



INTRODUCTION & BACKGROUND

St. Andrew's College, Cambridge has been offering both UK and international students the opportunity to study in central Cambridge for over 40 years. What makes us different is we are a small school with dedicated staff who are committed to helping students to achieve success and have a successful future. Our administration team and many of our teachers have been working with St Andrew's for more than 10 years and this means we all have the experience needed to help and support the students in every aspect.

The college has six of its own halls of residence, all within walking distance of the academic and administrative buildings. Each residence has a live-in House Manager who looks after the welfare of the students, providing an excellent level of care and support.



LOCATION

St Andrew's College Cambridge is set in the heart of Cambridge. Based in four buildings, closely located to the town centre, it is very much an 'urban college'.

Cambridge is renowned for its academic history it is the base for many museums and cultural centres. It has a population of approx. 200.000 people. Cambridge is a significant tourist centre and the one of the most popular visitor destinations in England.

Since the 2010, Cambridge has seen significant development. A new development area around the train station has been developed for residential flats and retail outlets, which is proving very popular. It is well served with excellent road and rail links, being connected via the M11, and having a railway station and airport in close proximity.

COLLEGE AIMS & ETHOS

St. Andrew's College Cambridge provides a distinctive co-educational environment for international and UK boarding, and day students aged 15-22. We offer a safe and caring environment where our vision is to unlock the academic and personal potential of each student, whatever their ability, and to encourage them to realise their ambitions.

We offer:

- A positive and enriching environment
- High quality teaching and pastoral care
- Encouragement in achieving individual ambitions
- A peaceful and secure place to study.

To assist this, we vision to foster and maintain a close, ordered, and friendly community, where all individuals are known by their names and where respect for self and others is promoted, so that when students move on to the next stage of their education or careers, they leave as self-confident young people capable of independent learning.

We aim to provide high quality teaching, learning and pastoral care as well as flexible English language support, are key factors in achieving this and we vision to encourage independent learning, with small classes where the differing needs of students are recognised and supported. It is crucial to our overseas students' success that they develop the ability to communicate effectively in English, both academically and socially. Thus, ongoing English language support is a key element at every level and throughout the curriculum for all students.

We are minimally selective, with a broad range of ability in our students. The majority will be visioning

to move on to university either in the UK or overseas and most will gain their first choice of university. Our vision is to ensure that we help each student to achieve the best of which they are capable.

Our rules are sensible and are kept to a minimum, designed to provide a stable and safe environment. We vision to maintain and encourage flexibility and tolerance, within the bounds of safety, dependent on age group.

Communication with all stakeholders is valued. Even though many parents are overseas, we vision to achieve as active a partnership as possible, both formally and informally.

Our overall vision is to provide an educational and pastoral experience that is focused, safe and enjoyable for both staff and students alike.

ISI INSPECTION REPORT

In the last full Ofsted inspection report (May 2018), St Andrew's College Cambridge has been judged 'good', which is a high rating for every college category.

The main highlights of the report are:

- The college exceeds expectations for the quality of education
- Students are supported by excellent teaching and a well-planned curriculum
- Students demonstrate very high levels of knowledge development
- Students' progress
- The college provides a safe and secure learning environment for students and staff
- The college's pastoral structure provides good support and guidance for its students in accordance with its aims

- Relationships between staff and students are good
- Students report that they are happy, safe, and extremely well supported
- Leadership and management are good.
- Students in interviews expressed a high level of satisfaction with the education provided

GOVERNANCE

The college is a registered company limited by guarantee operating within the Dukes Education Group Ltd. The college is governed by a Board of Directors, consisting of:

- Chairman
- Managing Director (Colleges) (Safeguarding Governor)
- Chief Financial Officer

The Board of Directors is assisted by a professional support team and appointed Senior Advisors to review all aspects of college performance and monitoring. This includes safeguarding, fees, staffing, budgets, health and safety, property, admissions and marketing, compliance, inspections, training and development, legal matters, complaints, surveys, and other local college issues.

The Governing Body meets termly to consider reports from the Principal covering all college matters.

The Board appoint the Principal and all other members of the SLT. The board via the Dukes' Managing – Colleges retain ultimate responsibility for the approval of all policies and developments. They also review regularly their impact on college finances and operations. All operational matters are delegated to The Principal and as appropriate, who are responsible for fulfilling the college's aims and the successful implementation of the college's strategic development plan.

COLLEGE STRUCTURE AND LEADERSHIP

St Andrew's College Cambridge is lead and managed internally by the following team:

Senior Leadership Team:

- Principal
- Deputy Head, Academic
- Head of Boarding and Pastoral Care
- Bursar



COLLEGE

St Andrew's College Cambridge is registered with the Government as a boarding college for pupils and students from 15-22.

Pre-A-Level Course

St Andrew's College Cambridge began operating an intensive one-year Pre-A-Level course for students with a lower level of English in preparation to join the 2-year A-Level program or the 1-year Foundation course. The students would complete 15 hours of general English, 5 hours of English for Academic Purposes, 5 hours of iGCSE Maths and then a choice of 3 pathways:

Art Pathway - Art & Photography | Business Pathway - Economics & Business | Science Pathway - Biology, Chemistry and Physics |

Currently, approximately 12 students undertake Pre-A-Level in:

The curriculum also includes PSHE/RSE/SMSC and PE as additional courses.

A Levels

St Andrew's College Cambridge offers an outstanding academic programme for admission to universities in the UK and internationally. Currently over 60 students undertake A levels from a range of 16 subjects:

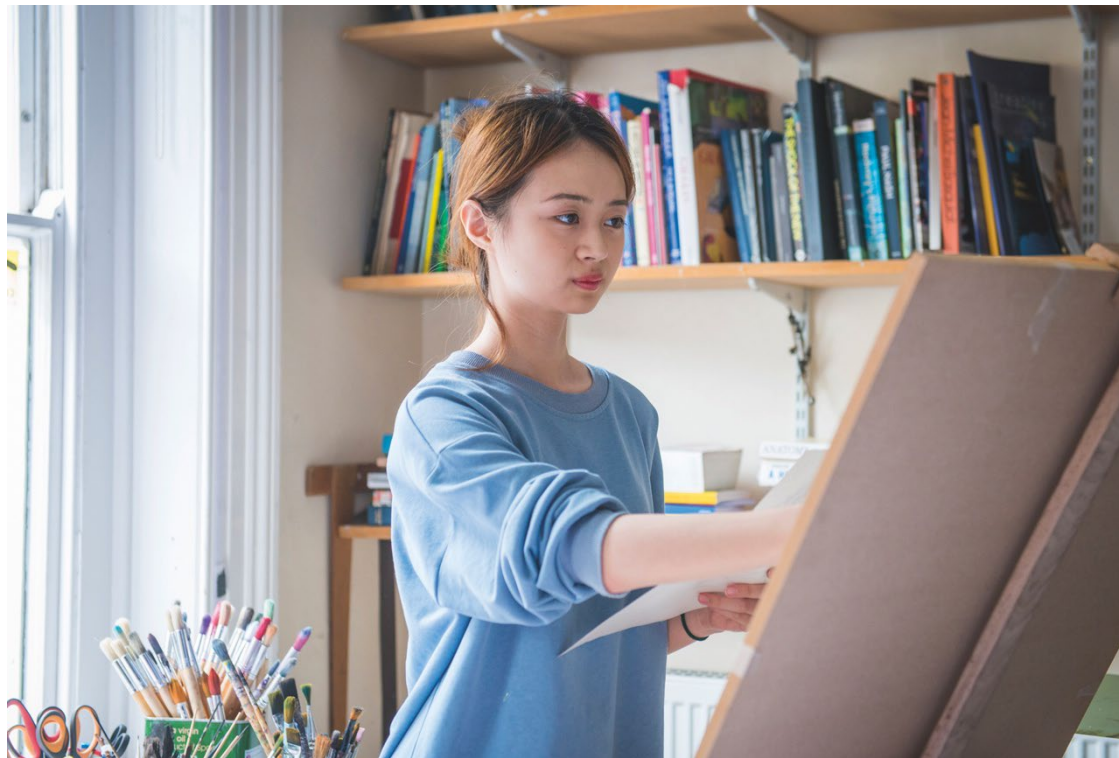
Art | Italian | History | Biology | Further Mathematics | Mathematics | Chemistry | Geography | Physics | Economics | German
| Psychology | English Literature | Business | Photography | Sociology

An EPQ may also be undertaken

In addition, the college helps students build management and project skills, teamwork abilities, confidence, and a healthy mindset. Our teaching approach places considerable emphasis on independent learning – to look beyond simple answers and demonstrate a passion for knowledge and discovery. To support this aim, all students have access to courses in critical thinking, effective communication, leadership, and entrepreneurship.

Learning begins in the classroom but doesn't end there. All students take part in an extensive super-curricular programme including elements from work observation, academic enrichment trips, career-based societies, and a wide range of academic competitions.

An extensive university preparation programme complements the curriculum, giving students the best chance to achieve their potential. This includes specific assistance for Oxbridge entry, Medicine and Healthcare degrees and international university preparation. As a part of Dukes Education, we are supported by Dukes Consultancy, including Oxbridge Applications, Medic Applications and US University Applications in providing expert and bespoke assistance to our students.



JOB DESCRIPTION

Full time, term time only

Reports to Head of Pastoral Care and Boarding

Liaises with Pastoral and academic staff, parents and guardians of students, health professionals eg GP, A&E, walk-in centre, hospitals, clinics, consultants, dentists etc

The post holder will be providing a service to students which promotes their physical, mental and emotional health.



DUTIES

The post holder will also be responsible for the strategic development of the health centre in line with recommended best practice guidelines from the RCN, Boarding

Schools' Association (BSA) and Independent Schools Inspectorate (ISI). The duties of the College Nurse include (but are not limited to):

STUDENT CARE

- Daily clinics; Attending to pupils who take ill during the school day and administering first aid where necessary
- Availability to provide out of hours over the phone' advice and in extremely rare circumstances provide assistance with hospital emergencies
- Co-ordinating the supervision and care of boarders who are ill
- Accompany students to medical appointments as required
- Arrange medical and dental appointments for boarders as necessary, liaising with the local surgery and other health care providers.

ADMINISTRATION

- Registering all new students with the local surgery
- Communicating with parents and house parents as necessary
- Comprehensive note taking/report writing in relation to incidents/accidents
- Record-keeping
- Ensure care plans are developed and updated for all students, printed and provided to relevant staff
- Ensure First Aid and Medication boxes are supplied and refilled as appropriate
- Preparing and reviewing medical and health policies, ensuring compliance with regulatory requirements
- Be the lead person responsibility for the acquisition, appropriate and secure storage, and the administering of prescription and non-prescription medications to students

MANAGEMENT

- Deliver a service in line with National Minimum Boarding Standards
- To always maintain patient confidentiality applying latest NMC Guidance
- Adhere to the NMC Code: Standards of conduct, performance and ethics for nurses and midwives and be conversant with the Scope of professional practice and other NMC advisory papers
- Maintaining communication with relevant external agencies as required: GP, Health Visitors, CAMHS, etc.
- Be responsible for appropriate development of protocols and patient group directions.
- Be responsible for the smooth and efficient running of the Nurse Station, ensuring efficient systems and processes are in place
- Operate procedures for the control of infectious diseases
- Ensuring relevant training is provided to welfare staff in respect of the giving and storing of medicines

HEALTH EDUCATION

- Promote health education within the college including some involvement in the teaching of PSHE in school
- Keep up to date with current health promotion initiatives
- Advise on aspects of Environmental Health and Safety matters

- Teach first aid, clinical skills and provide education to support workers/school staff as required

SAFEGUARDING

- Continuously promote the welfare of children and young people in line with the St Andrews Safeguarding policy and UK legislation
- Be responsible for the safeguarding of all members of the college community
- Ensure safeguarding training is up to date
- Escalate safeguarding concerns appropriately and timely

GENERAL RESPONSIBILITIES

- Support and facilitate the College's activities and development initiatives.
- Contribute to the attainment of the College's strategic objectives, as appropriate.
- Demonstrate consistently professional and positive attitudes, values and behaviours which are expected of pupils.
- Undertake such duties as may reasonably be required in consideration of your role, general responsibilities, salary level.
- Participate in and promote the College's professional development and appraisal practices



PERSON SPECIFICATION

The person specification provides an outline of the experience, skills and abilities required of the success candidate. Within your application, you should match your own skills, experience, and abilities to those listed below and set out how you satisfy the criteria.

	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • Registered Nurse (RGN) with valid NMC PIN • Excellent communication and interpersonal skills • Clear empathy and understanding of boys' and girls' development and needs • A flexible approach to working hours 	<ul style="list-style-type: none"> • Clinical track record with ideally 5 months spent in A&E or as a Practice Nurse • Experience in paediatrics or working with children or a Specialist Practitioner • School Nurse qualification • Experience of sports injury care and treatment • First Aid at Work/First Aid Instructor Certificate • Experienced in an educational/institutional environment

TERMS & CONDITIONS

Working Hours, Holidays, Salary and Other Matters

Your normal hours of work are as necessitated by the needs of the business as per your rota. Typically, these would be 8am - 5pm with half an hour for lunch (provided). These hours will be your normal hours of work unless otherwise agreed between you and the Company. There will be the opportunity for evening and weekend work to be paid hourly as required. The position is term time only plus one week before the start of the Autumn Term to ensure all medical records are in place for the start of the new academic year.

The appointee will be expected to provide 'on call' medical advice on the telephone to pastoral staff outside of these working hours.

Statutory holiday entitlement including bank holidays per annum, which must be taken during School holidays other than at the times referred to in the above paragraph.

After 3 months of service, the School auto enrolls employees in a pension plan - it is possible to opt out. The School is keen to help develop the skills of its staff and looks to provide appropriate training as necessary.

Safer Recruitment

St Andrew's is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers, and a Disclosure and Barring Service check at the enhanced level and compliance with Sections 15-25 of the immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK). Interviews will be conducted in person, and they will explore candidates' suitability to work with children. Other information in order to facilitate your application the following information is included with this Job Description: Staff Application Form APPTICATION PROCESS Applications must be made using the School's Application Form which has been sent with the Job Description

