



Assistant Principal (Student Journey: Admissions to Exams)

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 1800 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 (2014), a new Art building (2015) and a modern and larger Science Building (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 read '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

At Woking College, we are entering an exciting new chapter - one that blends continuity with fresh ambition. With the current Deputy Principal progressing to the role of Principal from September 2026, we are building on our strong foundations of leadership while looking ahead to the next phase of our development. As part of this evolution, we are seeking to appoint an inspiring **Assistant Principal (Student Journey: Admissions to Exams)**.

This new role will shape the strategic and operational direction of the College's approach to ensuring a smooth transition through all aspects of the learner's journey at College. Ensuring effective support for our students at every stage of their experience from application and interview, through taster and welcome days, at enrolment and with timetabling – this key role will ensure that all students are getting high quality advice and guidance to support them in making the most informed choices and decisions for their futures. The Assistant Principal (Student Journey: Admissions to Exams) will provide the leadership needed to align the various aspects of College life to enable students to succeed with care, compassion and confidence. As a College, we are firmly committed to equality of opportunity and to offering a rich, varied curriculum that enables every learner to realise their full potential.

The Assistant Principal (Student Journey: Admissions to Exams) will line manage the Director of Enhancement and Cultural Capital, who leads our Excellence and enrichment programmes. They will also line manage our highly effective current team of Marketing Manager, two Exams Officers and the Admissions Officer.

As a member of the Senior Leadership Team, the Assistant Principal (Student Journey: Admissions to Exams) will sit on both the College Executive and the Curriculum Operations Group. These groups meet weekly to steer policy, address emerging issues and coordinate cross-College initiatives. The Principal leads the College as Chief Executive and is accountable to the Academy Trust for ensuring the effective and compliant running of all College operations. Joining our Senior Leadership Team at this moment offers an excellent platform for professional growth within a dynamic, high-performing organisation entering an exciting phase of growth and innovation.

Applications are welcomed from middle and senior leaders across schools and sixth form colleges. All new staff benefit from a comprehensive mentoring and induction programme, ensuring they quickly become part of our collaborative, ambitious culture. We expect the highest standards from our staff and seek a candidate who will inspire confidence, model excellence and show unwavering commitment to our students. Applicants should clearly demonstrate how their skills, leadership experiences and values align with both the role and the ethos of the College.

The post holder will be expected to work the standard 39 term-time weeks, plus an additional two weeks during holiday periods.

After reviewing the job description, we strongly encourage candidates to explore our website to gain a deeper understanding of the College's culture, values, and aspirations.

Start Date: Tuesday 25 August 2026

Salary: £75,359 - £87,490 per annum FTE, depending on experience



Job Description

Post title:	Assistant Principal (Student Journey: Admissions to Exams)
Responsible to:	Principal
Job purpose:	To be responsible for ensuring that, from recruitment through timetabling to examinations, student pathways are inspiring and processes consistently deliver an attractive, robust, compliant student journey – to further develop the College’s reputation for quality, excellence and aspiration.

Job Responsibilities

1. To act as a member of the College Executive and SLT helping to formulate and implement the strategic plan, proposing, assessing and taking decisions for and on behalf of the College within the authority delegated by the Principal.
2. To line manage and be responsible for the work of:
 - The Director of Enhancement and Cultural Capital – having oversight of our Working Way and enrichment programmes, Equality, Diversity & Inclusion (EDI), College trips and visits, the lecture programme and visiting speakers, developing alumni records and the Excellence Programme including EPQ.
 - The Marketing Manager – to oversee the functions of the marketing team and ensure positive promotion at every opportunity.
 - The Exams Officers – to have oversight of exams and manage the roles of the exams team.
 - The Admissions Officer – to have oversight of the admissions process and provide in-year progress updates.
3. As a member of the College Executive and Senior Leadership Team, to participate in:
 - the promotion of the vision, mission, values and ethos of the College both internally and on external visits;
 - the formulation and implementation of the College's strategic plan;
 - the decision-making processes of the College's senior management groups, including attendance at appropriate College Trustee meetings and to accept the associated responsibilities and obligations;
 - as a member of the Curriculum Operations Group (COG), to ensure successful sharing of best practice and positive middle management meetings.
4. To line manage a number of curriculum departments ensuring that they conform to all College policies and procedures in order to maximise student outcomes and positive student experiences.
5. To work with the Admissions Officer to manage the application and interview processes, ensuring students are placed on appropriate programmes of study in line with course entry requirements.
6. To oversee the post-GCSE results advice & guidance days.
7. To plan, organise and run the enrolment process for all students.
8. To arrange the annual Welcome Day for new applicants and the Taster Days for our local partner schools in conjunction with other relevant staff.
9. To be responsible for creating all departmental, staff and student timetables with support from the MIS and Registry teams.
10. To be responsible for Equality Compliance and annual reporting.
11. To oversee all external exam arrangements, including access arrangements, and to produce the invigilation schedules in a timely manner. To lead and chair the Exams Operations Group (EOG) in their regular meetings by setting the agenda and identifying relevant actions for the members.
12. To work with the Director of IT and Digital Strategy, having overview of GDPR, Data Protection and FOI.



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13. To represent the College at appropriate S7 meetings, other events and assemblies.
14. Additional Activities:

To participate in a number of additional activities organised annually with other senior College managers:

 - post examination results counselling
 - parents' consultation evenings/academic tutoring days
 - whole College open evenings plus sixth form events through the year
 - careers and higher education evenings
 - interviews for prospective students and post GCSE result advice and guidance sessions
15. To fulfil their responsibilities as a member of the teaching staff, for up to 7 hours per week.
16. To act at all times in accordance with the College's Equality & Diversity policies.
17. 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.
18. 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.
19. To take part in the training programmes provided by the College and agree to the process of professional reviews.
20. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

Essential requirements:

- An excellent and inspirational teacher.
- A commitment to move the College towards excellence in learning, teaching and assessment.
- A commitment to raising standards of learning and to raising student aspirations and achievement.
- A very effective manager of staff.
- A sound knowledge of the 16 - 19 curriculum, and an awareness of the needs of students in this age range.
- An understanding and commitment to the principle of continuous improvement and an empathy with the College's aim of providing quality education in a supportive environment.
- Suitable qualifications – educated to degree level in appropriate subject with recognised teaching qualification.
- Experience of working with or the ability to work flexibly within a department or teaching team.
- An awareness of the need for personal development, both as a member of a team and as an individual.
- A breadth of vision and outstanding interpersonal, organisational, IT and leadership skills.
- Good communication skills and the ability to act as an ambassador for the College at a variety of events.
- The ability to work well under pressure, meet tight deadlines and achieve agreed targets.

Whilst the successful candidate could come from a variety of backgrounds, the key characteristics will be breadth of experience, technical skills and the capacity to operate at a senior level. Knowledge of the post-16 curriculum will be a pre-requisite for this post. Candidates will also need to demonstrate sufficient breadth of experience in other areas.

The final job description and agreed responsibilities may be slightly tweaked in line with the interests, qualifications and experiences of the successful candidate. These will be confirmed after the conclusion of the recruitment process.



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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 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 (3G pitch), run club
- Staff clubs/support groups: book club, menopause group, group for parents/carers of children with mental health concerns
- 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: [Staff Vacancies](#)

Please note that CVs will not be accepted on their own. Applicants must be able to provide evidence of their **Right to Work in the UK** - the College is unable to sponsor work visas.

We would like to see your passion for the role in your **supporting statement**, please use this opportunity to include:

- personal skills and previous experience that are relevant to this role;
- what you will bring to the College community, as a member of the Senior Leadership Team, and as an experienced teacher, or through extracurricular activities;
- Courses you have taught, and results in these areas;
- Training you have undertaken to enable you to be successful in your role;
- Please ensure education and employment history is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working".

Interested applicants are welcome 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 Please note the College is closed from 30 March to 10 April 2026.

To return a completed application, or for any queries regarding the role or your application, please contact Kirsty Crook via: recruitment@woking.ac.uk

- **Closing date:** 9am, Monday 13 April 2026
- **Interviews:** to be held on Thursday 16 April and/or Friday 17 April 2026

Shortlisted candidates will be notified and invited to interview, by the end of the College day on Monday 13 April 2026. Full details of the interview process will be provided, and references will be requested.

All applicants will receive acknowledgement of their application, however, please note that it is not possible to inform candidates who have been unsuccessful at short-listing, due to time constraints.

The College encourages all candidates to be familiar with the following documents, which are available to view on the College's [Staff Vacancies](#) page:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2025
- 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

