

Hills Road Sixth Form College, Cambridge

Appointment of an Assistant Examinations Officer



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 College is right for your next career step. We hope it is!



our

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 well over 2,300 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, meditation and fitness 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 well over 2,300 full-time 16-19 students for whom we provide a choice of 34 A level subjects, 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 18 maintained secondary comprehensive schools in the Cambridge area, 12 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 4,000 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

- Retention and success rates also remain high, with 96.9% of those enrolled on a two-year course in 2015 going on to achieve the equivalent of at least two A level passes in 2017.
- Value added continues to be positive overall indicating that, on average, Hills Road Students achieve better results than might have been expected based on their prior GCSE outcomes.
- Typically, over 90% of Hills Road students progress to higher education with significant numbers going to the most sought after universities (including 67 earning places to Oxford and Cambridge in 2017).
- Hills Road students consistently thrive in higher education with 35% earning first class honours degrees in 2016 according to the latest Sixth Form College Association report which is based on HESA data.
- Hills Road was shortlisted in 2017 as a finalist in the TES 'sixth form college of the year' award.

Exam Results 2017

The 2017 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:

- the proportion of A* grades is 18.9%
- the A*-B grade rate is 76.4%
- the A*-E grade rate is 99.4%

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. A Student Services Team has recently been created to respond to all manner of student need and to ensure 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 recently constructed 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' each year. As anticipated, the years ending July 2016 and July 2017 have scored '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. Going forward the financial plan returns to 'outstanding' in 2018-19. 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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Hills Road Sixth Form College is a highly successful, popular and well-resourced College that has been awarded 'designated outstanding' status by Ofsted. The College offers a stimulating and supportive working environment with excellent opportunities for professional development.

We are seeking to appoint the following post:

ASSISTANT EXAMINATIONS OFFICER (Permanent)

Part-time, term time – 22.5 hours per week (Monday to Friday)

£11,336 to £12,427 per annum depending on experience (£21,598 to £23,615 FTE)

The appointee will be expected to take a lead in the administrative tasks related to access arrangements and special consideration. The appointee will work in liaison with the Study Skills Department to ensure that access arrangement applications are processed swiftly and with compliance of the Joint Council for Qualifications (JCQ) regulations.

For an informal discussion about the post, please contact Chris Hemming, Examinations Officer, chemming@hillsroad.ac.uk.

Closing date for applications is noon on Monday 20th November at midday

Interviews will take place on Tuesday 28th November

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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HILLS ROAD SIXTH FORM COLLEGE

Information for applicants for the post of Assistant Examinations Officer

THE POST

The College is seeking to appoint an Assistant Examinations Officer to replace an existing member of staff.

The appointee will report directly to the Examinations Officer, to whom they will provide administrative support, including some supervisory direction of other members of the Examinations Team, including invigilators.

Taking account of their prior experience, the appointee will be given training in order to familiarise themselves with the work of the Examinations Team, including an opportunity to shadow the existing post holder.

The appointee will be expected to take a lead in the administrative tasks related to access arrangements and special consideration. The appointee will therefore work in liaison with the Study Skills Department to ensure that access arrangement applications are processed swiftly and with compliance of the Joint Council for Qualifications (JCQ) regulations. The appointee must therefore become fully aware of the JCQ Access Regulations and attend any relevant annual update training events.

The Examinations Team is under-pinned by a responsive and courteous 'service-culture' and by effective, clear and timely communications. During the busy summer examination season (mid-May to late-June) and the period following the publication of results (mid-August to mid-September), the appointee will be expected typically to work additional hours. The additional hours worked in these weeks would reduce the typical weekly hours for the rest of the year, with scope here for flexibility (to be agreed with the Examinations Officer).

RELATIONSHIPS WITH OTHER POSTS

The line manager for this post will be the Examinations Officer.

ACCOMMODATION AND RESOURCES

The Examinations Team operates from a well-equipped office and also, during the examination season, from the adjacent College Meeting Room. To support the Team's work, new 'Prosolution' software was purchased and installed in 2014.

FURTHER INFORMATION

Please view our website www.hillsroad.ac.uk for further information about the College or contact Chris Hemming, Examinations Officer, chemming@hillsroad.ac.uk or 01223 278027, for any further questions about this post.

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JOB DESCRIPTION

Assistant Examinations Officer

Purpose: To assist the Examinations Officer with the arrangements for examinations

Reports to: The Examinations Officer

Job Description

To assist with examination administration and to provide an information service relating to all parties, both internal and external and carry out other tasks as may reasonably be allocated within the purview of the Examinations Officer. It will be necessary for the post-holder to work additional hours during the main summer examination season (May and June) and the period following the publication of results (mid-August to mid-September) for which either time off in lieu (TOIL), overtime payment or a combination of payment/TOIL as agreed with the Examinations Officer.

To understand and comply with the regulations of the Joint Council for Qualifications (JCQ) and other regulatory authorities including the responsibilities and sanctions provided for in the JCQ Maladministration Regulations.
Attend training courses and instruction where appropriate.

Examination entries and fees:

- Familiarization with examinations software system and Microsoft Office products.
- All administration regarding examination entries.
- Liaison with HODs and HOSs regarding specifications and entry details.

Invigilation arrangements:

- All administration regarding allocation of invigilator duties for exam seasons and for other duties.

Examination season duties:

- Ensuring security and integrity of all examination materials and procedures in accordance with JCQ regulations
- Maintaining stationery supplies for exam venues
- Checking receipt of question papers and chasing if necessary
- Liaising with couriers for collection of exam material.
- Advising venue managers on late changes
- Contacting absent students and advising on procedures for late arrivals
- Responding to requests from venue managers and invigilator and any other arising emergencies

Post-results services:

All administration regarding post-results services, to include advice to all parties, processing and distribution of all script and review applications and their outcomes and liaison with exam boards.

Access Arrangements and Special Consideration

- Familiarisation with JCQ regulations on access arrangements and special consideration
- Liaison with Study Skills and Tutorial staff re. students' special needs
- Processing and recording all applications in strict accordance with JCQ regulations and making agreed examination arrangements.

Examination certificate and results despatch

- All administration regarding the checking and despatch/distribution of examination certificates

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



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Assistant Examinations Officer

Person Specification

	Essential	Desirable	Evidence
Qualifications and training	<ul style="list-style-type: none"> General Education including English and Mathematics GCSE at Grade C or equivalent Level 3 qualifications or equivalent career experience 	<ul style="list-style-type: none"> Degree level (or equivalent career experience) 	Application form Letter of application
Experience	<ul style="list-style-type: none"> Relevant administrative and organisational experience (likely to be three years +) 	<ul style="list-style-type: none"> Experience of working in an educational environment Experience of working in a customer/client focused environment Experience of team leadership 	References Interview

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

Skills	<ul style="list-style-type: none"> Confident user of IT, including Microsoft Office applications, Outlook/internet, online forms Strong level of numeracy and literacy Problem-solving and trouble-shooting skills Clear and systematic working practices Ability to give a clear sense of direction and to inspire the team to achieve targets Ability to work effectively under pressure Ability to respond flexibly and positively to changing contexts Ability to exercise patience, tolerance and sensitivity Ability to use tact and diplomacy in all communications and to deal with confidential matters with utmost discretion 	Letter of application/ References / Interview
Organisation	<ul style="list-style-type: none"> Extremely well organised, able to prioritise and manage own time effectively in order to meet deadlines and to develop contingencies to cope with the unforeseen 	
Disposition and approach	<ul style="list-style-type: none"> Excellent inter-personal skills demonstrating a professional and assured disposition and with the ability to establish a good working rapport with a wide 	

	<p>range of people: adult students; staff; members of the public, external agencies</p> <ul style="list-style-type: none"> • A mature and non- judgemental outlook, respect for confidentiality • Enthusiasm • High degree of personal responsibility • Confident manner in dealing with enquiries • Empathy and approachability; sensitive and responsive • Commitment to collaborative teamwork • A flexible approach to working hours to meet the demands of the service, especially at the busiest times • Ability to exercise initiative • Willingness to take responsibility • Preparedness to undertake routine tasks when demanded by the role 	
Focus on quality	<ul style="list-style-type: none"> • Commitment to high standards of work and accuracy, with strong attention to detail. • Commitment to the aim of the College to achieve Quality and Value for Money in all aspects of its work • Commitment to continuous improvement and willingness to attend appropriate training and development events 	



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How to Apply for the Post of XXX

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 the TES Portal site. All documents should be submitted by midday on Monday 20th November. Please note that applications received after the closing date may not be eligible for consideration.

Interviews will be held on Tuesday 28th November.

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 'Further information/accessibility map' and also from 'DisabledGo': www.disabledgo.info.

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 either go to our website <http://www.hillsroad.ac.uk> or see more information on the TES Portal.

Human Resources