



**Principal
&
Chief Executive Officer**
Application Pack





Welcome from the Chair of Trustees

Dear Applicant

Thank you for your interest in the role of Principal and Chief Executive Officer (CEO) at Woking College to commence in the new 2026/2027 academic year. This is an exciting opportunity to lead a highly respected, inclusive sixth form College with a strong track record of academic excellence and student success.

We are looking for an inspirational leader who shares our commitment to outstanding education in a College with strong egalitarian principles, and has the vision to shape the future of our College and our community.

Full details of the Principal & CEO role can be found in this information pack, please visit the College website for an extensive overview of life at the College – we look forward to receiving your application.

We actively encourage interested applicants to visit the College and our community. If you would like to book a time to visit, or to have a telephone conversation, please contact Kirsty Crook, the Principal's PA: kcr@woking.ac.uk Direct line: 01483 227438, Reception: 01483 761036.

Yours sincerely

Tim Stokes, Chair of Trustees



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.

About the College

At Woking College, success is not accidental. It is rooted in ambition, care and clarity of purpose. As a high-performing, inclusive sixth form college, we believe in the potential of every academically focused student who walks through our doors - and we are proud to help shape lives through outstanding achievement, opportunity and care.

The College was opened in the mid-1970s and has had only four Principals since the 1990s. Over the last 20 years it has grown from around 400 students to over 1800. Not only does the College support a full range of A level and Applied General qualifications, it also has a very successful Level 2 Foundation programme for c.10% of its first year intake, many of whom stay with the College for three years. In addition, the College proudly serves the local community, offering ESOL classes to over 270 students, to a range of mostly immigrant and refugee adult students.

Over the last decade the College has consistently achieved results and retention levels above national averages in terms of both raw data and value added. The College is confident that its focus on effective CPD, learning teaching and assessment, comprehensive pastoral care, an extensive enrichment offer and community ethos is the best recipe for student and staff wellbeing and success. We do these things because we believe in them and we were pleased that Ofsted was fulsome in its praise for the College and that they shared our belief in our approach at our last inspection.

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.

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.

Important information about the College can be found on the following links:

- (a) [Strategic Plan 2025-2028 - Woking College](#)
- (b) [Prospectus 2026 - Woking College](#)
- (c) [Ofsted Report - Woking College November 2022](#)

More detailed information can be found within this document, as follows:

- (d) Job Description
- (e) Person Specification
- (f) Extended SLT and Curriculum structure
- (g) How to apply
- (h) Why work with us



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Job Description

Post Title: Principal & Chief Executive Officer
Reports to: Chair of the Board of Trustees
Line Management: Senior Management Team and other Senior Leaders

Role commences: start of the new 2026/2027 academic year
Salary: Competitive

Purpose of Role:

The Principal provides strategic and accountable leadership, ensuring the College's direction aligns with national priorities, Ofsted standards, and the governance framework. The role drives excellence in teaching, learning, digital innovation, sustainability, and inclusivity. As a member of the Board, the Principal is responsible for the effective conduct of all College affairs and for delivering the agreed strategic plan.

Key Responsibilities

1. Leadership

- Provide inspiring leadership for students, staff, and stakeholders.
- Deliver the College's vision and strategic objectives.
- Champion innovation in teaching, learning, and assessment.
- Embed sustainability across operations and curriculum.
- Ensure compliance with safeguarding, prevent duty, and equality legislation.
- Maintain effective communication with the Trustee Board on performance, policy, and external developments.
- Promote staff and student wellbeing and a culture of safeguarding.

2. Students

- Drive recruitment and retention through quality and reputation.
- Develop a responsive curriculum that meets learner and community needs.
- Ensure high standards in teaching, learning, and assessment aligned with Ofsted requirements.
- Foster an inclusive, student-centred environment.
- Promote personal development, positive behaviour, and welfare.

3. Staff

- Lead by example in professionalism and teamwork.
- Recruit and retain high-quality staff.
- Ensure robust CPD and performance management that supports wellbeing.
- Promote a culture of inclusivity and collaboration.

4. Management & Quality

- Embed a culture of ambition, excellence, and continuous improvement.
- Oversee quality assurance and effective use of management information.
- Ensure readiness for Ofsted and external assessments.
- Set and monitor performance targets through self-assessment.
- Maintain effective policy review processes.

5. Finance, Resources & Estates

- Accountable for financial planning and resource management.
- Ensure compliance and robust management controls.
- Oversee health and safety and sustainable estate development.
- Inform and involve trustees in property strategy.

6. Partnerships & Communication

- Build strategic partnerships with employers, schools, HE institutions, and community organisations.
- Represent the College regionally and nationally.
- Promote effective internal and external communication and act as College ambassador.

Note: This list is not exhaustive; additional duties may be required as agreed with the Academy Trust.



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Person Specification

The Trustees seek to appoint a Principal who demonstrates strategic leadership, innovation, and a commitment to excellence, personal growth, community, and wellbeing. This specification outlines key attributes for the role.

Trustees understand that no candidate will meet every criterion and expect the successful candidate to develop further while working collaboratively with the senior leadership team.

1. Qualifications

- Degree-level qualification or equivalent.
- Recognised teaching qualification.
- Evidence of leadership development or advanced management training.
- Commitment to ongoing professional development, particularly in digital education and sustainability.

2. Knowledge and Experience

- In-depth understanding of Post-16 education and the Ofsted Education Inspection Framework (EIF) alongside good political and economic awareness.
- Substantial senior management experience in a school or college, including curriculum and pastoral leadership.
- Strong commitment to holistic learning beyond the formal curriculum.
- Knowledge of post-16 funding methodology and financial planning.
- Proven experience in staff recruitment, retention, and development.
- Understanding of key HR processes and employment legislation.
- Experience in governance and compliance, including Prevent Duty, Equality Act, and risk management.
- Evidence of building strategic partnerships with schools, employers, higher education institutions, and community organisations.
- Experience in leading digital transformation and technology-enhanced learning.
- Demonstrated ability to embed sustainability principles within operations and curriculum.

3. Skills and Aptitudes

- Highly effective communicator and relationship builder, able to engage confidently with all stakeholders, and therefore good media and public relations skills.
- Clear strategic vision for the College, with the ability to set objectives and drive successful implementation.
- Strong financial acumen and numeracy skills for effective planning and resource management.
- Ability to lead innovation in teaching, learning, and assessment.
- Skilled in change management and organizational resilience.
- Capacity to champion wellbeing and mental health initiatives for staff and students.
- Excellent data-driven decision-making skills and proficiency in using management information systems.
- Outstanding stakeholder engagement and influencing skills.

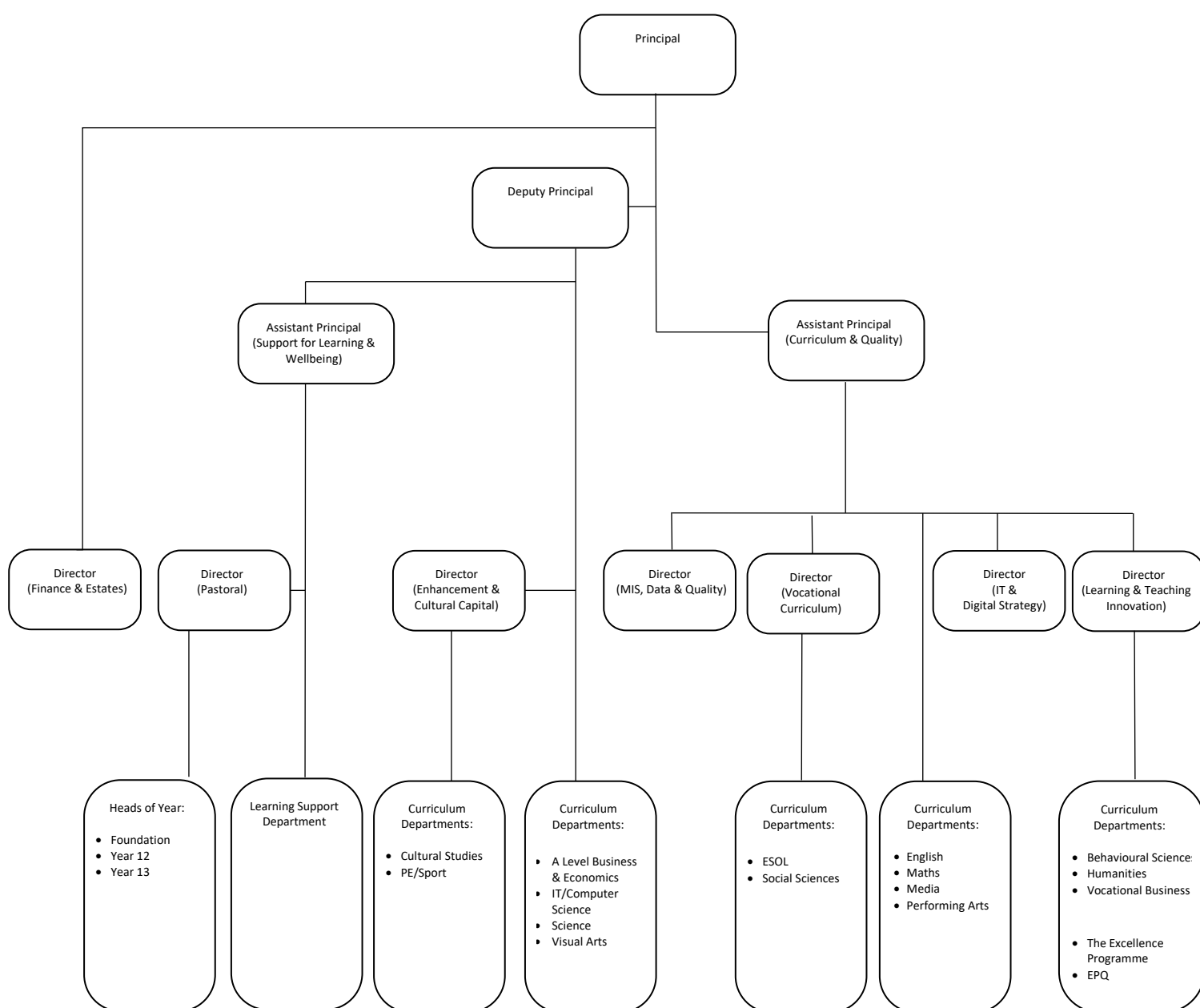
4. Personal Characteristics

- Visionary and future-focused, able to anticipate and respond to sector developments.
- Committed to environmental sustainability and social responsibility.
- High emotional intelligence to foster inclusion and wellbeing.
- Visible and approachable leader, acting as an ambassador locally, regionally, and nationally.
- Demonstrates integrity, resilience, adaptability, and positivity in a changing educational landscape.
- Embraces a growth mindset for personal development and the development of others.

5. Key Themes

- Leadership Excellence: Strategic, innovative, and collaborative.
- Future-Focused: Digital transformation and sustainability embedded in practice.
- Community and Wellbeing: Inclusive, supportive, and celebratory culture.

Extended SLT & Curriculum structure



How to Apply

We actively encourage interested applicants to visit the College and our community.

If you would like to book a time to visit, or to have a telephone conversation, please contact Kirsty Crook, the Principal's PA: kcr@woking.ac.uk Direct line: 01483 227438, Reception: 01483 761036.

Please submit your completed application form and supporting statement to recruitment@woking.ac.uk Your statement should be a maximum of 750 words and outline how your experience and skills meet the requirements of the role.

Closing date: 9am, Thursday 15 January 2026

Interviews: Day 1: Wednesday 11 February 2026.
Successful candidates at the end of Day 1 will be invited to Day 2.

Day 2: Thursday 12 February 2026

Interview programme information, including details of Day one activities and presentation will be received by shortlisted candidates one week prior to interview.

Safeguarding & GDPR:

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 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

These documents can be accessed via the College's Staff Vacancies page here: [Safeguarding & GDPR documents](#)

Equality & Diversity:

We are committed to promoting equality, diversity, and inclusion. We welcome applications from all sections of the community and value the unique perspectives and contributions that individuals bring to our College.



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 (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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