

Hills Road Sixth Form College

Appointment of: Assistant Sports Department Co-ordinator

Location: Cambridge



Shape
the
future



Hills Road
Sixth Form College
Cambridge

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 we're right for your next career step. We hope we are!

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 many years. But that doesn't make us complacent. We still want to 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. Excellence is one of our six core staff values, together with Kindness, Integrity, Diversity, Respect and Community. We want you to know that you will be joining a diverse, welcoming community where you will continue to grow professionally. We are lucky to have colleagues here who are not only committed to our values but also to young people and the potential within each one of them to be brilliant at something they've not yet tried.

As a busy, vibrant community with around 2,800 young people, there's always a great deal going on and lots to be part of and take part in. Extra-curricular opportunities abound and we hope you will want to get involved with the extraordinary range of activities that is on offer. We have an on-site sports centre, including a fully equipped gym, plus squash and tennis courts, to which all staff colleagues have free membership, and our staff wellbeing programme includes access to on-site talking therapy, fitness and relaxation sessions. If you would like to talk through a prospective application or to explore the College's ethos and values a little more, please don't hesitate to make contact for an informal chat.

Finally, I do appreciate the time commitment involved in completing a job application and, if you do decide to apply, can I thank you for the investment of time you have chosen to make. Whatever the outcome, can I wish you all the very best with your future career, wherever that may be.

With very best wishes

Jo Trump
Principal

Assistant Sports Department Co-ordinator

Permanent, part-time, 30 hours per week, term-time only

Start date 21st August 2025

Point 3 of the Support Staff Pay Spine, Pro rata salary £16,459 (£23,807 FTE per annum)

Hills Road Sixth Form College is looking to appoint an enthusiastic Assistant Sport Department Coordinator to join our high achieving Sport Department.

The successful candidate will be highly organised with strong communication skills and passionate about sport. They will play a pivotal role in assisting in the coordination of our sports programme, as well as offering administrative support to the A Level Physical Education curriculum. This includes assisting in co-ordinating, monitoring and marketing our programme of recreational and competitive sport activities for college students, and liaising with coaches, facilities, other educational organisations, and national governing bodies. There is also potential for an additional 6 hours of coaching for the right candidate.

The person appointed will have prior experience of being involved in a range of sports, working within a sports, education or office environment, and physical able and willing to undertake their D1 minibuss qualification to enable them to drive sports teams to weekly fixtures.

There is also the opportunity, for the right candidate, to coach either our Tennis or Netball team for 6 hours a week. This additional work would be remunerated separately at the rate of £25.55 per hour.

Recently rated 'outstanding' again, Hills Road Sixth Form College continues to enjoy a strong national reputation for excellence in education. In part, this is because we continually review and refine our practice to enhance the experiences of our students and staff. We also appreciate that academic success requires a happy, healthy and

caring community, so our coaching culture ensures that the wellbeing of our students and staff is at the heart of all we do.

We offer a wide range of competitive benefits including a generous pension scheme, free use of the College sporting facilities, free on-site parking, cycle to work scheme, as well as discounts on all our Adult Education courses.

Closing date: Monday 7th July 2025 at 9.00am

Interviews: Week commencing 14th July 2025

Details and an application form for the above post may be obtained from our website www.hillsroad.ac.uk

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.

Information for applicants

The Post

We are looking for an enthusiastic individual to assist co-ordinate, monitor and deliver a programme of recreational and competitive sport activities for college students. This role will assist with the organisation of sport fixtures and events in liaison with sport team coaches, other educational organisations and national sport groups. In addition to this, the post will entail ensuring the availability of relevant sport facilities and resources and the completion of relevant administration. This is a term time only position.

The department co-ordinate the participation of approximately 900 students each week in sport-related enrichment activities. As part of this programme, 37 teams participate competitively in 22 different sports including football, rugby, basketball, netball, hockey, golf, badminton and rowing.

There would also be the potential for an additional coaching role for the right candidate, which would involve coaching either our Tennis or Netball team for 6 hours a week.

Given the importance of the provision of sport to the work of the department, it will be important that the appointed person has prior experience of being involved in a range of sports working within a sports, education or office environment, and are physical able and willing to undertake their D1 minibuss qualification to enable them to drive sports teams to weekly fixtures.

The Department

The Sport department at Hills Road is highly successful and characterised by its supportive environment that values academic as well as sporting excellence. The current team comprises three members of staff (1 x full-time and 2 x 80%) delivering the A level, who work closely with two administrative support staff and a further nine part time coaching staff who contribute to the delivery of the Enrichment programme. The department operates as a team, sharing resources and working closely together in planning, delivery and monitoring of the curriculum. There are regular departmental meetings, but much is achieved through day-to-day informal interactions.

The Students

There are 140 A level PE students in the department, with the subject increasing in popularity in recent years. The teaching is rewarded by the rapid development and

achievements of our students, who readily acknowledge the high level of support they receive from their teachers. Our students are well-motivated and able, with the vast majority progressing to higher education courses. Last year, 50% of our Physical Education students went on to study a sports-related degree.

Accommodation and Resources

The department has excellent facilities based in one of the college's modern and well-resourced teaching blocks. There are two specialist teaching rooms with interactive whiteboards, access to reprographics in a central resources area, as well as substantial resources in the PE resources room, including three 25' telescopic masts to aid the recording of practical performances.

The superbly equipped Hills Road Sports and Tennis Centre enhance practical components and the timetabled Enrichment programme. The Centre includes four indoor tennis courts and six outdoor courts (four acrylic and two clay), a multi-purpose sports hall, a projectile gallery and a well-equipped fitness room. The 15-acre playing fields (rugby, cricket, football) are within walking distance of the college.

Hills Road Sixth College operates a Bring Your Own Device approach with all students bringing their own laptops and devices to work on in the classroom. As such, most of our departmental and college resources are digital and, as a college, we strive to equip our young people with the digital literacy they need for the next step in their life.

Courses Offered and Examination Results

Most A level sets contain about 20 students and are taught by two teachers, covering the weekly 4 x 65 minutes lessons. The PE results are consistently strong with value-added as a key characteristic.

2024	% A*-B grades	% A*-C grades	% A*-E grades
Physical Education	68%	92%	100%

Extra-curricular Activities

Students' experience and knowledge are broadened through an extensive programme of enrichment activities. For A level PE, this includes visiting speakers, attending Loughborough's Inspire Day, a sport psychology team-building day and an annual trip to Manchester sport science trip. The department also benefits from having close links with Anglia Ruskin Sport Science Faculty and Light Blue Injury Clinic.

The Enrichment Programme

Alongside A level provision, a major part of the department's work is to provide a programme across a number of sports, with competitive fixtures played against other schools and colleges, as well as a varied Enrichment programme of sport activity, which is timetabled and available to all students. Overall, the department co-ordinates the participation of approximately 600 students each week in sport-related activities. As part of this programme, 37 teams participate competitively in 22 different sports, including football, rugby, basketball, netball, hockey, golf, badminton and rowing.

The College enjoys incredible sporting success, as highlighted by Hills Road being named the number 1 college for sport in the AoC in 2023 (Tier 3) and number 3 in the AoC overall (all tiers). In addition, Hills Road have been winners of the coveted Clifford Dixon Trophy (presented to the Top AoC Sport College in the East) for 7 years in a row. Whilst striving for sporting excellence, the department fully supports sport equity and encourages all students, irrespective of gender and ability, to realise their full potential. To this end, the department offers a wide variety of sporting activities, so that both elite and social players are equally provided for. The department also has a commitment to student volunteering and leadership. Many of the teams are student-led and the student Sport Committee, liaises with staff to ensure we continue to provide the highest provision possible.

I should like to thank you in advance for your interest in this post. We have an extremely enthusiastic and committed team in the Sport Department, and we hope very much that you will be interested in joining us and working with them on the next stage of development. If you would like any further information, please do not hesitate to contact me on the email address below.

Lucinda Keen

Head of Department

lkeen@hillsroad.ac.uk

Job Description

Assistant Sports Department Co-ordinator

Purpose: To assist the Sports Department Co-ordinator in carrying out a range of reasonably assigned duties. To make a positive contribution to the wider life and ethos of the College.

Reports to: Sports Department Co-ordinator

Main Accountabilities:

- To assist in the delivery of a programme of recreational and competitive sport activities for college students.
- To deliver enrichment sessions to the wider college cohort
- To assist with the organisation of sport fixtures and events in liaison with sport team coaches, other educational organisations, and national sport groups.
- To oversee the mentoring programme.
- To provide administrative support to the Head of Sport and the extended department for A Level PE and Sport.
- To assist the Sports Dept Co-ordinator with the content and administration of the Sport Department website.
- To create content for the department social media platforms.
- To organise team photographs for displays, publicity and open events.
- To update photographic and other promotional displays in the department.
- To support colleagues in developing the sport and physical activity in the College, particularly focussing on new ways to improve the existing provision.
- To wash and organise sports kit for sports teams.
- To oversee the use and distribution of the department's technology/equipment.
- To process Purchase Orders as directed by the Sports Dept Co-ordinator.
- To transport students to sport events by driving the college minibus.
- To coach the Hills Road sports teams.
- To attend sports department trips where needed.
- To undertake any other duties which may arise and are within the scope of the post.

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.
- 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.

Person Specification for Assistant Sports Department Co-ordinator

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Educated to A Level standard or equivalent or an ability to show previous work and experience as to working at this level. • Excellent IT skills. • Full driving licence with no more than 3 points. • Willing and physically able (https://www.gov.uk/driving-a-minibus) to complete D1 minibus training and drive the minibus on a weekly basis to sports fixtures. • Experience of performing at a competitive level in one or more sports. 	<ul style="list-style-type: none"> • National Governing body Coaching Awards. • Appropriate First Aid qualification. • D1 minibus qualification. • Experience of working with 16–19-year-olds.

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas. Evidence will be established from the application form, CV, covering letter, references, the interview or a combination of these.

Knowledge and Experience	<ul style="list-style-type: none"> • Experience working within a sports, education or office environment • Knowledge and understanding of utilizing social media and marketing for promotion. • Experience of coaching a sports team. • Experience in a customer service role. • Experience of planning and organising sports fixtures as a volunteer or in paid employment in either a school, club or community setting. • Good understanding of safeguarding, health and safety and sports equity principles, policies and procedures.
Other	<ul style="list-style-type: none"> • A flexible approach to working hours to meet the demands of the service, especially at the busiest times. This will include some weekend overnight stays and late evenings. • Broader interests in sports and leisure / youth activities.
Organisation	<ul style="list-style-type: none"> • Well organised, able to manage own time effectively in order to meet deadlines and to develop contingencies to cope with the unforeseen.
Skills and Ability	<ul style="list-style-type: none"> • Confident user of IT, including Microsoft Office applications Excel, Word, PowerPoint, Outlook and the internet.

	<ul style="list-style-type: none"> • Ability to work independently, manage own workload, prioritise and to use initiative. • 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. • Confident communication skills.
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 students and colleagues. • A mature and non-judgemental outlook. • Enthusiasm. • High degree of personal responsibility. • Enthusiasm to work closely with 16-18 age group.
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.

Overview of the College

The College

The College operates on an attractive site just over a mile south of the centre of the historic city of Cambridge. The site has been occupied from 1903 when it was originally home to the Cambridge and County School for Boys. Since its inception in 1974, succeeding the former boys' grammar school, the College has concentrated mainly on providing Advanced level courses to students in the Cambridge area. Having responded to strong and sustained demand for places over a number of years, we now have 2,800 full-time 16-19 students for whom we provide a choice of 36 A level subjects plus the Extended Project Qualification, an extensive programme of enrichment and extra-curricular activities and responsive individual support and guidance. The breadth, depth and challenge of this curriculum are at the heart of our long-standing educational vision.

The College is a member of the Cambridge Area 14-19 Partnership: there are ten other centres for post-16 education: Cambridge Regional College, Long Road Sixth Form College, The College of West Anglia, The Cambridge Academy of Science and Technology, (formerly the UTC Cambridge), and six school sixth forms. The Cambridge Area 14-19 Partnership provides a common application procedure for post-16 courses and co-ordinates the information and guidance services for student transfer at 16+. The great majority of our full-time sixth form students are recruited from 21 maintained secondary comprehensive schools in the Cambridge area, 14 of which do not have their own sixth form.

We deliver an Adult Education programme, mainly during evenings and some weekends. The number of part-time adult student enrolments is around 2,900 a year. The range of courses reflects the needs of a much wider community in Cambridge and the surrounding area. The College is also a study centre for the Open University.

The Hills Road Sports and Tennis Centre is solely owned by the College and operates as Cantabrigian Ltd. While providing an outstanding facility for staff and students of the College, it also serves as a community sports centre working in partnership with Cambridge City Council and the Lawn Tennis Association. Local residents use the centre on a pay-as-you-play basis or via the membership scheme. Activities range from tennis and fitness room sessions to squash, cricket and Pilates.

College Performance

Hills Road Sixth Form College enjoys a national reputation for excellence and, in its last two Ofsted inspections, was rated outstanding in all graded areas.

A summary of the College's performance

- In the Government's examination performance table for 'points per examination entry', the College has consistently posted the highest score of any sixth form college in the country.
- In recent years the tables have included the percentage of students achieving at least AAB at A level in at least two of the Russell Group's 'facilitating subjects'. 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 52% earning first class honours degrees in 2020 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.

Exam Results 2024

The 2024 A level results were outstanding and very similar to the typical, strong performance in recent years. Despite the challenges of recent academic years, the staff effectively supported and directed students to enable them to achieve highly.

	2024 HRSFC	2024 National
A*	16.5%	9.3%
A* - B	76.7%	53.6%
A* - E	99.5%	97.1%

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. Recent additions to our facilities include the Linda Sinclair Building, a three-storey building which provides outstanding accommodation for the Mathematics, Performing Arts and Sport departments, our Student Services Reception and Careers hubs as well as the new The Study Centre which houses the Supported Independent Learning Service, student study spaces and a fabulous Staff Room and roof terrace.

Work has recently been completed to build a new welcoming and accessible Reception area to the front of college.

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. 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.

How to Apply

Applicants are asked to do the following:

- complete the Hills Road Sixth Form College application form
- complete the equality and diversity monitoring form
- write a supporting letter of application
- supply a brief CV

The completed application form should be submitted via email to recruitment@hillsroad.ac.uk. All documents should be submitted by **9.00am on Monday 7th July 2025**.

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Thursday 10th July, then unfortunately your application has not been successful.

Interviews will be held on week commencing 14th July 2025.

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.

In accordance with Home Office guidance, successful candidates will be required to evidence their right to work in the UK before commencement of employment. The successful candidate therefore must be able to demonstrate their right to work during the recruitment process.

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



**Shaping the
future through
opportunity,
quality and
achievement**



**Supported
by a caring
and learning
community.**

