# Hills Road Sixth Form College

## Adult Education Tutor for the following subject:

- Acting for Adults – Next Step

**Location:** 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 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**

# Adult Education Tutor (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 from 3rd November 2026.

Adult Education Tutors are required for the following subject:

- Acting for Adults – Next Step

**Salary:** £34.25 per hour inclusive of holiday pay

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

**Closing date:** Sunday 4th October 2026

**Interviews:** Friday 9th or Monday 12th October 2026

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 holder 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 | • Graduate / equivalent qualification or considerable experience | • Relevant teaching qualification, e.g. PGCE. |
| Experience | • Experience of teaching. | • A particular interest / experience in teaching the relevant AE curriculum area.<br>• Experience of teaching adult students. |

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

| | |
|---|---|
| Professional Standards | • Commitment to equality of opportunity<br>• Commitment to collaborative teamwork<br>• Good organisational skills and commitment to meeting deadlines<br>• Flexibility and ability to undertake new activities<br>• Willingness to undertake appropriate staff development<br>• Efficient approach to the completion of tasks and communicating such tasks to others, as appropriate<br>• Competent in the use of IT systems |
| Focus on quality | • Commitment to continuous improvement |
| Personal and Professional Conduct | • Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position<br>• Have regard for the need to safeguard students' wellbeing, in accordance with statutory provisions<br>• Show tolerance of and respect for the rights of others<br>• Support fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs<br>• Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law |
| Special requirements | • Able to identify clear times/days each week for the completion of this role on the College premises. |

# 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 Sunday 4th October 2026.**

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Tuesday 6th October, then unfortunately your application has not been successful.

**Interviews will be held on Friday 9th or Monday 12th October 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

Shaping the future through opportunity, quality and achievement
Supported by a caring and learning community.