



Head of Vocational Business

Full-time

Application Pack





Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1700 students drawing students from more than 60 different schools. Our very successful focus will always be to create the very best environment for high quality of teaching and learning. We have a very broad range of enrichment activities, in order to greatly enhance the cultural capital and future prospects of our students. We place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey and we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We believe that our physical environment should also inspire our staff and students. All have benefitted hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Art building in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 enhancing our Performing Arts facilities even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, arguably the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

A handwritten signature in black ink, appearing to be 'Brett Freeman'.

Brett Freeman
Principal



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

The Role

Inspiring and enthusiastic Head of Department required to oversee the leadership and management of the Vocational Business Department within the College. We are looking for a full-time member of staff with dynamism and passion to teach up to Level 3 Vocational Business. Working with a friendly, supportive team, this is an exciting time to join our growing College.

Applications from Teachers in Schools and Sixth Form College sectors are welcome. A full mentoring programme is arranged to introduce all new staff to sixth form college systems and procedures and to support and encourage professional development. We are looking for an exceptional candidate to join the team, and inspire our students. We expect high performance from all our staff and candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Start Date: 26 August 2025

Salary: £53,797 to £57,888 per annum, depending on experience (including fringe allowance)

The Department

The Vocational Business Department offers the Level 2 Business Award and Certificate (OCR) and Level 3 Business (Pearson) equivalent to one or 2 A Levels. Following the growth in students studying Business and/or Economics, this area of the College was split into two distinct departments: Vocational Business Department, and A Level Business & Economics Department.

The department host a range of extra-curricular activities such as trips to Thorpe Park and Disneyland Paris, as well as visits to universities and involvement with Young Enterprise. The department has also enjoyed success in a number of external competitions including Bank of England Target 2.0, the Stock Market Challenge held by Reading University and the Marketing Challenge held by Surrey County Council.

Our students value the support the department offers including regular study support workshops and Easter revision, as well as external activities such as the forthcoming Lloyds Employability Skills Builder. A significant number of our students continue to study business-related courses at university. The following are examples of recent activities students have been involved in, including returning alumni providing guidance and aspiration:

- Dragons Den: with a panel from local industry for students to pitch their business ideas.
- Alumni: two former students recently shared their insights to securing apprenticeships at Grant Thornton and Deloitte.
- Accumulator Challenge: students participated in the Woking & Sam Beare Hospice Accumulator Challenge raising funds for the hospice.
- University of Portsmouth: aiming to raise aspirations regarding next steps in education and career pathways.



Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our recent Ofsted inspection in October 2022, Ofsted stated that:

“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
 - ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
 - Regular whole-College communication including weekly staff briefings
 - Regular departmental meetings to ensure support and share departmental best practice
 - Excellent student behaviour and productive working relationships with the Student Union
 - Excellent links with local schools, businesses and universities
 - Welcoming, friendly and approachable community, a harmonious working atmosphere

S7 Consortium:

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

Benefits include:

- Laptop for all teaching staff
- Pension: eligible employees will be automatically enrolled in the Teacher’s Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Free on-site parking, including EV charging points
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch), run club
- Staff clubs/support groups: book club; menopause group; group for parents/carers of children with mental health concerns; carers for elderly parents
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/

Please note that CVs will not be accepted on their own. Applicants must have the Right to Work in the UK.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): recruitment@woking.ac.uk

Closing date: 9am, Monday 24 February 2025

Interviews: to be held on Thursday 27 and/or Friday 28 February 2025

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- a guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Informal meet with department members
- Role-related task

The College encourages all candidates to be familiar with the following documents, which are listed on the College's Staff Vacancies page, which can be accessed on the following link <https://www.woking.ac.uk/about/staff-vacancies/> :

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2024
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants



Job Description

Post title:	Head of Department
Responsible to:	Director of Learning & Teaching
Job purpose:	The leadership and management of the department within the College

Job Responsibilities

1. Leadership

To provide leadership to those teaching the subject by creating an environment which enables the aims and objectives of the College and the subject to be achieved by:

- keeping abreast of current developments and initiatives and guiding the department's responses
- implementing strategic objectives at department level
- encouraging the sharing of good practice across the subject.

2. Communication

To facilitate clear lines of communication between the subject teachers and the rest of the Curriculum Area by:

- calling regular meetings of subject staff
- attending Curriculum meetings
- liaising directly with the Assistant Principal on administrative and organisational matters
- meeting with colleagues from partner schools and other institutions.

3. Management of People

To plan and manage effectively and efficiently the staff within the subject by:

- assisting in the selection and appointment of staff
- assisting in the timetabling process by deploying staff within the subject in conjunction with Assistant Principal
- delegating tasks and responsibilities
- identifying training and inset needs and assisting with the training of staff
- supporting ECTs
- appraising subject staff

4. Management of Physical Resources

To plan and manage effectively and efficiently the physical resources within the subject by:

- selecting, purchasing, monitoring and organising the maintenance of suitable books, IT-based resources and equipment
- ensuring rooms and displays provide a stimulating environment
- resourcing the subject within the allocated budget
- ensuring appropriate reference materials are available in the Learning Resource Centre.

5. The Management of Teaching and Learning

To manage the delivery of teaching and learning in the subject by:

- designing and updating schemes of work
- overseeing the development and production of stimulating learning/teaching materials, including ICT based material
- designing and updating course handbooks and course guidelines
- selecting syllabuses and liaising with examination boards
- supervising the moderation of coursework
- ensuring regular testing and assessment takes place
- dealing with students deserving praise or criticism; liaising with Personal Tutors where appropriate

- providing guidance and support to the students on higher education and careers
- being available at the beginning of the College day to oversee arrangements for classes in the event of staff absence.

6. Quality Assurance

To monitor the quality of teaching and learning within the subject by:

- producing an annual self-assessment report and implementing the action plan
- observing the programme of lesson observations
- conducting and reacting to course evaluations
- monitoring and analysing data regarding examination performance, retention and attendance rates
- reviewing and maintaining appropriate quality standards for the subject.

7. Promoting the Subject

To promote the development of the subject within the curriculum by:

- producing promotional material and information
- making regular contacts with partner schools
- presenting the subject at Open Evenings
- organising subject offerings for Taster Days

8. Maintaining records:

- on student progress, internal/external exam results
- on student destinations
- on Alps and other performance indicators
- keeping evidence for the self-assessment report and Inspection
- ensuring staff teaching the subject maintains registers and mark books.

9. To fulfil your own responsibilities as a teaching member of the subject, as detailed in the job description for a full-time teacher.
10. To act at all times in accordance with the College's Equality & Diversity policies.
11. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
12. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
13. To take part in the training programmes provided by the College and agree to the process of professional reviews.
14. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

Specifications for Teachers:

The person appointed will be expected to have:

- An understanding and support for the ethos of the College.
- Relevant subject teaching and assessment experience – the ability to teach Vocational Business to Level 3.
- Passion for the subjects they teach and for education in general.
- A commitment to the principle of continuous improvement for themselves as a professional and for all of their students.
- Suitable qualifications – educated to degree level in appropriate subject.
- Positive interpersonal and team working skills
- Qualified teacher status.

The following are desirable for this role:

- A sound knowledge of the 16 - 19 curriculum, and an awareness of the needs of students in this age range.
- Ability to mark and assess written work following examination board criteria.

Specifications for Head of Department

(in addition to those in the teachers' person specification above)

The person appointed will be expected to have:

- Excellent and inspirational teaching skills.
- High level teamwork and communication skills
- A broad pedagogical vision enabling him or her to contribute to the ongoing improvement of learning, teaching assessment across the College.
- The ability to oversee the work of all the department's subjects and levels.
- The ability to administrate efficiently and with tangible impact on learning.
- The desire to promote the work of the department to future students.
- A belief in the importance of extra and supra curricular activities for the department's students.