



# Director of Vocational Qualifications

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.

Brett Freeman  
Principal



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# 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 **Director of Vocational Qualifications**.

The Director of Vocational Qualifications plays a key strategic and operational role within the College, leading the development, delivery, and quality assurance of vocational qualifications. Working closely with the Assistant Principal (Curriculum & Quality) and the Director of Learning & Teaching, the postholder will ensure that all aspects of vocational provision meet the highest standards of teaching, learning, and assessment, supporting outstanding student outcomes and progression. The Director of Vocational Qualifications will chair regular meetings with all vocational departments to ensure internal and external standardisation meets the awarding body requirements and to share best practice. As a College, we are firmly committed to equality of opportunity, and offering a wide range of vocational qualifications enables every learner to realise their full potential.

The Director of Vocational Qualifications will line manage a number of curriculum and/or support staff departments. As a member of the Extended Senior Leadership Team, the Director of Vocational Qualifications will contribute to the Curriculum Operations Group. This group meets 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 Extended 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. This is an exciting opportunity to shape and strengthen vocational education within a sixth form environment.

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:** £66,597 - £73,671 per annum FTE, depending on experience



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# Job Description

**Post title:** Director of Vocational Qualifications

**Responsible to:** Assistant Principal

**Job Purpose:** To oversee and manage key aspects of the Vocational Qualifications in College, co-ordinating processes and maximising the quality of teaching and learning in these qualifications

## **Job Responsibilities:**

1. To work closely with the Director of Learning & Teaching to ensure the highest quality teaching, learning and assessment in Vocational Qualifications.
2. To line manage a number of curriculum and/or support staff departments.
3. To ensure the efficiency and success of standardisation procedures including moderation visits, standardisation, accreditation and verification processes.
4. To ensure the accuracy of examination registrations for Vocational courses.
5. To Chair Vocational teacher meetings effectively to ensure the sharing of best practice.
6. To work with the Careers Department to maximise work experience placements.
7. To assist in the development of the College's Vocational Qualifications strategy and other related policies.
8. To work closely with 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.
9. To plan and organise the internal exams and assessments including timetabling, access arrangements and invigilation.
10. To fulfil the responsibilities of a teaching member of the Curriculum for up to 14 hours per week.
11. To act at all times in accordance with the College's Equality & Diversity policies.
12. 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.
13. 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.
14. To take part in the training programmes provided by the College and agree to the process of professional reviews.
15. 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.



# 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
- Staff social events: bowling, 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 Extended 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](mailto: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](mailto:recruitment@woking.ac.uk)

- **Closing date:** 9am, Tuesday 14 April 2026
- **Interviews:** to be held on Monday 20 April 2026

**Shortlisted candidates will be notified and invited to interview, by the end of the College day on Wednesday 15 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.

## Safeguarding

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



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