

Hills Road Sixth Form College, Cambridge

Appointment of an Assistant Principal, Curriculum & Quality



Opportunity • Quality • Achievement

Welcome from the Principal



Thank you for your interest in Hills Road Sixth Form College and in this senior post. We really hope that the information in this booklet will support you in making an application and will provide all you need for deciding whether our College is right for your next 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 mean we are 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 towards excellent outcomes for our students. Everything we achieve relies on the quality and commitment of our staff team, whatever their role in the College. We are keen to recruit colleagues for whom excellence comes as standard. We are looking for an exceptional individual who currently is, or aspires to be, an outstanding senior colleague – perhaps a Deputy or a Principal in the not too distant future – but who, above all, is willing to think, to learn, to share and to care.

Our new strategic plan focuses in particular on enhancing quality through delivery of our Curriculum Map to develop

- Creative and confident learners
- Resourceful and resilient individuals
- Responsible and active citizens

We will be looking to the newly appointed Assistant Principal to lead on this element of our strategic plan.

You will see from the job description that the core focus of this role is curriculum and quality. As a member of the senior team however, we need you to be flexible and to lead and develop at a strategic level in an alternative specialism should the needs of the College or team require it in the future. We're keen to offer you excellent support and development to allow you to develop as a senior manager in your time with us, to allow you to go on to access the best career opportunities, should that be your goal.

As a busy, vibrant community of over 2,650 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 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 contact me for an informal chat. My email address is jtrump@hillsroad.ac.uk or you can contact me via telephone through my PA Julie James on 01223 278014. I'm really keen that there should be a strong fit both for you and the College in this role and I'm only too happy to talk it through.

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 over 2,600 full-time 16-19 students for whom we provide a choice of 35 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 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 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.

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 43% earning first class honours degrees in 2019 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 including for 2020.

Exam Results 2020

The 2020 A Level results, based on Centre Assessed Grades (CAGs), are very similar to the typical, strong level in recent years. There are no performance tables for the current year, but the measure of Hills Road's performance against national average performance is outlined below:

	2020 HRSFC	2020 National
A*	19.1%	14.3%
A* - B	77.1%	65.4%
A* - E	99.9%	99.7%

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 assessed as 'outstanding' over many years, including 2020. 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.

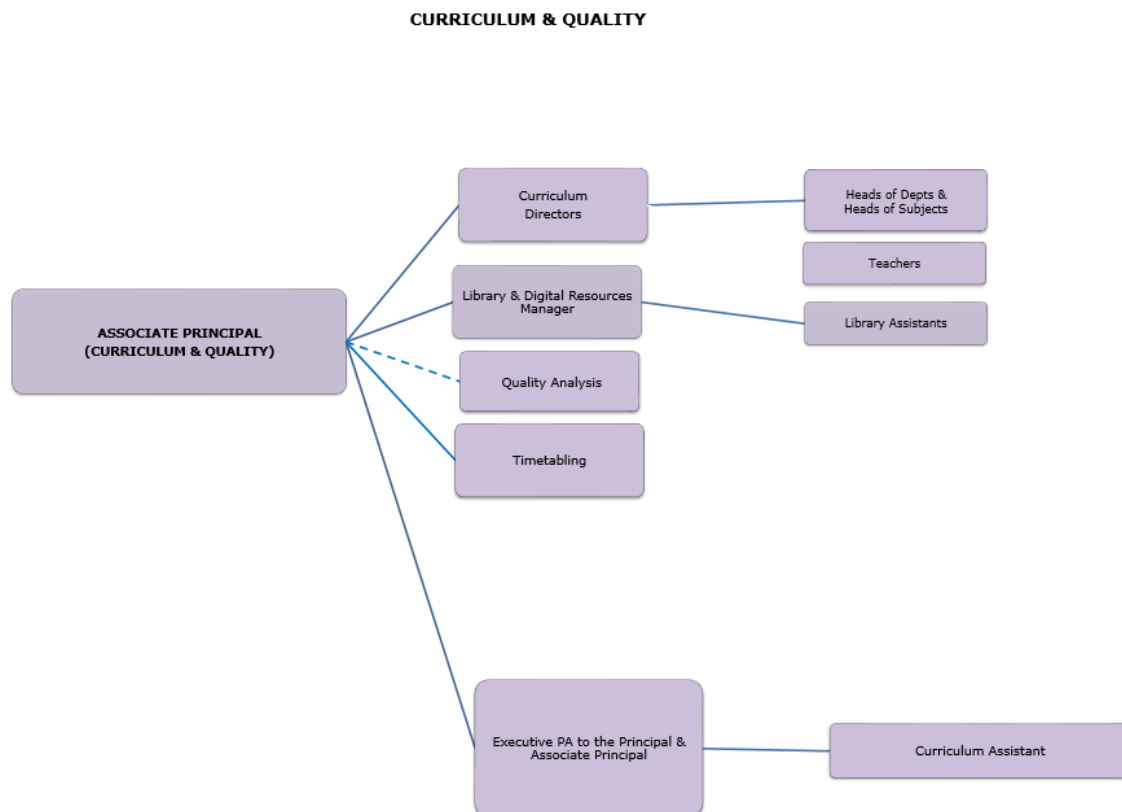
Other Information

The College Strategy Team

The team currently comprises:

- Principal – Jo Trump
- Deputy Principal – Nicki Dartnell
- Assistant Principal (Finance & Operations) – Tracy Roden
- Associate Principal (Curriculum & Quality) – Ian Pryer

Curriculum and Quality Organisation Chart:



To see a copy of the strategic plan please click [here](#).

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.





**Hills Road
Sixth Form College**
Cambridge

www.hillsroad.ac.uk



Opportunity, Quality, Achievement

Assistant Principal Curriculum & Quality

We are seeking a dynamic and experienced professional who wants to make a difference to join our highly successful sixth form college located in the historic city of Cambridge.

You will already be an effective leader and teacher with the commitment and passion to help shape the next stage of the College's curriculum and quality development. Your middle or senior management experience will have been gained in a college or secondary school with significant 16-19 A level provision. You will bring clarity of vision, creative and strategic thinking and be capable of inspiring trust in staff, students and parents. For someone with drive, energy and enthusiasm, the College will provide a stimulating, supportive and exciting environment in which to take forward your future career.

While skills and experience are important to us, what we are seeking most of all is someone with all the qualities of a senior leader. We are interested in potential and fit with the skill set of the other members of the College Strategy Team (CST). We are looking for someone who has the capacity to grow into a senior leadership role who has the drive, passion and energy to continue to take teaching and learning forward, but we also want a senior colleague to care equally for student support and guidance needs. We are a small team of four and we work closely together. A coaching culture characterises our approach and we look forward to having the right person join the senior team.

The College is committed to safeguarding and promoting the welfare of its students and staff and expects members of the College community, volunteers and visitors to share this commitment. The College promotes equality and diversity and welcomes applications from all sections of the community.

Remuneration:

Sixth Form Colleges' Leadership Pay Spine

L12 £61,224 to L16 £67,317 (cost of living increase pending)

52 week working

35 days holiday per year

Start Date 18th August 2021



**Hills Road
Sixth Form College**
Cambridge

www.hillsroad.ac.uk



Opportunity, Quality, Achievement

Job Description Assistant Principal Curriculum and Quality

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. This is an education characterised by the quality of teaching, learning and assessment; by the quality of student progress and achievement and by the breadth and responsiveness of the curriculum and 16-19 study programmes.

Reports to: The Principal

In order to ensure the College is able to respond flexibly and successfully to future challenges and opportunities, and in the interest of the professional development of senior post-holders, the specific responsibilities of senior posts may be redistributed over time. Any such change in a post-holder's specific responsibilities would be implemented after appropriate consultation and training, if required.

Main Accountabilities:

1. Teaching, Learning and Assessment

- 1.1 to lead and promote the use of effective and innovative teaching, learning and assessment practices which meet students' needs and deliver excellent outcomes
- 1.2 to ensure that staff are continuously motivated, supported and challenged to attain the highest standards of teaching, learning and assessment, including through regular, high quality professional development opportunities
- 1.3 through line management of the Teaching & Learning leads, to develop and promote the sharing of good practice across teaching departments and to sustain a shared commitment to continuous improvement
- 1.4 with curriculum directors (Curriculum Team), to ensure the quality and consistency of departmental schemes of work which reflect College priorities and deliver the Curriculum Map effectively for all learners
- 1.5 to ensure an effective professional development programme for newly and recently qualified teachers and, with Human Resources, to develop a culture of continuous professional development for existing staff with clear development and progression pathways

- 1.6 To support the development and embedding of a coaching approach and culture across the College to enhance teaching and learning delivery and to secure Quality First Teaching

2. Curriculum

- 2.1 to lead on the development of the curriculum to meet the College's strategic objectives, ensuring efficient and effective management and delivery of 16-19 study programmes
- 2.2 to ensure that students have access to a broad programme of quality enrichment activities within their study programmes which allow them to develop their knowledge, experience and skills in areas of interest to them
- 2.3 to ensure all students have access to education opportunities which support social and global understanding and responsibility and allow them to develop as active citizens both within the College and the wider community
- 2.4 to lead on the planning, appointment and deployment of the College's teaching staff to ensure high quality 16-19 study programmes are delivered within an efficient and effective curriculum and timetable

3. Quality and Students' Progress

- 3.1 to lead on the department self-assessment process, providing advice and guidance on completion and liaising with Curriculum Directors regarding department priority areas and associated objectives
- 3.2 to lead on ensuring sustained quality improvement right across the curriculum by working with the Quality Analyst, Curriculum Directors and Heads of Department to bring about improvements; to monitor progress against action plans, including student progress, and to evaluate outcomes
- 3.3 to lead on the College's quality assurance and to ensure its effectiveness, in particular to assist in the production of the annual Self-Assessment Report and associated Development Plans
- 3.4 to work with the Curriculum Directors on the leadership and development of the Quality Visit process to continue to develop the highest standards of teaching, learning and assessment in support of excellent student outcomes
- 3.5 to ensure that staff, student and parent voice in relation to the educational experience is captured, heard and acted upon appropriately
- 3.6 to oversee the production and interpretation of performance information, such as examination league tables and added-value, to inform the department self-assessment process.

4 Other duties

- 4.1 to ensure clear and effective lines of communication throughout the College
- 4.2 to ensure an effective programme of support for all ITT students placed at the College

- 4.3 to ensure effective leadership of relevant groups in relation to teaching and learning, curriculum and quality
- 4.4 to take the lead, in the post-holder's areas of specific responsibility, for the termly review of the College's risk register
- 4.5 to manage delegated budgets as appropriate
- 4.6 to teach up to six periods per week, as appropriate
- 4.7 with the Director of Digital Strategy, to communicate and deliver the effective development and implementation of digital learning opportunities which enhance the learning experience for students
- 4.8 to act as the Deputy Nominee in an Ofsted inspection and to ensure that CDs, HoDs and curriculum staff are kept regularly up to date and informed regarding requirements, in order for curriculum staff to be "Ofsted ready"

5 Accountabilities that relate to all staff at the College:

- 5.1 to demonstrate behaviour and values consistent with the person specification for this role
- 5.2 to promote equality of opportunity in accordance with the College's Single Equality Scheme
- 5.3 to maintain high standards of attendance and punctuality
- 5.4 to have proper and professional regard for the ethos, policies and practices of the College.

Management and College Strategy Team

- to take responsibility for the management and appraisal of the work of the following colleagues:

Curriculum Directors and, through them, for all 16-19 teaching staff
Teaching & Learning leads
Library

To be an active member of the College Strategy Team participating fully in the collective work of the team, contributing to the determination and implementation of the strategic and operational direction of the college and to effectively contribute to the formulation and implementation of College policies and procedures.



**Hills Road
Sixth Form College**
Cambridge

www.hillsroad.ac.uk



Opportunity, Quality, Achievement

**Assistant Principal
Curriculum and Quality**
Person Specification

	Essential	Desirable	Evidence
Qualifications and training	<p>Good honours degree</p> <p>Recognised teaching qualification</p> <p>Evidence of recent and relevant continuing professional development</p>	<p>Management / leadership qualification</p> <p>Ofsted nominee experience or additional inspector training</p> <p>Designated person training</p>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interview</p>
Knowledge and Experience	<p>Significant middle or senior management and leadership experience</p> <p>Significant management of teaching and learning</p> <p>Experience of developing, implementing and successfully achieving college-wide objectives to improve student outcomes</p> <p>Experience of working effectively with a range of stakeholders</p> <p>Experience of sixth form teaching with outstanding student outcomes</p> <p>A comprehensive knowledge of post 16 teaching, learning and</p>	<p>Management of student support areas 16-19 years</p> <p>Successful management of teams of staff over a range of disciplines</p> <p>Range of experience including quality, inspection and resources</p> <p>Experience of contributing to the strategic development plan and direction</p>	

	support functions including current issues	An understanding of Ofsted post 16 inspection framework	
Skills/ Abilities	<p>A strategic and innovative thinker able to identify opportunities for improving performance and assess the feasibility of new ideas</p> <p>Ability to respond flexibly and positively to new and changing contexts and to manage change successfully</p> <p>Ability to lead, motivate, develop and inspire trust in colleagues</p> <p>Ability to resolve problems and to exercise sound judgement</p> <p>Ability to analyse, interpret and make effective use of a wide range of data</p> <p>Ability to communicate clearly and concisely, both verbally and in writing</p> <p>Ability to represent and promote the College, its values, performance and objectives to a wide range of audiences, including potential students and their parents</p> <p>Well organised, able to prioritise and delegate effectively and develop contingency plans to cope with the unforeseen</p>		Letter of application/ References/ Interview
Disposition and approach	<p>Honest and open with a positive and approachable manner</p> <p>Emotionally resilient with drive and determination</p>		Letter of application/ References/ Interview

	<p>Professional and personal integrity</p> <p>Commitment to collaborative working while also being able to act with decisiveness and give direction when needed</p> <p>Commitment to achieving the highest standards in all aspects of students' educational experience at the College</p> <p>Empathy with post-16 students, their aspirations and the personal challenges facing them Commitment to equality and the celebration of diversity</p> <p>Commitment to safeguarding and promoting the welfare of young people</p>		
<p>Focus on quality</p>	<p>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</p> <p>Commitment to high standards of work and accuracy, with excellent attention to detail</p> <p>Commitment to the ethos and values of the College</p> <p>Commitment to equality and the celebration of diversity</p> <p>Commitment to safeguarding and promoting the welfare of young people</p>	<p>Commitment to achieve quality and value for money in all aspects of the College's work</p> <p>Commitment to continuous improvement and willingness to attend appropriate training and development events</p>	<p>Letter of application/ References/ Interview</p>



**Hills Road
Sixth Form College**
Cambridge

www.hillsroad.ac.uk



Opportunity, Quality, Achievement

How to Apply for the Post of Assistant Principal Curriculum and Quality

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 Hills Road website at recruitment@hillsroad.ac.uk All documents should be submitted by noon 22nd January 2021.

Please note that applications received after the closing date may not be eligible for consideration.

Interviews will be held over two days 2nd and 3rd February 2021

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 'Accessible': <https://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