Hills Road Sixth Form College

Appointment of: Progress and Support Tutor

Location: Cambridge

Welcome from the Principal and CEO

Thank you for your interest in Hills Road Sixth Form College and in this post. I hope that this information gives you a sense of who we are, what we value and what it means to be part of our community – and, most importantly, helps you decide whether this role and our college might be the right next step for you.

Hills Road has enjoyed a strong national reputation for many years and continues to achieve outstanding outcomes for our students. But we are not complacent. In an ever-changing world, we know that excellence is a moving target and we are ambitious - for our students, for our staff and for the future of post-16 education. We respond thoughtfully, continually reflecting and evolving to ensure that what we offer remains exceptional, while holding firmly to what matters most.

Working in a Sixth Form College brings distinctive rewards, not least the privilege of engaging with bright young minds who challenge, question and inspire. Hills Road is an intellectually rigorous environment, but it is also one grounded in collaboration and shared purpose. Everyone here has a role to play in helping every young person who comes through our doors to realise their potential.

I am fortunate enough to know first-hand the transformative impact that Hills Road has on our students and, as a former student, I am deeply committed to ensuring that Hills Road continues to flourish as a centre of academic excellence where kindness and integrity remain at the heart of everything we do.

We know that staff wellbeing is fundamental to student success and we listen carefully to our colleagues. For example, in response to recent colleague feedback, we have introduced a two-week October half term and redesigned professional development. Colleagues consistently tell us that the strength of our community is one of the things they value most. Our core values – Diversity, Kindness, Integrity, Respect, Community and Excellence – are not slogans, but lived commitments that shape how we work, how we lead and how we support one another.

Hills Road is ambitious, yet humane; high-performing, yet deeply caring. We want to attract people who share this combination: people who are expert in what they do, curious about what might be better, and committed to making a difference to the lives of young people and to the colleagues around them.

I hope this booklet gives you a flavour of Hills Road. If you would welcome an informal conversation about the role, we would be delighted to hear from you.

Thank you for considering Hills Road, and for the time and commitment that an application entails. Whatever the outcome, I wish you every success in your future career.

Ali Kirkman
Principal

Progress and Support Tutor

Permanent full time role starting 4 January 2027

Support Staff Pay Spine Point 16 to Point 20 (FTE £33,232 to £37,734 per annum) depending on experience and qualifications.

An exciting opportunity has arisen to join the College's well established Guidance team in the role of Progress and Support Tutor. Working closely with other colleagues, Progress and Support Tutors provide appropriate guidance and support for students, monitoring their progress in order to support their personal and academic development and to assist them in fulfilling their potential.

The role will include delivery of seven Future Ready sessions, four Extended Project Qualification (EPQ) mentoring sessions and one Enrichment activity each week, working with a mix of Year 12 and Year 13 students.

This is an exciting opportunity to gain substantial experience in a pastoral role within a high performing sixth form college. The successful candidate will work closely with experienced colleagues across the Guidance Team and will play a key role in supporting students' academic progress, wellbeing and onward progression.

The role will ideally suit somebody who has experience and an interest in the development of young people. Recent knowledge and experience of post-16 education and dealing successfully with parents, students and staff is essential. An understanding of the developmental, emotional, social and educational issues of young people is also a key requirement, together with an awareness of the range of needs of people from diverse ethnic, cultural and social backgrounds. All candidates will need up to date knowledge of the legislative and best practice requirements pertaining to safeguarding and promoting the welfare of young people.

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, for example, through our collaborative evidence-based approach to professional development. 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, 9 November 2026 at 9am

Interviews: Tuesday, 17 November 2026

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

Hills Road Sixth Form College has operated a specialist tutorial system for over ten years. This means that we have a dedicated team of tutors who look after the guidance and support needs of our 3,000 students. Tutors oversee and monitor students' progress, their attendance, support needs, and wellbeing and consider each student's experience at the College holistically. Tutors work alongside their tutees to ensure that each student is capable of realising their potential and are the first point of contact. Tutors also deliver the college tutorial programme, known as Future Ready, Extended Project sessions and Enrichment. Ultimately, it is the tutor that gets to know each of their students well and who writes the final reference to support the student's successful onward progression to employment, training or university.

Most importantly, we are looking for candidates with the right disposition: it's crucial that you really like 16-19 year olds and feel a real commitment to doing all you can to support the best outcomes for them. Sometimes this means a 'tough love' approach to ensure that students are meeting College expectations and not letting themselves down and sometimes this means a much more gentle and flexible approach to coaxing the best from a student.

The job description and the person specification relevant to the post are enclosed.

Organisational Structures

Tutors are supported in their role by a variety of support structures within the College. The core team supporting students is our Student Services Team who work together with tutors to monitor and support student attendance and who are on the end of a phone to receive information from parents and to liaise directly with students too. The Student Services Team includes in-house College counsellors to whom referrals can be made for 1:1 confidential support plus Wellbeing Coordinators, who are available for student drop-in sessions, to triage support and to signpost students to the most appropriate kinds of support for them. In addition, the Safeguarding and Welfare Officers provide support to staff regarding safeguarding issues, and to students with specific needs. The team collectively is known as the Guidance Team, and it is led by the Guidance Leadership Team. This team consists of the Vice Principal (Student Progression and Support), two Heads of Year and the Head of Student Personal Development who meet once a week to discuss the strategic and operational needs of the guidance elements of College. In addition, the Safeguarding Leadership Team meet weekly to consider case studies of students in particular need.

Accommodation and Resources

Each Tutor has their own office in the Guidance corridor where students can find them for 1:1 review meetings and informal drop-in opportunities. Each tutor has a dedicated direct dial phone line and personal laptop to allow parents easy access to them for communicating important information in relation to a student's circumstances and potential progress.

Tutor Groups and Future Ready Programme

Students are organised into tutor groups by year group and are typically in groups of 25. They meet with their Tutor once a week throughout Year 12 and less frequently during Year 13. For this full time appointment, the successful candidate will be allocated seven tutor groups and will deliver seven timetabled Future Ready sessions each week. A centrally organised Future Ready programme is delivered to each group by the Tutor and includes elements of wellbeing, social responsibility and careers education and guidance. Training and support will be available for colleagues new to any of these elements.

Extended Project

A key part of the Tutor role is to act as EPQ mentor to the students in their own Year 12 groups. We see EPQ as a really valuable opportunity for students to develop and determine their own curriculum element for perhaps the only time in their compulsory education phase. Full training and support will be given for this element of the role, with no expectation that candidates will have prior experience either of the qualification or of teaching. EPQ delivery is unique because it relies on 1:1 support work with students to mentor and guide them through their projects and as such fits very well with the skill set we are looking for in our Progress and Support Tutors.

Training and Support

A full induction and training programme will be available to guide new colleagues through and beyond their first year in post. This will cover all aspects of the role, such as monitoring and recording using our ProMonitor software; writing references for students' university applications and using UCAS.com; liaising with parents and a range of external agencies and a whole range of technical and knowledge areas that we will be glad to support you with. We need you to be someone who is genuinely committed

to helping young people realise their potential in any number of ways. We want you to be passionate about helping them to lead happy and fulfilling lives whatever that may take and however creative you might need to be in finding solutions that work for them.

If this sounds like you, or if you have any questions about the role, then we look forward to hearing from you. Please don't hesitate to contact me if you would like to discuss this further before making an application.

With best wishes

Tim Lomas
Vice Principal
tlomas@hillsroad.ac.uk

Job Description for Progress and Support Tutor

Purpose: To provide effective guidance and mentoring for students through progress monitoring, to support each student's personal and academic development and wellbeing, and to assist them in fulfilling their potential.

Reports to: Allocated member of Guidance Leadership Team

Main Accountabilities:

1. **To support tutees and oversee their progress by:**
   - developing a good knowledge of each tutee in terms of academic progress, aspirations, interests, activities and home background
   - providing impartial guidance, being alert to the rights and responsibilities of students and ensuring that students know how to access appropriate support services both within and outside the College
   - working with partner agencies relevant to meeting the needs of young people
   - using ProMonitor and other monitoring methods to review regularly students' progress in the light of GCSE results, added-value and other relevant information, taking appropriate follow-up action when needed
   - supporting students on stage support in accordance with the Subject Monitoring and Support for 16-19 Students' policy; and keeping the Heads of Year informed of progress on Stage 2 referrals
   - supporting students in managing their own work (e.g. coursework)
   - liaising with subject staff about the progress of students and about circumstances which could affect their progress (including via case conferences)
   - taking appropriate follow-up action in respect of attendance issues where identified by guidance or student services team (e.g. students on the weekly Stage 2/3 attendance list)
   - maintaining contact with parents as appropriate
   - writing high quality references for UCAS and employment purposes
   - managing course changes in accordance with the College's guidelines
   - maintaining accurate records with particular reference to course changes, Progress Review and destination information

2. **To be a supportive member of the Guidance Team by:**
   - delivering the weekly Future Ready programme in scheduled tutor group sessions for a minimum of an appropriate number of pro rata tutor groups (a mixture of Y12 and Y13)
   - contributing to the development of the tutorial programme through the sharing of ideas and helping to create relevant materials
   - co-operating with the Guidance Leadership Team in the setting, monitoring and achievement of guidance objectives and by participating in the College's self-assessment and appraisal systems
   - delivering up to four periods of Extended Project mentoring and marking submitted projects
   - delivering at least one period of Enrichment

3. **To contribute to the wider range of guidance activities that support students and offer them effective transition and onward progression such as:**
   - supporting transition from Key Stage 4 through liaison with Heads of Year 11 and partner schools
   - attending CAP (Cambridge Area Partnership) post-16 partner school evenings
   - attending College Open Events
   - assisting in late August enrolment and Year 11 guidance meetings
   - supporting delivery and facilitation of large-scale events e.g. Social Action Week, Progression Week and EPQ support
   - liaising with Student Services and the Wellbeing Coordinator/s to support proactive delivery interventions for small groups of students with a particular focus, for example mental health / wellbeing

4. **To contribute to wider College life by:**
   - assuming a key role in student admissions by sharing in the interviewing of applicants and in enrolment and induction processes (including a willingness to participate in a rota to cover essential guidance work during holiday periods)
   - actively encouraging students to participate in Enrichment activities
   - participating in the 'good order rota' as and when necessary
   - contributing to the shared responsibility of all colleagues for student discipline through collective oversight of the College during the day
   - contributing to quality assurance processes within the guidance area
   - carrying out other duties as reasonably directed by the Principal, Vice Principal or other senior Guidance team member

5. **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 Equality and Diversity Statement
   - 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 young people
     - health and safety

Person Specification for Progress and Support Tutor

	Essential	Desirable
Qualifications and training	• Qualified to degree or equivalent level • Willingness to receive any necessary training e.g. listening skills/coaching	• Recognised youth, community, social work or guidance qualification at least level 3 • Relevant teaching qualification e.g. PGCE • Evidence of training in listening/counselling skills
Experience	• A minimum of three years' relevant work experience with young people • Recent knowledge and experience of post-16 education • Experience of communicating successfully with parents, students and staff • An understanding of the developmental, emotional, social and educational issues of children and young people • An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds • Awareness of the legislative and best practice requirements pertaining to safeguarding and promoting the welfare of young people	• Relevant experience of tutorial work and UCAS procedures with 16-19 year old students • Experience of teaching, training or mentoring young people • Experience of working with young people in an educational or advisory role

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

Skills and Personal Attributes	• Excellent coaching and mentoring skills • Ability to motivate young people to aspire to and achieve high standards • Excellent written and oral communication skills including high level proof reading skills • Excellent interpersonal skills and empathy with young people • Ability to use tact and diplomacy in all communications and to deal with confidential matters with utmost discretion • Ability to work in partnership with parents • Ability to challenge students constructively, including agreeing and monitoring appropriate targets • Ability to balance workload demands appropriately throughout the year
Tutorial Programme Delivery	• Ability to deliver lively, energetic and well planned tutorial sessions • Ability to contribute, develop and use effective and varied resources in tutorial delivery
Personal Qualities	• A genuine liking and respect for young people • Flexibility and adaptability • Enthusiasm, energy and personal dynamism • Patience • Perseverance and resilience
Professional Qualities	• Strong commitment to ensuring equality of opportunity and appropriate safeguarding • Excellent team working commitment and skills • Excellent organisational and time management skills that allow effective prioritising and the meeting of deadlines • Confidence and strong ability in the application and use of IT • Strong commitment to continuous professional development within the role • Ability to use own initiative in the solution of problems • Interest in guidance areas closely linked to tutoring (careers, study skills, admissions and post-16 progression)

How to Apply

Applicants are asked to do the following:

- complete the online Hills Road Sixth Form College application form (Part 1)
- complete the online equality and diversity monitoring form (Part 2)
- write a supporting statement of application (no more than 1,000 words)
- supply a brief CV

The online application forms (Part 1 and Part 2) are available at the links above, and on the College's webpage for this vacancy. When completing Part 1, you will have the opportunity to upload your CV and provide a Supporting Statement of Application. Once you have submitted Part 1, you should then proceed to Part 2 (Equality and Diversity Monitoring form). All documents should be submitted by **9am on Monday 9 November 2026.**

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Thursday 12 November, then unfortunately your application has not been successful.

Interviews will be held on Tuesday 17 November 2026.

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

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