Hills Road Sixth Form College, Cambridge

**Appointment of a**

**Director of Human Resources and Staff Development**



Opportunity ● Quality ● Achievement

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**Welcome from the Principal**

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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 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. 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 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.

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 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 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 are very similar to the typical, strong level in recent years. While there are no league tables for 2020, this most recent year’s performance has been characteristically strong:

|  |  |  |
| --- | --- | --- |
|  | **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 andspecialist 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.

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.





**Director of Human Resources and Staff Development**

This is a unique opportunity to provide strategic leadership and innovation in an entirely new role at an educational organisation with an unparalleled reputation for excellence. Based in the beautiful, historic city of Cambridge, we are looking for an individual who believes in supporting people to perform at their best and in their ability to make a difference. This brand new position comes out of the College’s new strategic plan and is at the heart of our plans for ensuring that we deliver exceptional quality by recruiting and developing the very best staff.

We are looking for an experienced HR professional to join us at Director level, reporting into the senior team. As a Director of Human Resources and Staff Development you will be a strategic thinker with the experience and passion to deliver our vision and strategy; ensuring that we keep our students, staff and values at the heart of everything we do. You will be committed to empowering people and making a difference in the lives of both our staff and young people through the leadership, strategic planning and delivery of re-imagined and re-vamped HR and development services across the College.

You will provide expert leadership in developing and implementing a culture of service excellence, working to embed the standards, behaviours, and strategies required to drive innovative and sustainable improvements in HR service delivery throughout the College.

You will lead a small team of professionals to deliver services through a business partner style approach across all aspects of the College’s diverse offer. Our offer includes commercial activities, such as Adult Education, Lettings and our Sports and Tennis Centre as well as our core 16-19 education provision.

This is a full-time, permanent role.

Salary starts at Point 45 £54,207 rising annually one point to Point 49 £59,137.

Annual leave starts at 24 days per annum rising to 29 days after 5 years’ service.

If you have all the relevant skills and experience, wanting to take the next step in your career and ready to make a difference, then please apply. We look forward to hearing from you.

If there’s anything you’d like more information about before deciding to apply or for an informal chat, please don’t hesitate to contact:

Tracy Roden Assistant Principal (Finance and Operations)

01223 247251 Ext 263 or 07967 278315 | [troden@hillsroad.ac.uk](mailto:troden@hillsroad.ac.uk)



**Job Description**

**Director of Human Resources and Staff Development**

**Purpose:** To lead and inspire the team to provide an excellent Human Resource and Staff Development service encompassing HR business partnering, payroll, pensions, training and wellbeing

To lead on HR projects aligned to the strategic plan delivering to time, cost and specifications

**Reports to:** Assistant Principal (Finance & Operations)

The person filling this role will have contact with staff members across the entire College as well as an external network of professionals. The incumbent must therefore have excellent communication skills and gravitas along with the ability to maintain confidentiality at all times. This person will be the key contact for HR matters for senior management.

The post requires strategic vision, management and expertise coupled with sound practical experience and attention to detail to lead the College’s HR, Payroll, Pensions, Training and Staff Wellbeing function. The College has recently created a new strategic plan which focuses on the development of our people. As a learning organisation, we are a people-focused organisation. People are at the heart of all that we do and we are committed to creating a 21st Century learning and working environment that allows our staff and students to flourish. This role will be a catalyst for change as we continually strive to develop and sustain a diverse, motivated, highly skilled and committed workforce.

**Main accountabilities:**

**Leadership and Strategy:**

* Provide transformational and inspirational leadership to the team, ensuring the team structure is fit for purpose and delivers the highest levels of professional and informed support and advice to all areas of the College.
* Manage the complex and busy workload for the department as a whole ensuring that HR functions are efficient, digitally driven, customer focused and continually improved with a business partnership approach at its core.
* Assist the College Strategy Team (CST) to strengthen and embed a collaborative and collegiate working culture across the College.
* To establish, have approved and to report on KPIs for both the functioning of the HR department and for the effectiveness of the people and organisational development strategy
* To prepare papers and reports as required for the Assistant Principal (Finance & Operations) for CST and Governors.
* Present key information and messages to large audiences potentially.
* Lead on the College’s equality and diversity agenda in relation to staffing matters.
* Lead on staff recognition and reward strategy, policy and procedure.
* Undertake appraisal reviews with the staff members reporting in to this role, including identifying and addressing training needs and performance issues.

**Specialist Human Resources:**

* Be the business partner to senior stake holders within the College (Principal, Deputy Principal, Assistant and Associate Principals).
* Ensure that the College, in its practices, complies with all current employment legislation.
* Regularly create, review and update all HR policies and procedures to ensure they are legally compliant, appropriate and in line with current best practice.
* Lead on ensuring that all processes are embedded and fit for purpose (including but not exhaustively appraisal, induction, maternity, paternity, sickness monitoring/improvements)
* To take the lead on Job Evaluation and to be a member of the Job Evaluation panel and the Equality Forum.
* To lead on staff wellbeing initiatives including line management of the staff wellbeing counselling service and appraising the services we offer.
* To lead on staff feedback surveys to include, but not exhaustively, the annual staff feedback questionnaire, induction feedback, staff development feedback and wellbeing initiatives ensuring the staff voice is heard.

**Recruitment and Compliance**

* Lead on ensuring that the correct action is taken regarding safer recruitment, disclosures, DBS (Disclosure and Barring Service) and that the Single Central Register (SCR) is up to date and inspection-ready at all times.
* Lead the team in ensuring the recruitment processes work well, efficiently and are legally compliant. This will include being involved in interviews, including at a senior level and across the College.
* Advise on recruitment practices and offer industry-standard innovation into selecting and recruiting the right candidates.
* Contribute expertise and best practice approaches to keeping warm and on-boarding strategies for new recruits, ensuring that they are supported with any queries and challenges and that their path to the College is smooth and welcoming.
* Lead on ensuring the College meets its legislative requirements at all times. This might include visas, sponsorship and Brexit though this list is not exhaustive.

**Finance and Budgets:**

* Gather and accurately set out information on upcoming changes to the workforce to allow annual salary budgets to be calculated by Finance and assist in the production of forecasts.
* Manage the HR budget for training, recruitment, relocation.
* Together with the Director of Finance and the Assistant Principal (Finance and Operations) carry out rolling reviews of pay structures to result in pay structures that are simplified and standardised, as far as possible, and accurately recorded on the payroll systems in use.
* Lead on ensuring that Payroll has all the information it needs to be able to pay staff correctly and administer the pension schemes appropriately.

**Staff Induction, Training and Development:**

* Take the lead to ensure the successful induction of new staff at the beginning of the Autumn term and for those staff joining during the academic year.
* Lead in planning and co-ordinating all staff development including for the annual staff development period.
* Lead on creating and maintaining a training needs analysis college wide.
* Lead on the review of induction, probation and appraisals and follow up training requirements and concerns where necessary for continual improvement.
* Create a strategy for recognising talent in order to secure succession planning.
* To lead in taking forward “coaching” as a culture in order for all individuals to deliver results, improve performance and realise their potential.
* With colleagues in SEND and teaching and learning, agree a strategy for delivering, Quality First teaching approaches across the College

**Accountabilities that relate to all staff at the College:**

* Demonstrate behaviour and values consistent with the person specification for this role.
* Promote equality of opportunity in accordance with the College’s Single Equality Scheme.
* Maintain high standards of attendance and punctuality.
* Have proper and professional regard for the ethos, policies and practices of the College.

Perform any other tasks as reasonably required by the Principal or the Assistant Principal (Finance & Operations). This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the College in relation to the post holder’s professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

**Team**

Director of HR (the vacant post)

HR Manager, HR Officer, HR Administrator

Payroll, Pensions and Training Officer and a Wellbeing Counsellor



**Director of Human Resources and Staff Development**

Person Specification

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications and training** | Educated to degree level or equivalent  Fellow of CIPD (Chartered Institute of Personnel and Development) | Management / leadership /coaching qualification  Evidence of recent and relevant continuing professional development | Application form  Letter of application  References  Interview |
| **Knowledge** | Able to lead on and deliver key HR projects    Able to deal diplomatically, sensitively and discretely with information that is confidential having full knowledge of GDPR and the appropriate handling of sensitive information  Able to demonstrate deep understanding and application of the principles of Equality and Diversity  Strong and varied HR and related legislative knowledge  A deep understanding of implementing and improving HR processes, policy, systems and procedures  Payroll and pension knowledge  Understanding of unconscious bias and an ability to train colleagues to recognise it appropriately | Able to demonstrate good understanding of the principles of Safeguarding |
| **Experience** | Excellent people management skills  Proven track record of leasing teams to excellence  Commitment to deliver exceptional customer service  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 and management information and use of information systems including for research purposes  Strong reporting ability | Previous experience in the education sector in a similar role |
| **Skills /Abilities** | Excellent written and oral skills with the ability to articulate messages clearly and concisely  Highly analytical in terms of data collation and analysis  A strategic and innovative thinker able to identify opportunities for making improvements  Demonstrable track record of achieving results and meeting or exceeding targets  Ability to represent and promote the College, its values, performance and objectives to current and future employees  Excellent level of IT skills including but not limited to Microsoft packages with a view to achieving administrative efficiency through the exploitation of “digital”  Ability to professionally and efficiently run disciplinary and grievance, absence and performance management processes and train and lead the team to do so | Experience of presenting successfully to a large/varied audience  Experience of leading or managing in-house training and development programmes | Letter of application/References/Interview |
| **Disposition and approach** | Ability to role model excellent customer service  Ability to deal with staff at all levels on the full range of HR issues  Honest and open with a positive and approachable manner  Highly resilient with drive and determination  Reflective, self-aware and emotionally intelligent  Professional and personal integrity  Strong interpersonal skills and a people person, capable of securing strong team buy-in and of motivating colleagues to give of their best  Commitment to collaborative working while also being able to act with decisiveness and give direction when needed  Self-motivated and able to prompt others to achieve deadlines and targets  High level of personal and business integrity | A good-humoured approach to life  Strong affinity with and interest in education  A hunger to be better in all that we do  A flair for innovation and its execution and a demonstrable ability to seek continuous improvement | Letter of application /References /Interview |
| **Focus on quality** | 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 equality and the celebration of diversity  Commitment to safeguarding and promoting the welfare of young people | 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 | Letter of application /References/ Interview |



**How to Apply for the Post of**

**Director of Human Resources and Staff Development**

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](mailto:recruitment@hillsroad.ac.uk) All documents should be submitted by:

**5th February 2021 noon.**

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

**23rd February (please allow one whole day)**

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 ‘AccessAble’: <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