

Hills Road Sixth Form College

Adult Education Tutors are required for the following subjects:

- Ballroom and Latin Dancing

Location: Cambridge



**Shape
the
future**

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 we're right for your next career step. We hope we are!

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 many years. But that doesn't make us complacent. We still want to 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. Excellence is one of our six core staff values, together with Kindness, Integrity, Diversity, Respect and Community. We want you to know that you will be joining a diverse, welcoming community where you will continue to grow professionally. We are lucky to have colleagues here who are not only committed to our values but also to young people and the potential within each one of them to be brilliant at something they've not yet tried.

As a busy, vibrant community with around 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

Adult Education Tutors (part-time)

We are looking for individuals with relevant technical and/or teaching experience to join our team of tutors at this very successful centre. Tutors are required to teach one or more evening classes/Saturday schools, as appropriate.

Classes will run week commencing 15th September 2025.

Adult Education Tutors are required for the following subjects:

- Ballroom and Latin Dancing

Salary: £32.93 per hour inclusive of holiday pay

Contract: Approximately 8 to 10 sessions of between 1 to 2.5 hours per session.

Closing date: Tuesday 26th August 2025 at 9.00am

Interviews: Friday 5th or Monday 8th September 2025

Details and an application form for the above post may be obtained from our website <https://www.hillsroad.ac.uk/about-us/current-vacancies>

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 Adult Education Department

The College's adult education department has developed to become one of the foremost centres in the Cambridge area to provide continued learning and it offers a wide programme of evening and Saturday school courses.

Employing over 100 adult education tutors and teaching approximately 120 courses, the College delivers adult education provision to around 2,900 students each year. Our Modern Languages and Art & Design courses are particularly popular and we have the largest Counselling provision in the local area. The delivery of courses is ably supported by a close-knit team of administrators and coordinators all overseen by a Senior College Leader.

The College invests heavily in the resources available at Hills Road ensuring the campus is maintained to a high standard and enabling staff and students to work and study in a pleasant environment. The College maintains its IT infrastructure and hardware to a high level and regularly invests in new equipment and resources.

The Applicant

The new post holders will be experienced and knowledgeable in the subject area they are contracted to teach. They will be IT literate with experience in Microsoft Excel and Word, and possess good written and verbal communication skills with the confidence to speak to members of the public on a regular basis.

Hours

Tutors are required to teach one or more evening classes or Saturday schools, as appropriate.

Summary

This is a wonderful opportunity to join a friendly team in an exciting organisation with interesting and continuously evolving challenges and opportunities.

Please view the College's website for further information or contact the Adult Education Team directly. Thank you for your interest in the post; we look forward to receiving your application.

Job Description

Adult Education Tutor at Hills Road Sixth Form College

Purpose: To teach Adult Education students within the College and to carry out such other associated duties as are reasonably assigned by the Senior Leader and the Principal.

Reports to: The Principal in all matters, and the relevant Senior Leader in respect of Adult Education and to the Adult Education Coordinators/Administrators in terms of day to day issues.

Main Accountabilities:

- To teach according to their educational needs, students assigned to him/her in allocated classes
- To interact on a professional level with colleagues and seek to establish and maintain productive relationships with them and to promote mutual understanding of the College curriculum, with the aim of improving the quality of teaching and learning in the College
- To promote a supportive and productive working environment in the teaching room
- To provide effective support and guidance of part time students
- To make effective use of all relevant resources within the teaching room and/or department
- To contribute to management systems necessary to co-ordinate the work of the Adult Education programme
- To monitor the progress of Adult Education students attending accredited courses, liaising with the Examinations Department (through the Adult Education Office) in respect of candidate entries and to undertake administrative and examination tasks as directed
- To accurately record attendance in classes
- To help students, where possible, to cope with external factors which affect their academic progress

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

- 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 Adult Education Tutor

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> Graduate / equivalent qualification or considerable experience 	<ul style="list-style-type: none"> Relevant teaching qualification, e.g. PGCE.
Experience	<ul style="list-style-type: none"> Experience of teaching. 	<ul style="list-style-type: none"> A particular interest / experience in teaching the relevant AE curriculum area. Experience of teaching adult students.

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

Professional Standards	<ul style="list-style-type: none"> Commitment to equality of opportunity Commitment to collaborative teamwork Good organisational skills and commitment to meeting deadlines Flexibility and ability to undertake new activities Willingness to undertake appropriate staff development Efficient approach to the completion of tasks and communicating such tasks to others, as appropriate Competent in the use of IT systems
Focus on quality	<ul style="list-style-type: none"> Commitment to continuous improvement
Personal and Professional Conduct	<ul style="list-style-type: none"> Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position Have regard for the need to safeguard students' wellbeing, in accordance with statutory provisions Show tolerance of and respect for the rights of others Support fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
Special requirements	<ul style="list-style-type: none"> Able to identify clear times/days each week for the completion of this role on the College premises.

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 2024

The 2024 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.

	2024 HRSFC	2024 National
A*	16.5%	9.3%
A* - B	76.7%	53.6%
A* - E	99.5%	97.1%

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. Recent additions to our facilities include the Linda Sinclair Building, a three-storey building which provides outstanding accommodation for the Mathematics, Performing Arts and Sport departments, our Student Services Reception and Careers hubs as well as the new The Study Centre which houses the Supported Independent Learning Service, student study spaces and a fabulous Staff Room and roof terrace.

Work has recently been completed to build a new welcoming and accessible Reception area to the front of college.

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 Friday 11th July 2025**.

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Monday 14th July 2025, then unfortunately your application has not been successful.

Interviews will be held on week commencing Monday 14th July 2025.

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.**

