

Hills Road Sixth Form College, Cambridge

Appointment of a Head of Department - Geography



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 make a real difference by communicating a passion for their subject and sharing that enthusiasm and expertise with our students. As a specialist A level College we have a fantastic cohort of students to work alongside and we will be seeking a colleague who is committed to making A level learning experiences as good as they can be. Through the application and interview process, we'll be keen to understand your ideas and approaches to delivering the best learning experiences and outcomes for A level students.

As an education organisation, we're keen on learning and will be keen to support you to keep developing in your time with us and to share that learning with others. At our biennial Learning Fairs, we share action research projects of ways in which we've been working with students to secure increasingly positive outcomes. As part of the Cambridge and Suffolk Schools Alliance, we have opportunities to learn from schools across both counties in the primary and secondary age ranges too which in turn informs our thinking about the best ways to meet the needs of A level learners.

As a busy, vibrant community of nearly 2,400 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. 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 securing a positive difference for young people, 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 nearly 2,400 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 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 about 96% of those enrolled on a two-year course in 2014, 2015 & 2016 going on to achieve the equivalent of at least two A level passes in 2016, 2017 & 2018.
- 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 55 earning places to Oxford and Cambridge in 2017).
- Hills Road students consistently thrive in higher education with 41% earning first class honours degrees in 2017 according to the latest 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 2018

The 2018 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:

	2018 HRSFC	2018 National
A*	13.4%	8.0%
A* - B	71.6%	52.7%
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 Geography

Permanent – Full Time

up to £44,740 per annum depending on qualifications and experience

An exciting opportunity has arisen for a well-qualified and enthusiastic teacher of Geography A level to lead this successful department with effect from 27th August 2019.

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: Geography and Geology. 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 9am on Thursday 25th April. Interviews will take place on Thursday 2nd May.

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 Geography

The Post

The College is seeking to make a permanent, full-time appointment of Head of Geography to begin on Tuesday 27th August 2019. This is an excellent opportunity for a well-qualified and innovative teacher to lead this extremely successful department in the next stage of its development.

The Department

Presently, the department comprises 3 full-time and 1 part-time teacher and a part-time technician.

The Geography Department delivers two specifications currently: Geography and Geology, both at Advanced level. Self-assessment reports are conducted every year and moderated by the Curriculum Team and the department has been graded as outstanding in each of the last two years.

Departmental Management

There are twenty five teaching periods (each of 65 minutes) in the College week. The new post holder will have teaching commitments of up to sixteen periods and four periods of time remission for departmental management responsibilities, leaving five non-contact periods available for flexible use. Departmental meetings are held regularly. In the first year in post as a new head of department, a post holder would be given an additional one period of time remission to support their induction into the new role. Therefore, for this first year, the teaching commitment would be fifteen periods. Paid units of resource are allocated to other members of the department for the provision of subject surgeries, subject leadership responsibilities and curriculum development.

The department is supported by a curriculum director who provides ongoing support and advice through a fortnightly meeting (initially weekly for a new head of department). The curriculum director explains College procedures and policies and offers practical assistance in completing management tasks, as well as being a 'sounding board' for ideas. The curriculum director is also typically a head of department and so has an up-to-date and realistic sense of the responsibilities and activities of a departmental head. There is also a comprehensive induction programme for new staff organized by Human Resources.

Students

There are currently approximately 340 students in the department. The students are generally well motivated and able; the vast majority progress to higher education courses, many involving the study of Geography and Earth Sciences. The teaching is rewarded by the rapid development and achievements of our students, who readily acknowledge the high level of support they receive from both teachers and support staff. There are four taught periods a week in both year 12 and 13, and it is expected that an equivalent amount of independent work will be completed each week, usually as homework set by the teachers.

Courses Offered

For A level we currently teach to the OCR specification (H481), In addition we teach Geology to A Level (WJEC).

	Exam Board	Number of sets in Year 12	Number of sets in Year 13
Geography (H481)	OCR	7	7
Geology	WJEC	1	1

The successful applicant may have the opportunity to teach more than one of the department's subjects where they have the qualifications and experience to do so.

Examination Results

The A-level results for 2018 were:

	<i>% A*-B grades</i>	<i>% A-C grades</i>	<i>% A-E grades</i>
Geography (H481)	72	93	100
Geology (legacy OCR Spec)	76	84	100

Accommodation and Resources

The department occupies a purpose-built suite of three teaching rooms, a staff base room and a student resources area, which incorporates a computer suite, and a library area. All teaching rooms are equipped with computers and data projectors. Two teaching rooms have a suite of computers for use in lessons and the department also has a full set of laptops so that all students can work online using digital resources in lesson. A dedicated Geology room provides students with access to the rock collection and the lab where they undertake practicals working on CPAC required skills.

In addition to textbooks and online resources developed by the department, there is a substantial geography section in the College Library including online access to Digi maps, The Economist, Geography Review, and academic journals through JSTOR. The department is also an ARC GIS subscriber, every student has their own account, and this is used for digital mapping linked to the Non Examined Assessment. All staff and students use our internally produced resources on SharePoint for each of the current modules studied. Students and staff have access to these resources online from at home as well as in college through Microsoft OneDrive.

Fieldwork

Currently all Y12 students carry two half day urban fieldwork investigations in Cambridge as well as participating in a 3 day residential fieldwork trip to North Norfolk to study Earth and Life Support systems in Thetford forest and sediment cell dynamics on the Norfolk coast. These fieldwork trips are delivered by all members of the Geography teaching staff and devised and led by the Head of Department. These fieldwork opportunities prepare students for their own independent work on the NEA.

In addition, an opportunity for overseas fieldwork is offered as an option to all Y12. Recent destinations for these overseas trips have included Iceland (2014) and Sicily (2016, 2017 and 2018). In 2019 Y12 students are visiting China in July on a study tour of three cities. Additionally, Geology students visit the Lake District in Y12 and Dorset in Y13, and a day in Y12 is also spent graphic logging the cliffs at Hunstanton.

Extra-curricular Activities

The staff and student-led Geography Society regularly organises events, which this academic year have included talks on how Fake News is affecting the Geopolitics of the Ukraine and the Changing dynamics of Arctic Sea Ice. We have excellent links with past students, including several who are now Geography lecturers and they often return to give advice on University applications and the transition to HE. Many students are also members of our local Cambridge Geographical Association and attend lectures and events organised during the college term, for example a student is due to present at the coming GA Geography TeachMeet in May 2019.

The Geography Society also encourages social responsibility at local, national and global levels through its fundraising for natural disasters and support of NGOs such as Send a Cow. This year students are raising money to support an orphanage in X'ian which they are visiting in July.

I hope that we have been able to provide a flavour of the department and its activities here. Please do not hesitate to contact me if you have any queries that I can help with regarding any details of the post or person specification.

The closing date for applications is **9am on Thursday 25th April**. Short listed applicants will be advised accordingly and called for interview. Interviews will be held on Thursday 2nd May.

I should like to thank you in advance for your interest in this post and for taking the time and trouble to complete an application, should you choose to apply.

We have an enthusiastic and committed team of Geographers and we hope very much that you will be interested in joining us and working with them.

I look forward to receiving your application.

Anna Martin
Curriculum Director

amartin@hillsroad.ac.uk



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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 Admissions and Marketing
- 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 by the Director of Admissions and Marketing

Managing People and Communication

- To plan, and contribute to, the recruitment of staff in accordance with College procedures.
- To take responsibility for the induction and appraisal of new members of staff in accordance with College procedures.
- To ensure teaching staff in the department undertake their work consistent with the teachers' job description
- To ensure that all staff for whom the post holder is responsible receive adequate support and training for their role in accordance with College procedures.

- To communicate effectively College and departmental procedures and policies to all members of the department
- To promote and explain departmental issues to other audiences eg Parents, Governors, Staff, Prospective Students
- 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 E-Learning resources
- To advise the Estates Bursar 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
- To ensure the implementation of appropriate Quality Assurance procedures in collaboration with the relevant Curriculum Director and Director of Quality.

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
- This includes those where each member of staff has an individual duty to act and for which the College can be held vicariously responsible for the actions of its employees:
 - equality and diversity
 - safeguarding the welfare of young people
 - health and safety



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Person Specification
Person Specification for the post of Head of Geography

	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 Geography at Advanced level • Experience of and enthusiasm for field work • Experience of course/subject management or experience of leading a team • High levels of competence in the use of IT including the use of GIS • Relevant teaching qualification e.g. PGCE • Experience of managing coursework projects such as the NEA in Geography 	<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 Geology • D1 PCV licence holder

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

Class room teaching	<ul style="list-style-type: none"> • An outstanding classroom teacher • 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 • 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 • A commitment to college priorities on teaching and learning • Commitment to continuous improvement



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How to Apply for the Post of Head of Geography

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 Thursday 25th April 2019. Please note that applications received after the closing date may not be eligible for consideration.

Interviews will be held on Thursday 2nd May.

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