

Hills Road Sixth Form College

Appointment of: Learning Support Mentor

Location: Cambridge



Shape
the
future



Hills Road
Sixth Form College
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

Learning Support Mentor

Two-year Fixed Term, Part Time (29.5 hours per week), Term Time Only

Start date: October 2026

Pro-rata salary: £17,643 to £18,854 per annum

(Support Staff Pay Spine Point 7, £25,951 per annum FTE, to Point 10, £27,733 per annum FTE)

A rewarding opportunity has arisen for a Learning Support Mentor to join the Study Skills team to support a wide range of students, including those with Special Educational Needs and Disabilities (SEND). You will support students to access their chosen A-level courses through one-to-one mentoring, group workshops, signposting to resources, and occasional in-class support.

A positive and flexible approach will be essential in this role, along with strong interpersonal skills and clear professional boundaries. As a valued member of the team, you will be supported by our specialist expertise in the field of student support and given comprehensive training and induction.

Closing date: Monday 21st September 2026 at 9am

Interviews: Tuesday 29th September 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

The successful applicant for the post of **Learning Support Mentor** will work within the friendly Study Skills team. The post holder will be experienced working with young people and enjoy the variety that comes with this type of role.

The job involves meeting with students one to one (or in small groups) to build their study skills and confidence, and may occasionally include working in classrooms and labs to support named students with notetaking. Strong interpersonal skills to liaise effectively with students and teaching staff are important, as are confident IT skills. The post holder will also support the students in non-teaching times to support independent work. They will be expected to maintain records and assist the student to organise their workload. The successful candidate will be well organised, able to remain calm under pressure and enjoy working as part of a team. The post is line managed by the Director of SEND and is part of a team of teachers and learning mentors.

This role presents an opportunity to utilise mentoring skills in meeting the holistic support of students' particular needs. Offering exclusively advanced level courses, Hills Road presents new challenges to all students transferring from school environments and then on to Higher Education and the world of work and the Study Skills Centre is at the heart of supporting successful transition.

The successful candidate will possess a real empathy for students in this key educational phase. Previous experience in an educational environment would be desirable, but more important will be an understanding of sixteen- to nineteen-year-olds and a genuine desire to support them through this significant transition stage.

Based on the ground floor of the brand new, purpose-built Study Centre, the Study Skills team offers help and advice to students who want academic support. Each year, almost one in four college students seeks help from the team for a wide range of support needs. The Study Skills team responds to these needs with warmth, creativity and flexibility and, as a team, creates a very enjoyable environment in which to work.

The three key areas of work:

Meeting learning needs – offering students a range of strategies to help them manage their learning more effectively, coaching them through a target setting process to help them take responsibility for their progress. This may include time

management, organisation, literacy, and note taking, and use of assistive technology. This is what the majority of the post holder's time will be spent doing.

Providing examination support – the team works closely with the examinations office to provide access arrangements, facilitate assessments and to cover particular needs at examination time including acting as scribes, readers and prompts.

Facilitating physical access – helping students with physical and sensory needs to have equal opportunities to take part in every aspect of college life, including access to all their curriculum requirements. There may be the need to adapt material into large print for a visually impaired student, for example, or provide a lesson transcript for a hearing-impaired student. When we have students with restricted physical mobility in a cohort, they may require personal care support.

I do hope that it is a post for which you will consider applying. If you have any queries about the position, then I would be happy to hear from you. Please contact me by email at vwilliamson@hillsroad.ac.uk.

Vicky Williamson
Director of SEND

Job Description

Learning Support Mentor

Purpose: To provide high quality one to one and group support that enables designated students to develop independence, build effective study skills and engage successfully with their learning.

Reports to: Director of SEND

Main Accountabilities:

- To work 1-1 and in small groups with students to support their progress with skills such as organisation, motivation, and managing long pieces of coursework
- To act as a supportive mentor, helping students manage the demands of academic study
- To assist in face-to-face lessons if required, liaising with subject teachers and helping students organise their learning materials; including taking notes in lessons.
- To be able to act as a scribe (typed), reader and/or invigilator in exams
- To adapt materials, where appropriate, to suit the student's learning needs within the overall aim of enabling greater learner independence
- To assist in practical lessons if required to enable the student full access to the curriculum
- To clarify homework and help with time management
- To help ensure the safe access to all parts of the site for students with particular physical needs
- To provide assistance with personal care, when we have students on roll requiring this

Accountabilities that relate to all staff at the College

All staff at Hills Road Sixth Form College are expected to:

- Demonstrate behaviour and values consistent with the person specification for the role.
- Promote equality of opportunity in line with the College Equality and Diversity Statement.
- Maintain high standards of attendance and punctuality.
- Comply with all College policies and procedures including:
 - Equality and Diversity
 - Safeguarding the welfare of young people
 - Health and Safety
 - Data Protection and confidentiality requirements

Person Specification for Learning Support Mentor

	Essential	Desirable
Qualifications, training and experience	General education to A level or equivalent Understanding of 16- to 19-year-olds	Training relating to Special Educational Needs Education to degree level Experience of supporting children and young people in education Experience of supporting people with Special Educational Needs or Disabilities Experience of 1:1 personal care or willingness to be trained, if and when we have students with personal care needs

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	• Confident user of IT, including Microsoft 365 applications, Teams, Outlook and the internet • Good written and verbal communication skills • Strong problem solving skills • Ability to act as a scribe, reader and invigilator in exams • Ability to produce high quality handwritten or typed lesson notes, including diagrams • Understanding of assistive technology and its benefits for students • Good listening skills • 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 quickly understand particular learning and other needs of students • 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 • Able to perform lifting and handling tasks following relevant training, if and when we have students who need this support • Willingness to develop skills relevant to the post, particularly in the area of specialist support • Willingness to support students with personal care needs, if and when we have students who need this support
Organisation	• 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	• Excellent inter-personal skills demonstrating a professional and assured disposition and with the ability to establish a good working rapport with students, parents and colleagues • A mature and non-judgemental outlook • Enthusiastic and proactive approach • High degree of personal responsibility • Respectful approach towards providing intimate personal care, where needed

Focus on Quality	• 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 in all aspects of its work • Commitment to continuous improvement and willingness to attend appropriate training and development events
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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 21st September 2026**.

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Monday 21st September, then unfortunately your application has not been successful.

Interviews will be held on Tuesday 29th September 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>



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



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

