

# Hills Road Sixth Form College

**Appointment of:** Counsellor for Students (Part Time – 27.5 hours per week, Tuesday - Friday)

**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 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 2,970 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

## Counsellor for Students

Permanent, part-time, 27.5 hours across 4 days a week, term-time only

Working face-to-face on site, Tuesday – Friday

Start date of w/c 13 April 2026

Support Staff Spine Point 21 (£38,897 FTE): £24,651 p.a. *pro rata*

Hills Road is a high achieving state funded, non-selective, A level only Sixth Form College with around 2,970 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, and our coaching culture ensures that the wellbeing of our students and staff is at the heart of all we do.

This is an exciting opportunity for a counsellor to contribute to the provision of outstanding pastoral care for all students. Working from within the Wellbeing and Counselling Service, the successful candidate will be available to provide a confidential and professional counselling service to students on a part-time basis during term-time only. They will be joining a core team of two part-time student counsellors and will be able to professionally manage an occasionally complex and busy case load within the boundaries of a short-term 8 session counselling model.

The successful candidate will see a range of students with pre-booked counselling appointments scheduled during the college day. There are dedicated spaces for counselling sessions and the successful candidate will have a designated counselling room. The post holder will also hold responsibility for overseeing and coordinating trainee counsellors on placement within the counselling service.

The Student Counsellor must be appropriately qualified, insured and experienced with accreditation or imminent accreditation from a professional body, as per the person specification. The successful candidate will have relevant experience and be able to demonstrate competence in working with young people. The successful candidate will also have experience of working with trainee counsellors.

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, people who identify as being part of the LGBTQ+ community and men who remain under-represented in this part of the workforce.

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:** Wednesday 4<sup>th</sup> February at 9am

**Interviews:** Friday 13<sup>th</sup> February

Details and an application form for the above post may be obtained from our website [www.hillsroad.ac.uk](http://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 Student Counsellor is part of the Guidance Team, which comprises Counselling, Wellbeing, Study Skills, Library, Safeguarding and Welfare, Student Services, the Tutor team and Careers.

The position will work in partnership with the other in-house Student Counsellors. Referrals can be made to the Counselling Team for 1:1 confidential support which is offered as an 8-week programme. In addition, we also have three Wellbeing Coordinators who are available for student drop-in, to triage support and to signpost students to the most appropriate kinds of support for them.

This role, in particular, will also include the management of our new Associate Counsellor programme, where we work with local counselling training providers to provide opportunities for early career counsellors to work with our students. There are currently 2 Associate Counsellors working with our students.

The Guidance Team is led by the Guidance Leadership Team. This consists of the Vice Principal (Student Progression and Support), Heads of Year and the Head of Student Personal Development, who meet once a week to discuss the strategic and operational needs of the guidance elements of college, and to consider case studies of students in particular need.

## Training and Support

A full induction and training programme will be available to guide new colleagues through and beyond their first year of operation. This will cover all aspects of the role, such as monitoring and recording using our ProMonitor software; liaising with parents/carers and a range of external agencies and a whole range of technical and knowledge areas that we will be glad to support you with. We need you to be genuinely committed to helping young people realise their potential in any number of ways. We want you to be passionate about helping them to lead happy and fulfilling lives.

If this sounds like you, or if you have any questions about the role, then we look forward to hearing from you. Please don't hesitate to contact me if you would like to discuss this further before making an application.

With best wishes

Tim Lomas

Vice Principal

[tlomas@hillsroad.ac.uk](mailto:tlomas@hillsroad.ac.uk)

# Job Description: Counsellor for Students

**Purpose:** To provide counselling for students aged 16-19 at the College and to work as part of the wider Guidance team to provide a joined-up, holistic support service for students.

**Reports to:** Head of Student Personal Development

**Main Accountabilities:**

- To offer and provide students with individual counselling on a short-term basis working with a diverse range of issues.
- To liaise and meet with the wider counselling team on a regular basis.
- To meet regularly with the Head of Student Personal Development and provide half-termly updates on counselling numbers and waiting list.
- To work closely with the Wellbeing team and the Safeguarding and Welfare Officers.
- To oversee and coordinate the role of trainee counsellors on placement in the college counselling service.
- To keep suitable counselling case records securely and maintain regular electronic record of anonymised data on current presenting issues.
- Attend regular supervision with an external suitably qualified clinical supervisor with experience of school/college counselling services and evidence a commitment to continuing professional development (CPD) as required by BACP or equivalent registering body.
- To work to the guidelines of the Children and Families Act 2014 and to Keeping Children Safe in Education 2025 and any subsequent iterations of these policies.
- To provide information on the counselling service, the role of the counsellor and the boundaries of confidentiality to students, staff, and parents/carers.
- To perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation.
- To review and evaluate the service, producing reports and information as requested including a survey of students who have experienced counselling at the College.

**Guidance Team membership:**

As a member of the wider Guidance Team:

- Attend Guidance Team meetings where possible or provide/receive updates.
- Look for opportunities to connect together pieces of information about students that are relevant to their effective support and progression at the College and to record/forward then appropriately.
- Deal promptly with any instances of poor student behaviour, reminding students of the Code of Conduct and of College expectations.
- Make a positive difference to the lives of students at College and to College life.

**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.
- Maintain high standards of attendance and punctuality.
- 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 Counsellor for Students

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> <li>• Counselling/psychotherapy qualification at professional diploma level recognised by a professional body like BACP/UKCP/BPS or equivalent.</li> <li>• Professional accreditation or working towards accreditation with a recognised professional body – BACP/UKCP or equivalent.</li> <li>• Ability to work with an integrative approach to practice that draws on several counselling theories like person-centred counselling, psychodynamic counselling or cognitive behavioural therapy.</li> <li>• Demonstrable evidence from therapeutic training or professional development, of an understanding for working with young people.</li> </ul>	<ul style="list-style-type: none"> <li>• CBT experience</li> <li>• Single Session Therapy experience</li> <li>• Master's level in Counselling or Psychotherapy.</li> <li>• Advanced professional training in working therapeutically with young people.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Two years post core qualification, clinically supervised counselling experience in a paid or voluntary capacity</li> <li>• Minimum of 2 years' experience of working with young people - post 16</li> <li>• Experience of working as part of a multi-disciplinary team in a pastoral setting</li> <li>• Must be able to meet the requirements of the Job Description.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting or working alongside counsellor trainees on placement</li> </ul>

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

Skills and ability	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills.</li> <li>• Positive listening skills.</li> <li>• Ability to work independently, manage own caseload and use initiative.</li> <li>• Ability to work effectively under pressure.</li> <li>• Ability to respond flexibly and positively to changing contexts.</li> <li>• Ability to exercise patience, tolerance, and sensitivity.</li> <li>• Ability to use tact and diplomacy in all communications and to deal with confidential matters with utmost discretion.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• An understanding of the developmental, emotional, social, and educational issues of young people.</li> <li>• An awareness of range of needs of people from diverse ethnic, cultural, and social backgrounds.</li> <li>• Ability to communicate effectively with students from various backgrounds, creating a safe and inclusive space for dialogue.</li> <li>• Knowledge of local mental health and CAMHS Service.</li> <li>• Knowledge of the Children's Act and safeguarding legislation pertaining to children and young people.</li> </ul>
Organisation	<ul style="list-style-type: none"> <li>• Well organised, able to manage own time effectively in order to meet deadlines and to develop contingencies to cope with the unforeseen.</li> <li>• Commitment to collaborative teamwork.</li> </ul>
Disposition and approach	<ul style="list-style-type: none"> <li>• Excellent inter-personal skills demonstrating a professional and assured disposition and a positive attitude towards meeting and working with a wide range of people.</li> <li>• A mature and non-judgemental outlook.</li> <li>• Enthusiasm.</li> <li>• High degree of personal responsibility.</li> </ul>
Focus on quality	<ul style="list-style-type: none"> <li>• Commitment to high standards of work and accuracy, with strong attention to detail.</li> <li>• Commitment to the aims of the College to achieve Quality and Value for money in all aspects of its work.</li> <li>• Commitment to continuous improvement and willingness to attend appropriate training and development events.</li> </ul>

# 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
- supply a brief CV

The online application forms (Parts 1 and 2) are available 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 Wednesday 4<sup>th</sup> February 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 9<sup>th</sup> February, then unfortunately your application has not been successful.

## Interviews will be held on Friday 13<sup>th</sup> February 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](http://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

