



Director
(Enhancement & Cultural Capital)

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

Excellence in learning and teaching is at the heart of everything we do at Woking College. We are proud of our community, brilliant facilities, lovely students, super support staff and sound financial status, but all of this must be underpinned by creative, innovative and engaging learning and teaching. *This role is key because it accentuates the College's core belief that students are so much more than the sum of their grades.*

We are seeking to appoint an inspiring and enthusiastic Director of Enhancement & Cultural Capital, the incumbent having been promoted to an Assistant Principal role in another college. This is a key appointment for the College so that we might continue to enhance the life chances of our students and the reputation of the College ie as the most positive and innovative College in respect to learning, teaching and assessment. We are determined that our students leave us with so much more than just excellent grades: our students must have the opportunity to progress having gained the skills, knowledge and the broader elements of cultural capital that match those of leavers from schools and college leavers anywhere in the country.

This is an exciting time for our rapidly expanding, highly successful 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 our college culture and procedures and to support and encourage professional development.

We are looking for an exceptional candidate to join our senior leadership team. We expect high performance from all our staff and are looking for an impressive individual who will inspire students and staff. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

As part of the Senior Leadership team, the Director of Enhancement & Cultural Capital will join the College Operations Group. The College Operations Group meets weekly to review policy, discuss current issues and coordinate cross-college initiatives. The Principal acts as the Chief Executive and is responsible to the Academy Trust for the proper conduct of all College affairs. The post of Director of Enhancement & Cultural Capital will provide an excellent opportunity for the appointee to further their own career development and join a dynamic, successful College in an exciting period of growth and development.

There is an expectation that the post holder will work for the customary 39 weeks, plus two weeks cover during the holiday periods.

Following consideration of the job description, we strongly recommend that you view our website to learn about the culture of the College. Do feel free to visit the College or request a telephone conversation with the Principal if you have any questions about the role.

Start Date: Tuesday 27 August 2024

Salary: £60,698 to £67,145 per annum
(depending on experience)



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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
- 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/ 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.

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

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 13 May 2024

Interviews: to be held on Monday 20 May and/or Tuesday 21 May 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 department members
- 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: Director (Enhancement and Cultural Capital)

Responsible to: Assistant Principal (Curriculum and Quality)

Job Purpose: To lead the enhancement of cultural capital for all our student through effective inspiration, oversight, management and raising the amount, quality and participation in activities beyond the classroom in College.

Job Responsibilities:

1. To work closely with the Assistant Principal (Curriculum & Quality) to develop and manage the College's approach to extracurricular activities and the enhancement of cultural capital across the student body.
2. To manage and develop the Enrichment Coordinator in their role.
3. To manage and develop the Student Union Coordinator, including overseeing the Student Union and Charity Events fundraising.
4. To promote and maximise participation in equality and diversity events across College. To take the lead on EDI in the College, chairing meetings with EDI department champions, and the College's representative at S7 EDI meetings.
5. To promote and maximise participation in the College extra-curricular lecture programme, talks from visiting speakers and trips. To be the College Educational Visits Coordinator with responsibility and oversight of all trips and visits.
6. To manage the work of the Excellence Programme and EPQ Co-ordinators and build participation in the both programmes.
7. To oversee the promotion, and maximise participation in the Duke of Edinburgh's Award scheme, coordinating the DofE Coordinator(s), and acting as the DofE Lead Verifier.
8. To work with the marketing department to publicise the cross-college enhancement activities, producing publicity materials for students as appropriate.
9. To assist in the development of the College's enhancement strategy and other related policies through effective ongoing evaluation of College provision in this area.
10. To build and maintain the alumni register and make best use of their skills for promoting student progression.
11. To work closely with MIS staff and the Curriculum Operations Group (COG), and attend meetings regularly, so as to keep all of the SLT abreast of key operational and strategic issues in the areas above.
12. To line manage a number of curriculum departments ensuring that they conform to all College policies and procedures in order to maximise student outcomes.
13. To fulfil the responsibilities of a teacher within a curriculum area (details below).
14. To act at all times in accordance with the College's Equality & Diversity policies.
15. 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.

16. 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.
17. To take part in the training programmes provided by the College and agree to the process of professional reviews.
18. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

The person appointed will be expected to have or to be able to demonstrate:

- An understanding and support for the ethos of the College.
- An enthusiasm for working with and meeting the needs of 16 – 19 year olds.
- The ability to form very positive relationship with the rest of SLT all members of the College community.
- Successful team leadership.
- The ability to lead staff on cross-college projects, so adding value to student and College outcomes.
- Ability to work on own initiative, manage own time by prioritising workload and meeting deadlines.
- Ability to perform as a positive team member, coaching and developing and learning with colleagues
- Excellent interpersonal, oral and written communication skills at all levels.
- Excellent attention to detail and ability to work accurately and manage a range of priorities.
- A logical, lateral and tenacious approach to problem solving.
- Excellent organisational and planning skills.
- Flexibility and willingness to work outside and beyond your role within a collegiate environment.
- An awareness of the need for personal development, both as a member of a team and as an individual.
- A commitment to the College's Health & Safety, Safeguarding, Equality & Diversity and GDPR policies.

Requirements for teaching staff:

Post Title: Teacher

Responsible: Head of Department

Job Purpose: Teaching and developing within Curriculum Area(s) in the College

Job Responsibilities

1. To work with those teaching within the Department to create an environment in which the aims of the Department, Curriculum and College can be achieved.
2. To attend regularly meetings of the Department and, when requested, the Curriculum Area, to enable issues relating to the Department, Curriculum Area and College to be discussed.
3. To assist in the provision of appropriate courses and the promotion of activities to provide for and support the learning needs of students within the Department.
4. To fulfil one's own responsibilities as a teaching member of the Department, in accordance with the quality standards of the Department.
5. To promote:
 - i) the Department's contribution to the cross-curricular work in the College
 - ii) the opportunities offered by the Department to students not taking an examination course.
 - iii) the use of ICT in the classroom teaching and learning.
6. To work to improve one's professional performance by taking advantage of the department's opportunities to develop skills and broaden experience and participating in the College's appraisal arrangements.
7. To assist in managing effectively and efficiently the physical resources of the Department. In particular, to:
 - i) consider the use of accommodation and to make recommendations to the Head of Department for its continued and improved use
 - ii) suggest suitable items for departmental expenditure
 - iii) observe the College's health and safety policies and encourage safe working practices.
8. To assist in the arrangements within the Department for the induction of students and monitoring progress, offering guidance to students where necessary and liaising with parents where appropriate.
9. If required, to be a personal tutor, and subject to timetabling, to meet the responsibilities defined by the College for personal tutors and be answerable in that context to the Principal.
10. To assist in the arrangements made for students to receive advice on courses in Higher Education and Career opportunities related to, or progressing from those in the Department, ensuring that references are produced when requested.
11. To assist in the setting up and organisation of College examinations in the subjects covered by the Department and assisting, where necessary, the Examinations Officer in the supervision of public examinations.

12. To ensure that departmental records are kept up to date. To share in the recording and analysis of internal examinations, Alps and external examination results and, with the Head of Department, take whatever action is necessary to sustain and improve performance by students.
13. When necessary and appropriate, to represent the Department at meetings and to publicise the work of the Department at the various events in the College and its partner schools.
14. To act at all times in accordance with the College's Equality & Diversity policies.
15. 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.
16. 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.
17. To take part in the training programmes provided by the College and agree to the process of professional reviews.
18. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

The person appointed will be expected to have:

- An understanding and support for the ethos of the College.
- The ability to teach to Level 3 in relevant subject.
- A 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.
- Experience of working with or the ability to work flexibly within a department or teaching team.
- Positive interpersonal, organisational and IT skills.
- An awareness of the need for personal development, both as a member of a team and as an individual.
- Qualified Teacher Status.

The following are desirable for this role:

- A 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 with examination board criteria.