



Head of English

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 were 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 Role

The College is looking to appoint an inspiring and dedicated Head of Department to oversee the leadership and management of English within the College. We are looking for a full-time member of staff with dynamism and passion for their subject. With a friendly, supportive team, and exceptional College facilities, this is an exciting time to be part of our College.

Applications from Teachers in Schools and Sixth Form College sectors are welcome. A full mentoring programme is provided to introduce all new staff to sixth form college systems and procedures and to support and encourage professional development. We are looking for exceptional candidates 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: Tuesday 25 August 2026

Salary: £55,949 to £60,204 pa, including fringe allowance, depending on experience on the Sixth Form Association Management Scale, B2 to C2.

The Department

The English Department is located on the ground floor of the main College building and offers 5 spacious classrooms and a department workroom, and the team consists of a Head of Department plus 6 teaching staff. Most teaching staff at the College are tutors and there is dedicated tutor group time each week with a pastoral programme, overseen by the Heads of Year team.

As part of the Woking Way programme, the College offers the opportunity for wider learning through the short courses programme and lunchtime lectures. The Department has recently delivered talks on the adaptation of literary works, the nature of democracy and the value of the literary canon. These programmes provide an opportunity for students to expand their learning above and beyond the academic timetable, which in turn help with both their own personal development, as well as with UCAS applications. The Department works collaboratively and shares outstanding resources, activities and pedagogical approaches both within the department and outside.

2025 exam results were excellent with a 100% pass rate in A Level English Language, A Level English Literature, and A Level English Language & Literature. College expectations are high and our students value the support that the department offers to ensure they excel and meet their potential. This includes regular lunchtime support workshops, targeted one-to-one interventions and an intensive revision programme.

The Department offers the following courses:

- Classical Civilisation (OCR)
- English Language (OCR)
- English Language & Literature (OCR)
- English Literature (OCR)
- GCSE English Language (AQA)
- Functional Skills in English (Edexcel)

Full details of these courses are available on our website: [Woking College - Courses](#)



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.

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 (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

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, both as a teacher and 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".

Please note that CVs will not be accepted on their own, and all applicants must be able to evidence their Right to Work in the UK - the College is unable to sponsor work visas.

Application forms: please download from our website: [Staff Vacancies](#)

Completed application forms/queries: recruitment@woking.ac.uk

Closing date: 9am, Wednesday 11 March 2026

Interviews: to be held on Monday 16 March 2026

All applicants will receive acknowledgement of their application, but please note that we are unable to inform those who have not been short-listed, due to time constraints.

The interview process will comprise of the following, *but could 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
- Observed lesson
- Role-related task

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



Job Description

Post title:	Head of Department
Responsible to:	Assistant Principal
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 up to A Level, and deliver a combination of A Level English Language, A Level English Language & Literature, and/or A Level English Literature.
- 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.
- 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.

The following are desirable for this role:

- The ability to teach A Level Classical Civilisation.

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.