

Hills Road Sixth Form College

Appointment of: Wellbeing Coordinator
(Wednesdays)

Location: Cambridge



Shape
the
future



Hills Road
Sixth Form College
Cambridge

Welcome from the Principal and CEO Designate



Thank you for your interest in Hills Road Sixth Form College and in this post. I hope that the information in this booklet will help you to decide whether this role and our college might be the right next step for you. I sincerely hope it is!

As I prepare to take up the role of Principal in September, this marks an important moment in the College's continuing journey. Hills Road enjoys a strong national reputation and has led Sixth Form College performance tables for many years. But we are not complacent. In an ever-changing world, 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.

Working in a Sixth Form College brings distinctive rewards, not least the privilege of engaging with bright young minds who challenge, question and inspire. It is an intellectually rigorous environment 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 – sometimes in ways they may never previously have been able to imagine.

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 it continues to flourish as a centre of academic excellence where kindness and integrity remain at the heart of everything we do.

We recognise that staff wellbeing is fundamental to student success and we pride ourselves on being consultative. In response to colleague feedback, we have introduced a two-week October half term and redesigned professional development. Staff consistently speak of the strength of our community. 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.

I hope I have been able to give you a flavour of Hills Road. If you would welcome an informal conversation about the role or about the College more broadly, we would be delighted to hear from you.

Finally, thank you for considering our college and for the commitment that an application entails. Whatever the outcome, I wish you every success in your future career.

With very best wishes,
Ali Kirkman

(Vice Principal – Staff and Student Learning)

Wellbeing Coordinator

Permanent, Term Time only, Wednesdays 8:45am – 4:15pm
£5,361 per annum pro rata (Point 16 £33,232 FTE)

Hills Road is a high-achieving, state funded, A level only Sixth Form College with approximately 2,950 students. The standard programme comprises three A levels alongside Future Ready, the Extended Project Qualification (EPQ), and a wide-ranging enrichment offer.

Recently rated 'Outstanding', we continue to enjoy a strong national reputation for excellence in education. This is underpinned by our commitment to continuously reviewing and refining our practice to improve outcomes for students, including retention, progression and wellbeing. We recognise that sustained academic success depends on a happy, healthy and supported student body, and our coaching culture ensures that wellbeing is central to everything we do.

We are seeking a proactive, approachable and empathetic individual to join our Wellbeing Team. This is a one day per week role (Wednesday only), working alongside other part-time Wellbeing Coordinators to ensure consistent, high quality wellbeing provision throughout the week.

We strongly encourage applications from individuals from diverse backgrounds, including those from Black, Asian and ethnically diverse communities, people with disabilities, and those who identify as LGBTQ+.

We offer a range of competitive benefits, including a generous pension scheme, free use of the College's sports facilities, free on site parking, a cycle to work scheme, and discounts on Adult Education courses.

Closing date: Monday 15th June 2026 at 9.00am

Interviews: Week commencing 22nd June 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

Wellbeing Coordinators form part of the Student Personal Development team, alongside the Counselling Service and Student Services. The successful applicant will work closely with Student Counsellors, the Safeguarding Team and the wider Student Services and Guidance teams. They will play a key role in supporting student wellbeing, engagement and successful participation, ensuring that students experiencing difficulty are identified early and supported effectively to allow them to thrive.

This role involves delivering both drop in and scheduled sessions, providing a triage, listening and early intervention service for students. A central aspect of the role is encouraging students to access support at the earliest opportunity, including actively promoting and normalising self-referral.

The role would suit someone who:

- enjoys working with young people
- understands the pressures and anxieties they face
- is confident working in a fast-paced, responsive environment

The ability to respond calmly and sensitively, prioritise effectively, and communicate clearly with both students and staff is essential. Professional supervision will be provided.

The team currently comprises two part-time Wellbeing Coordinators who work across the week. This structure ensures continuity of support and availability for students every day, whilst enabling strong collaboration between team members.

This post offers an excellent opportunity to make a meaningful impact by:

- supporting students with a range of mental health and wellbeing needs
- promoting a preventative and early intervention approach

Wellbeing Coordinators are based in dedicated office space on the Guidance corridor, facilitating close working with tutors and other staff.

The successful applicant will work every Wednesday and should ideally be available to start from 20th August 2026.

Ongoing training and professional development are actively supported.

Job Description

Wellbeing Coordinator

Purpose: To provide a responsive, student-centred listening and triage service, actively encouraging students to self-refer and engage with support through accessible drop in sessions. The role focuses on early identification of need and reducing barriers to learning by promoting a culture of openness, help seeking, and timely support.

The post holder will work collaboratively with the Guidance Team, Tutors, and Safeguarding and Welfare staff to ensure that appropriate and timely support is in place for individual students, whilst also contributing to a whole College culture of wellbeing and help seeking.

Reports to: Head of Student Personal Development

Main Accountabilities:

- Provide a responsive listening and triage service for students, including those who self-refer, with a focus on early intervention
- Identify and support students experiencing difficulty or at risk of disengagement, working with staff to enable appropriate support and positive engagement
- Conduct risk assessments and liaise closely with the Safeguarding Team and relevant staff in line with College procedures
- Deliver regular drop in sessions and actively promote the service to increase visibility, accessibility and student self-referral
- Build positive, trusting relationships with students, helping to reduce stigma and encourage help seeking
- Signpost students to appropriate internal and external services, including working with external professionals (e.g. MHST) where appropriate
- Maintain accurate and timely records and contribute to the monitoring of student wellbeing and engagement
- Work collaboratively with tutors and staff to support individual students, including attending case meetings and contributing to coordinated support plans
- Develop and deliver targeted wellbeing initiatives, and gather and respond to student feedback to inform provision
- Lead and work closely with student representatives to gather, represent and respond to student voice across the College

- Contribute to a consistent, joined up approach to student wellbeing across the College, including developing accessible resources and maintaining links with external partners

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 or willingness to be trained • Mental Health First Aid qualified • Coaching qualification • Experience in mental health risk assessments • Good network of contacts to be called upon when/if required • Good IT skills • Experience of working within an education environment

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"> • Excellent written and verbal communication skills, with the ability to adapt communication style for different audiences • Strong active listening skills, demonstrating empathy, understanding, and professional curiosity • Ability to work independently, manage a caseload effectively, and prioritise competing demands • Confidence in working under pressure while maintaining professionalism and sound judgement • Flexible and responsive approach to changing circumstances and student needs • High levels of patience, emotional intelligence, and sensitivity when working with young people • Ability to recognise when students may be experiencing difficulties and take appropriate, timely action in collaboration with relevant staff • Strong interpersonal skills, with the ability to use tact and diplomacy and maintain strict confidentiality at all times
Knowledge	<ul style="list-style-type: none"> • Sound understanding of the developmental, emotional, social, and educational needs of young people • Awareness of the diverse needs of students from a wide range of cultural, ethnic, and social backgrounds • Knowledge of local mental health provision, including CAMHS and relevant referral pathways • Understanding of safeguarding principles and relevant legislation relating to children and young people
Organisation	<ul style="list-style-type: none"> • Strong organisational and time management skills, with the ability to manage workload effectively and meet deadlines • Ability to anticipate challenges and respond proactively to emerging situations • Commitment to collaborative working and contributing positively to a wider team
Disposition and Approach	<ul style="list-style-type: none"> • Highly developed interpersonal skills, with the ability to build positive, professional relationships with students and colleagues • Calm, approachable, and non-judgemental manner • Positive, proactive attitude with a clear commitment to supporting student wellbeing • High level of personal integrity, accountability, and professional responsibility
Focus on quality	<ul style="list-style-type: none"> • Commitment to delivering high quality work with accuracy and attention to detail • Understanding of the importance of effective use of resources and value for money • Commitment to continuous professional development and reflective practice

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 9.00am on Monday 15th June 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 22nd June 2026, then unfortunately your application has not been successful.

Interviews will be held during w/c 22 June 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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