



Head of Learning Support

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 1700 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

This is a rarely available opportunity for an experienced individual to lead the College's Learning Support Department. The Head of Learning Support oversees SEND requirements including liaising on matters relating to funding requirements, assessing and responding to EHCPs/draft EHCPs prior to enrolment and devising and tailoring a programme of support for students with EHCPs and other students requiring additional help with their learning, taking account of their individual needs and requirements. The successful candidate should have excellent communication and interpersonal skills to liaise with all stakeholders as well as having solid pastoral experience and a strong understanding of pastoral issues.

The department consists of an Assistant Head of Department; an EHCP Coordinator; an Access Arrangements Assessor; an Access Arrangements Administrator; and 13 Learning Support Assistants, supporting approximately 200 students.

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. We are looking for an exceptional candidate 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: 26 August 2025 – or sooner if available

Salary: £53,797 to £57,888 per annum (inclusive of fringe allowance), depending on experience.
Figures include the recently agreed 5.5% pay increase

The Department

Woking College aims to ensure equality of opportunity and a wide and varied curriculum for each student in order that every student can become an effective learner, who is able to achieve their maximum potential. We appreciate that every student is unique. Consequently, there are differences in the ways in which they learn and the level of support that each individual needs.

We aim to provide holistic, personalised and fully integrated support for all students according to their needs and circumstances. Starting from application and interview and continuing into the first few weeks after enrolment, using information provided from home, Learning Support will create an agreed plan to address any particular needs. Many students come to the College for a fresh start and so we apply a flexible approach to enable them to grow in both confidence and independence, thereby preparing them for greater success and future progression opportunities.

A dedicated Learning Support area is available throughout the week, where one-to-one and small group lessons take place and specialist staff in the fields of literacy, numeracy and study skills can provide assistance. Depending on learning needs and preferences, some in-class support is also available, as well as specific workshops for building confidence, social skills and mentoring.

Learning Support at Woking includes:

- Weekly or one-off one-to-one support
- Small group work
- Help with study and revision skills
- Help with time management and organisation
- Proof-reading
- Obtaining access arrangements
- 'Chill-out' lunch group
- EHCP monitoring and reviews (for students with EHCPs)
- In class support (for students with EHCPs)
- Mentoring (for students with EHCPs)



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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

S7 Consortium:

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

Benefits include:

- Laptop
- 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
- Free on-site parking, including EV charging points
- 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
- 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: [Woking College | Surrey | Staff Vacancies](#)

Applicants must have the Right to Work in the UK. Please note that CVs will not be accepted on their own.

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, requests to visit the College, or queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): recruitment@woking.ac.uk

If you believe you are qualified for this role, but do not meet all the criteria on the job description please contact the College for a discussion

Closing date: 9am, Monday 24 February 2025
Interviews: to be held on Tuesday 4 March 2025

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
- Task related to the role
- Observed lesson

The College encourages all candidates to be familiar with the following documents, which are listed on the College's Staff Vacancies page, which can be accessed on the following link <https://www.woking.ac.uk/about/staff-vacancies/>:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2024
- 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 Learning Support

Responsible to: Assistant Principal (Pastoral)

Job purpose: The management and leadership of learning support across the College

JOB RESPONSIBILITIES

1. To be responsible for the running of Learning Support and the line management of the staff therein including the Assistant Head of Department; the EHCP Coordinator and the Access Arrangements Assessor.
2. To oversee SEND requirements, including:
 - a) liaising with and making recommendations to the Finance Director on matters relating to funding requirements, with particular reference to ALS and “high needs learners”;
 - b) assessing and responding to EHCPs/draft EHCPs prior to enrolment to ensure that those students who are offered places are suitable for a mainstream educational environment;
 - c) devising and delivering a tailored programme of support for EHCP and ALS students, taking account of their individual needs and requirements;
 - d) chairing EHCP annual review meetings and writing up the associated review paperwork; liaising with the LAC College mentor regarding students who also have an EHCP, and attending PEP meetings as appropriate;
 - e) attending meetings and representing the College with external agencies in respect of any of the areas above.
3. To be involved in the recruitment and selection of new staff to the department as well as implementing an effective training and induction programme for new staff.
4. To consider opportunities for Sharing Best Practice and ongoing CPD within Learning Support.
5. To liaise with subject Teachers, Personal Tutors and Heads of Year on the academic progress and the learning needs of non-EHCP students in need of support on their courses.
6. To refer, and to support LSAs in referring, all safeguarding concerns to the Designated Safeguarding Officers as required for any students.
7. To promote the work of Learning Support through presentations including new staff induction, S7 training sessions and other INSET as necessary.
8. To conduct new student interviews, especially for students who identify as requiring Learning Support.
9. To keep appropriate records of prospective students and accompanying paperwork.
10. To liaise with partner schools (primarily Winston Churchill, Woking High and Bishop David Brown) regarding the transition of key students.
11. To conduct Learning Support staff professional reviews.
12. To represent the department at College meetings and to promote and publicise the work of the department at the various events held over the College year.
13. To attend S7 Learning Support Managers’ meetings as calendared.

14. To attend Surrey County Council SEND meetings, as necessary, and to liaise generally with the Pathways team about the needs of and necessary administration for EHCP students.
15. To write, maintain and update relevant policies, such as the Learning Support and SEND policy, website entries and course leaflets.
16. To review and write the departmental Self-assessment Review and Quality Improvement Plan.
17. To oversee the mentoring scheme and assign/monitor pairings.
18. To respond to communications and concerns from parents/carers and to chair supportive meetings when required.
19. To co-ordinate and manage the LSA timetables. This will include:
 - a) liaising with staff immediately after enrolment to identify appropriate support needs on courses;
 - b) managing and responding to individual support requests throughout the year;
 - c) regularly reviewing and updating timetables to ensure that LSA time is used productively and to maximum benefit in line with the changing support needs of the students.
20. To work with the college exam invigilation coordinator to identify appropriate invigilation staffing for both internal and external examinations throughout the year.
21. To monitor and evaluate the quality and effectiveness of learning support offered, including the organisation of:
 - a) LSA/teacher support reviews;
 - b) Student focus groups;
 - c) LSA observations;
 - d) Obtaining and collating qualitative and quantitative feedback at the end of the year.
22. To keep accurate records of the learning needs and progress of Learning Support students once they have enrolled. This will include:
 - a) being present at enrolment on the Learning Support LRC desk to field enquiries related to the support needs of students who are enrolling;
 - b) overseeing the department's central record of all students referred for support at interview or enrolment, and by partner schools, teachers, personal tutors, parents and other external agencies such as SCC throughout the year;
 - c) ensuring that relevant information is added to Portal and updated throughout the year;
 - d) at the end of the year, working with the Assistant Principal (Quality) to identify progress and achievement of all Learning Support students using College data and results systems.
23. To co-ordinate, plan and staff the college additional support systems including the Independent Learning Mentor scheme and the Learning Skills Enrichment sessions.
24. To represent the department at Open Evenings and organise staff allocation at such events.
25. To manage effectively and efficiently the physical resources of the department.
26. To report to the Assistant Principal (Support for Learning and Wellbeing) to discuss matters arising at regular intervals.
27. 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.
28. To fulfil one's own responsibilities as a teaching member of staff, in accordance with the quality standards of the College for up to 9 hours a week.

29. To work as part of an assessment team to conduct assessments for exam access arrangements or to be prepared to work towards the qualification to be able to complete these assessments.
30. To act at all times in accordance with the College's Equality & Diversity policies.
31. 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.
32. 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.
33. To take part in the training programmes provided by the College and agree to the process of professional reviews.
34. 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:

- A sound knowledge of the 16 - 19 curriculum and an awareness of the complex learning needs of students in this age range.
- Prior experience at working with students accessing learning support, along with a knowledge of appropriate screening and diagnostic assessment tools.
- Pastoral experience and an understanding of safeguarding issues.
- Ambition, coupled with the broadness of vision to enable them to contribute to policy making across the College.
- An understanding and support for the ethos of the College.
- A commitment to the principle of continuous improvement and an empathy with the College's aim of providing quality education in a supportive environment.
- Excellent communication, interpersonal and I.T. skills.
- The organisational skills necessary to manage the administrative elements of the department.
- An awareness of the need for personal development, both as a member of a team and as an individual.
- The ability to lead, motivate and manage others, utilising a consultative management style.
- A track record of inspirational classroom teaching practice, as a qualified teacher.
- The willingness to teach up to 9 hours, and the ability to balance teaching responsibilities with a management position.

Desirable:

- Exam assessor qualification (CPT3A (CCET/AAC) or equivalent).