



Head of Year

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.

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

The College is looking to appoint a committed Head of Year to support our students and tutors, managing student progress and welfare needs as appropriate. We are looking for an experienced teacher, with a passion for working with young people, who can demonstrate their understanding of the pastoral side of College life, the issues facing 16-19 year old students and can utilize a range of strategies to support their well-being. Alongside the Head of Year role, as a teacher, you will also be able to display your dynamism and passion for your subject and ability to inspire your students. Applicants should have excellent interpersonal skills to communicate with students, academic and pastoral staff, student services, parents and external agencies. We are looking for a strong, yet caring, individual to support College students.

Woking College aims to ensure equality of opportunity and a wide and varied curriculum for each individual in order that every student can become an effective learner, who is able to achieve their maximum potential. Student well-being is paramount to success. Vibrant, dynamic and highly responsive to the changing needs and experiences of young people, we are proud of our excellent pastoral curriculum and the exceptional care and guidance our learners receive. The pastoral department organises a range of activities which all students take part in, including self-esteem workshops and drugs awareness presentations.

The Head of Year team consists of one Head of Year for Level 2, three Heads of Year for Year 12, and three Heads of Year for Year 13. The Heads of Year 12 and Year 13 will move with the student cohort. With a friendly, supportive team, and exceptional College facilities, this is an exciting time to join our growing College.

The College has a strong sense of community, the new academic year will see the current Deputy Principal progressing to the role of Principal, enabling the College the opportunity to build on its strong foundations of leadership while looking ahead to the new phase of our development. This is therefore an exciting time to join our Heads of Year team and be part of the College community.

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 an exceptional candidate to join the team to support 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. 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: £55,949 to £60,204 pa FTE, including fringe allowance, depending on experience, on the Sixth Form Colleges' Association Management scale.



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



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.

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, from a pastoral and teaching point of view;
- 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".

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, Wednesday 15 April 2026
- **Interviews:** to be held on Wednesday 22 April 2026

Shortlisted candidates will be notified and invited to interview, 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

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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 Year (Full-time)

Responsible to: Pastoral Director

Job Purpose: to ensure that students within the year group have the best possible chance of succeeding in their chosen courses, managing their progress and welfare needs as appropriate

Managing a team of Personal Tutors

Job Responsibilities

1. To work with the Pastoral Director on the provision of effective pastoral care by:

- Being one of the Deputy Designated Safeguarding Leads and demonstrating the willingness to undertake appropriate higher-level training with the Surrey Safeguarding Children Partnership.
- Work closely with the Pastoral Director and tutor team to ensure a consistent approach to student discipline.
- To meet weekly with the Pastoral Director to review progress and welfare issues of students within the year group and agree priorities for the coming week.
- Addressing the year group in assemblies and pastoral events.
- Undertaking the management of cross-college responsibilities as negotiated with the Pastoral Director at the start of the year. Responsibilities may include:
 - *Managing the pastoral curriculum;*
 - *Overseeing student reports and target setting;*
 - *Organising academic tutoring days.*
 - *Co-ordinating the induction process and taking a management role within the enrolment period.*
- Undertaking any other particular duties which may be reasonably assigned to you by the Pastoral Director from time to time.

2. To oversee the progress of students within the year group by:

- Enabling a welcoming and supportive transition process including enrolment, registration and induction for all students.
- Regularly reviewing the achievement and commitment of students to their studies in the light of anticipated performance from GCSE results and using other data as appropriate. Monitoring students' development through the use of progress reports, reviews, teacher comments and target setting.
- Maintaining accurate records with particular reference to: course changes, academic support, safeguarding, learner progression, destinations, 'at risk' students and mid-year leavers.
- Carrying out weekly attendance checks across the tutor groups and ensuring that strategies are developed to support good attendance and learner retention.
- Monitoring the progress of warning letters sent to students and parents/carers and keeping all relevant parties fully informed.
- Maintaining effective contact with parents and carers.
- Conducting support meetings with students and their parents/carers, producing either stage two or supportive action plans as appropriate.



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3. **To play a major role in the provision of a high-quality pastoral curriculum by:**
 - Assisting in the development of the pastoral curriculum, generating ideas and leading, where appropriate, in specialist areas.
 - Designing a pastoral curriculum which encompasses issues of personal and health education, safeguarding and education for citizenship.
4. **To be a supportive member of the Pastoral Team by:**
 - Playing a constructive role in the embedding of the pastoral system.
 - Co-operating with the Pastoral Director in the setting, monitoring and achieving of targets.
 - Attending meetings of the wider Pastoral Team, assisting in the setting of the agenda and, where directed by the Pastoral Director, chairing either part of or the whole meeting.
5. **To help in maintaining student discipline by:**
 - Supporting, encouraging and guiding students.
 - Operating disciplinary procedures for students fairly and consistently and in accordance with College policy.
 - Co-operating in the establishment of a pastoral care presence around the College during the day.
6. **To monitor the quality of pastoral provision by:**
 - Implementing quality assurance procedures within the year group, including the observation of one- to-one tutorials.
 - Contributing to the setting, monitoring, achievement and reviewing of pastoral targets.
7. **To demonstrate excellence as a teacher by:**
 - Effectively balancing cross-college responsibility with teaching duties of up to 14 hours per week.
8. **To act at all times in accordance with the College's Equality and Diversity Policies.**
9. **To act at all times in accordance with the College's Safeguarding policy; ensuring the safeguarding of students at the College and recognising one's own role in liaison with the designated safeguarding team.**
10. **To take part in the training programmes provided by the College and agree to the process of professional reviews.**
11. **To undertake any other particular duties which may be reasonably assigned to you by the Principal or Assistant Principal (Support for Learning & Wellbeing) from time to time.**

Person Specification

Head of Year: the person appointed will be expected to have:

- A commitment to improving standards and raising student achievement
- The ability to lead and motivate a team of Personal Tutors
- An empathy with young people and an understanding of the needs, worries and concerns of 16-19 year old learners
- The ability to encourage students and inspire them to fulfil their potential
- A commitment to developing a high-quality pastoral curriculum
- An understanding of the importance of safeguarding students and an awareness of key safeguarding concerns
- A pro-active, flexible, 'can-do' attitude and approach including the ability to implement change within a team of personal tutors
- Good interpersonal, organisational and ICT skills
- Appropriate qualifications and experience

The following are desirable for this role

- Experience of working with external support agencies

Teachers: the person appointed will be expected to have:

- An understanding and support for the ethos of the College.
- The ability to teach up to Level 3 in their subject specialism.
- A commitment to the principle of continuous improvement and 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.
- 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.