



**Head of Year**

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 1500 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.

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

With increased student numbers, the College is looking to expand the pastoral team, and requires an additional Head of Year to support our students and tutors, and managing student progress and welfare needs as appropriate. We are looking for an experienced teacher, with a passion for working with young people, who can demonstrate their understanding of the pastoral side of College life, the issues facing 16-19 year old students and can utilize a range of strategies to support their well-being. Alongside the Head of Year role, as a teacher, you will also be able to display your dynamism and passion for your subject and ability to inspire your students.

We are looking for an exceptional candidate who will have good interpersonal skills to communicate with students, academic and pastoral staff, student services, parents and external agencies. We expect high performance from all our staff and are looking for a strong, yet caring, individual to support College students. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Woking College aims to ensure equality of opportunity and a wide and varied curriculum for each individual in order that every student can become an effective learner, who is able to achieve their maximum potential. Student well-being is paramount to success. Vibrant, dynamic and highly responsive to the changing needs and experiences of young people, we are proud of our excellent pastoral curriculum and the exceptional care and guidance our learners receive. The pastoral department organises a range of activities which all students take part in, including self-esteem workshops and drugs awareness presentations. Placed within our friendly and highly experienced pastoral management team, this role has developed as a result of growth in the college and increasing student numbers.

The Head of Year team, for the new academic year, will then consist of one Head of Year for Level 2, three Heads of Year for Year 12, and three Heads of Year for Year 13. With a friendly, supportive team, and exceptional College facilities, 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.

**Start Date:** Tuesday 27 August 2024

**Salary:** £50,993 to £54,870 pa, depending on experience (including fringe allowance).

These figures include the recently announced 6.5% pay increase.



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# 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
- Laptop for all teaching staff

## S7 Consortium:

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

## Benefits include:

- Free on-site parking
- 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
- 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
- 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



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# Application & Selection

Application forms are available to download from our website: [www.woking.ac.uk/about/staff-vacancies/](http://www.woking.ac.uk/about/staff-vacancies/) Please note that CVs will not be accepted on their own.

**Please note that CVs will not be accepted on their own. All 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](mailto:recruitment@woking.ac.uk)

**We actively encourage interested applicants to visit the College to see how you could be part of our friendly College community. If you would like to do so, please contact Kirsty Crook via [recruitment@woking.ac.uk](mailto:recruitment@woking.ac.uk)**

**Closing date: 9am, Tuesday 26 March 2024**

**Interviews: to be held on Thursday 18 April 2024**

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 Heads of Year/pastoral team
- Role-related task
- Observed lesson

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2023
- 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

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them <https://www.woking.ac.uk/about/staff-vacancies/>



# Job Description

**Post Title:** Head of Year (Full-time)

**Responsible to:** Associate Director (Pastoral Care)

**Job Purpose:** to ensure that students within the year group have the best possible chance of succeeding in their chosen courses, managing their progress and welfare needs as appropriate

**Managing a team of Personal Tutors**

## Job Responsibilities

### 1. To work with the Associate Director (Pastoral) on the provision of effective pastoral care by:

- Being one of the Deputy Designated Safeguarding Leads and demonstrating the willingness to undertake appropriate higher-level training with the Surrey Safeguarding Children Partnership.
- Work closely with the Associate Director (Pastoral) and tutor team to ensure a consistent approach to student discipline.
- To meet weekly with the Associate Director (Pastoral) to review progress and welfare issues of students within the year group and agree priorities for the coming week.
- Addressing the year group in assemblies and pastoral events.
- Undertaking the management of cross-college responsibilities as negotiated with the Associate Director Pastoral at the start of the year. Responsibilities may include:
  - *Managing the pastoral curriculum;*
  - *Overseeing student reports and target setting;*
  - *Organising academic tutoring days.*
  - *Co-ordinating the induction process and taking a management role within the enrolment period.*
- Undertaking any other particular duties which may be reasonably assigned to you by the Associate Director (Pastoral) from time to time.

### 2. To oversee the progress of students within the year group by:

- Enabling a welcoming and supportive transition process including enrolment, registration and induction for all students.
- Regularly reviewing the achievement and commitment of students to their studies in the light of anticipated performance from GCSE results and using other data as appropriate. Monitoring students' development through the use of progress reports, reviews, teacher comments and target setting.
- Maintaining accurate records with particular reference to: course changes, academic support, safeguarding, learner progression, destinations, 'at risk' students and mid-year leavers.
- Carrying out weekly attendance checks across the tutor groups and ensuring that strategies are developed to support good attendance and learner retention.
- Monitoring the progress of warning letters sent to students and parents/carers and keeping all relevant parties fully informed.
- Maintaining effective contact with parents and carers.
- Conducting support meetings with students and their parents/carers, producing either stage two or supportive action plans as appropriate.

3. **To play a major role in the provision of a high-quality pastoral curriculum by:**
  - Assisting in the development of the pastoral curriculum, generating ideas and leading, where appropriate, in specialist areas.
  - Designing a pastoral curriculum which encompasses issues of personal and health education, safeguarding and education for citizenship.
4. **To be a supportive member of the Pastoral Team by:**
  - Playing a constructive role in the embedding of the pastoral system.
  - Co-operating with the Associate Director (Pastoral) in the setting, monitoring and achieving of targets.
  - Attending meetings of the wider Pastoral Team, assisting in the setting of the agenda and, where directed by the Associate Director (Pastoral), chairing either part of or the whole meeting.
5. **To help in maintaining student discipline by:**
  - Supporting, encouraging and guiding students.
  - Operating disciplinary procedures for students fairly and consistently and in accordance with College policy.
  - Co-operating in the establishment of a pastoral care presence around the College during the day.
6. **To monitor the quality of pastoral provision by:**
  - Implementing quality assurance procedures within the year group, including the observation of one- to-one tutorials.
  - Contributing to the setting, monitoring, achievement and reviewing of pastoral targets.
7. **To demonstrate excellence as a teacher by:**
  - Effectively balancing cross-college responsibility with teaching duties.
8. **To act at all times in accordance with the College's Equality and Diversity Policies.**
9. **To act at all times in accordance with the College's Safeguarding policy; ensuring the safeguarding of students at the College and recognising one's own role in liaison with the designated safeguarding team.**
10. **To take part in the training programmes provided by the College and agree to the process of professional reviews.**
11. **To undertake any other particular duties which may be reasonably assigned to you by the Principal or Assistant Principal (Support for Learning & Wellbeing) from time to time.**