

Hills Road Sixth Form College

Appointment of: Wellbeing Coordinator

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 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-five 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 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. We also want you to continue to grow professionally while you are with us and will explore with you ways in which we can support that development. Through the application and interview process, we'll be keen to understand your ideas and approaches to supporting delivery of the best educational outcomes at this specialist A level college.

As a busy, vibrant community of just under 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

Wellbeing Coordinator

Permanent, Term Time only, 18 hours per week

£12,565 per annum pro rata (£30,288,736 FTE)

Hills Road is a high achieving state funded, non-selective, A level only Sixth Form College with 2800 students. The standard programme is 3 A levels, plus an Extended Project Qualification and Enrichment.

Recently rated 'outstanding' again, we continue 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 are looking for a proactive and empathetic individual to join our Wellbeing team. The successful applicant will work closely with the Student Counsellors and the wider Student Services and Guidance Teams. The post holder will need to demonstrate a real commitment to meeting the needs of students and to delivering exceptional service through a positive, solution-focused approach.

This role involves providing drop-in and regular sessions for students as a triage and listening service. It would suit you if you enjoy working with young people, understand the pressures and anxieties that young people experience and relish the challenge of a fast-paced environment. The ability to react calmly and sensitively; to prioritise effectively and to communicate successfully with students and staff will be key. Access to supervision will be provided.

We strongly encourage applicants from diverse backgrounds who can bring different perspectives to the role including people from black, Asian and ethnically diverse communities, people with disabilities and people who identify as being part of the LGBTQ+ community.

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: Tuesday 12th December at 9.00am

Interviews: Monday 18th December

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

The Wellbeing Coordinators fall under the umbrella of the Student Personal Development and Support team, which comprises the Counselling Service, Student Services and our Wellbeing Coordinators.

Currently, we have two wellbeing coordinators who both work part-time, but have one morning in common for liaison and join up. The demand for wellbeing appointments continues to be strong and this post is a replacement for one of our long-standing Wellbeing Coordinators. This new post offers an opportunity for a suitably qualified candidate to integrate and address unique male mental health challenges and provide focused male-specific support strategies within the College as this is an area we know we need to focus on. We will be particularly interested to hear from applicants with experience in this area.

The Wellbeing Coordinators have a dedicated office on the Guidance corridor, which allows them to liaise regularly with tutors about students with whom they are working.

As the current team all works part time, the working pattern of hours for the successful candidate will need to be complementary, meaning that the likely pattern of hours to be worked would fall across Monday and Friday and at least one other day.

Training opportunities are always available, and we encourage members of the Guidance team to upskill themselves in whatever way they deem necessary to fulfil their role.

Job Description

Wellbeing Coordinator

Purpose: To offer a proactive and responsive listening and triaging service for students identified as being 'at risk' or in significant need. To work closely with the wider Student Services and Guidance Teams to oversee provision of appropriate support structures to support the wellbeing of particular students and to promote the wellbeing of all.

Reports to: Head of Student Personal Development & Support

Main Accountabilities:

- to run daily drop-in sessions for students, offering availability at either break or lunch time every day
- to signpost students appropriately to support services both internally and externally to the College
- to provide a listening and triaging service for students identified (including self identified) as 'at risk' or in significant need, including through conducting suicide risk assessments and liaising closely with the Safeguarding Team and relevant members of the Guidance team.
- to develop and lead programmes tailored to address the unique mental health challenges faced by male students.
- to collaborate with other mental health professionals to integrate male-specific perspectives into our overall mental health strategy.
- to alert tutors and teachers via ProMonitor to particular concerns about students in accordance with college guidelines
- to liaise closely with the wider Student Services and Guidance Teams in managing difficult and 'at risk' cases
- to support tutors and wider staff dealing with difficult mental health cases, including through attending case meetings and through offering a listening ear for debriefing, as and when appropriate
- to coordinate feedback from students on wellbeing within the College using focus groups and surveys
- to work closely with the Student Counsellors and Safeguarding and Welfare Officers to agree priority needs, informing and liaising with tutors appropriately to develop an overview of wellbeing at the College and to ensure a cohesive, joined-up framework of support
- to develop online resources for students and staff to access on a rolling basis
- to investigate, develop and strengthen contacts with outside agencies.

Accountabilities that relate to all staff at the College:

- To demonstrate behaviour and values consistent with the person specification for this role
- To promote equality of opportunity in accordance with the College's Equality and Diversity Statement
- 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 Wellbeing Coordinator

	Essential	Desirable
Qualifications, training and experience	<ul style="list-style-type: none"> • General Education to A level standard or equivalent • Further therapeutic training or qualification in working with children and young people • Experience of working with children and young people • Experience of working as part of a multi-disciplinary team 	<ul style="list-style-type: none"> • Post-graduate Diploma or Masters level in Counselling or Psychotherapy First Aid at Work or willingness to be trained • Mental Health First Aid qualified • Experience in mental health risk assessments • Good network of contacts to be called upon when/if required • Knowledge or working with spreadsheets • Experience of working within an education environment • Experience of working on specific male mental health initiatives

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.

Skills and Ability	<ul style="list-style-type: none"> • Good written and verbal communication skills • Positive listening skills • Ability to work independently, manage own caseload, prioritise and 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 be alert to any difficulties a student is having and discuss with relevant staff • Ability to use tact and diplomacy in all communications and to deal with confidential matters with utmost discretion
Knowledge	<ul style="list-style-type: none"> • An understanding of the developmental, emotional, social and educational issues of children and young people • An awareness of the range of needs of people from diverse ethnic, cultural and social backgrounds • Knowledge of local mental health and CAMHS Service • Knowledge of the Children's Act and legislation pertaining to children
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 • Commitment to collaborative teamwork
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 and a "can do" approach • High degree of personal responsibility
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 2023

The 2023 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.

	2023 HRSFC	2023 National
A*	18%	8.6%
A* - B	77%	52.7%
A* - E	99.6%	97.2%

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. Our relatively new Student Services area is 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.

Work has recently been completed to extensively improve catering facilities and social space, including a new building to add increased study spaces for students.

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 Tuesday 12th December 2023.

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Wednesday 13th December, then unfortunately your application has not been successful.

Interviews will be held on Monday 18th December 2023.

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.**

