (AQA)
- Philosophy (AQA)
- Classical Civilisation (OCR)
- Religious Studies (Eduqas)
- Latin (OCR)

Examination Results

2019

	Pass	High grades
Politics	98.5%	78%
Sociology	100%	78%
Philosophy	97.5%	65%
Classical Civilisation	100%	87%
Religious Studies	100%	89%
Latin	100%	89%

Accommodation and Resources

The department uses 7 classrooms and has access to dedicated study resource areas with PCs which can be booked out when needed. Every teaching room has a data projector and teacher's computer.

Students have access to a variety of both online and printed resources which they use to support their studies. This includes access to online video tutorials, including PreChewed Politics and MASSOLIT which are used as the basis of flipped learning and exam revision. Students are required to purchase their own textbooks at the beginning of their studies.

Extra-curricular activities

The department organises a number of trips and visits, including an annual residential Politics trip to New York City, a Classics trip to Greece and various local trips including the Crown Court in Sociology and a Buddhist temple in Religious Studies. Students also have the opportunity to attend a variety of plays and speaking competitions in Classics and Latin.

Links with partner schools and other 16+ providers

Critical to the success of the department and its students is the relationship with partner schools. The PSS department has strong links with local partner schools and exchange of information helps in smoothing the transition from GCSE to A level. In the changing landscape at both GCSE and A level, these relationships are essential.

We enjoy good relations with other 16+ providers, both state schools and private, with a spirit of co-operation rather than competition.



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Job Description - Head of Department

Purpose: Within the context of the College's Strategic Plan, to lead and be responsible for curriculum planning and implementation within the department, to represent the interests of the department within the College, and to participate in whole-College developments.

Reports to: Curriculum Director

Main Accountabilities:

Curriculum Planning and Development

- To provide a range of courses suited to the abilities and aspirations of all students within the department
- To develop good teaching and learning practices to enable all students to grow in independence and achieve their academic and personal potential
- To lead members of the department in identifying key curriculum aims and objectives and to initiate action and change, where appropriate

Liaison and Progression

- To support the successful progression of full-time students from their previous school
- To contribute to the provision of subject-related careers/further/higher education advice
- To provide information about, and to promote, the department's courses in collaboration with the Director of Marketing and Admissions
- To develop links with colleagues in Post-16 centres and in partner schools
- To develop links with the wider community, where appropriate
- To participate in the interviewing of prospective students as reasonably required

Managing People and Communication

- To plan, and contribute to, the recruitment of staff in accordance with College procedures
- To take responsibility for the induction of new members of staff in accordance with College procedures during their Six Month Probationary Period.
- To ensure that all staff for whom the post holder is responsible receive adequate support and training for their role including undertaking staff appraisals and dealing with performance issues if needed
- To communicate effectively College and departmental procedures and policies to all members of the department

- To promote and explain departmental issues to other audiences e.g. Parents, Governors, Staff, Prospective Students
- 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
- To deploy departmental staff appropriately and to plan departmental timetabling and room allocation
- To plan and organise the work of technical and support staff, where appropriate
- To manage the placement of student teachers, where appropriate
- To promote collaborative and effective teamwork within the department

Managing other Resources

- To manage the finances of the department
- To advise on the provision of appropriate departmental facilities and accommodation
- To manage departmental resources, including ICT, Library and Open Learning resources
- To advise the Estates Manager of the maintenance needs of the department

Quality Assurance

- To monitor student performance data and take appropriate action
- To plan and maintain appropriate record-keeping procedures, including the provision of a subject Progress Review for each student and the use of Mark Book
- To ensure the implementation of appropriate Quality Assurance procedures in collaboration with the relevant Curriculum Director and the Deputy



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Person Specification for the post of Head of Political and Social Sciences

	Essential	Desirable
Qualifications, training and experience	<ul style="list-style-type: none"> A degree in one of the department's subject areas or a closely related subject Experience of teaching Politics at A-level Experience of course/subject management or experience of leading a team High levels of competence in the use of IT Relevant teaching qualification e.g. PGCE 	<ul style="list-style-type: none"> An enthusiasm for and empathy with the demands of all subjects within the department's scope A good understanding of current developments in pre and post-16 education Experience of teaching other subjects within the department

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

Classroom teaching	<ul style="list-style-type: none"> Enthusiastic, energetic and well planned teaching Development and use of effective and varied learning resources/activities Clear focus on maximising student potential and encouraging high levels of attainment by all students Strong and positive commitment to individual students Commitment to helping others develop their teaching skills
Leadership of teaching and learning	<ul style="list-style-type: none"> Clear and effective strategies for developing teaching and learning within the team Supportive approaches to developing own and colleagues' teaching and learning Enthusiastic engagement with staff and students in the development of teaching and learning
Managing and developing people	<ul style="list-style-type: none"> Adaptable management approach Effective delegation Promoting a sense of enjoyment and optimism within the department Inspiring trust Collaborative teamwork Good diplomacy and negotiating skills Flexibility and imagination Promoting equality of opportunity Encouraging staff development

	<ul style="list-style-type: none"> • People-centred in approach
Organisation and communication	<ul style="list-style-type: none"> • Effective running of meetings • Meeting deadlines • Clear and thorough organisation • Effective communication and listening skills • Representing the department and the College in a positive light
Problem-solving and decision-making	<ul style="list-style-type: none"> • Effective prioritising • Demonstrating initiative • Creating effective solutions to problems • Responding flexibly and positively to changing contexts
Focus on quality	<ul style="list-style-type: none"> • Monitoring departmental progress and taking corrective action when necessary • Commitment to continuous improvement



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How to Apply for the Post of Head of Political and Social Sciences

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 9.00am on Monday 24th February 2020. Please note that applications received after the closing date may not be eligible for consideration.

Interviews will be held on Tuesday 3rd March 2020

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 '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