



## Trainee Teacher – English

Full-time

Fixed-term for 2 years

## 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



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# The Role

Student applications are high and as such we have the capacity for a Trainee Teacher. We are looking for a committed, dynamic and enthusiastic trainee with a passion for English. This is an exciting time to join our rapidly expanding and successful Sixth Form College.

**Candidates must hold a relevant subject degree, have a Level 2 qualification in both English Language and Mathematics (Grade 4/C minimum) and be committed to studying towards the PGCE qualification.**

If you are a recent graduate, or are considering a career change, or perhaps you are already working in an education environment as a support member of staff and would like to take the next step and utilize your degree? Our students are unique individuals – we are looking for a trainee teacher who can support and guide students to further enhance their life changes during their time at College.

**The role will be fixed-term for two years, the number of teaching hours will vary depending on the subject area, full-time hours will be made up as a Technician/Learning Support Assistant/Independent Learning Mentor or other appropriate role(s) which will support your personal and professional development. Part-time hours will be considered.**

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 this friendly 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 26 August 2024**

**Salary:** £21,888 to £26,277 per annum, depending on number of teaching hours, and experience (pro rata for part-time).

**PGCE:** This role will be in conjunction with a Further Education & Skills Professional Graduate Certificate in Education (ProfGCE) course awarded by the University of Brighton. For September 2025 the PGCE sessions take place on Tuesdays from 5.30-8.30pm. The course is delivered via a blended approach of face to face sessions at Reigate College and virtual lessons on MS Teams. This provides opportunities to interact and engage with the lecturers and other students.

**The College will pay for the full PGCE course fees, over the two years of the course.**

**Duration:** This role is fixed-term for 2 years. There is no guarantee of a permanent role at the end of this period.



# The Department

The English Department is a dynamic and highly successful area of the College. Student recruitment numbers and the subjects offered have grown rapidly over the last few years and the department boasts consistently outstanding results. The department recognises the importance of offering a broad and engaging curriculum for its students and hosts a range of enrichment activities, such as: trips to theatres and museums; student conferences; visiting performance poets and writers; talks from local university lecturers; alongside both internal and external creative writing competitions. Our students place a high value on the support they receive through lunchtime support workshops, the Easter Revision conferences and targeted one-to-one interventions.

The Department offers the following specifications:

- A Level English Literature – Edexcel
- A Level English Language & Literature – OCR
- A Level English Language – OCR
- GCSE English Language – AQA
- Functional Skills English – Edexcel

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.

## Job Description

**Post Title:** Trainee Teacher (Full-time, Fixed-Term)

**Responsible:** Head of Department

**Job Purpose:** Teaching and developing within Curriculum Area(s) in the College

### Job Responsibilities

1. To work with those teaching within the Department to create an environment in which the aims of the Department, Curriculum and College can be achieved.
2. To attend regularly meetings of the Department and, when requested, the Curriculum Area, to enable issues relating to the Department, Curriculum Area and College to be discussed.
3. To assist in the provision of appropriate courses and the promotion of activities to provide for and support the learning needs of students within the Department.
4. To fulfil one's own responsibilities as a teaching member of the Department, in accordance with the quality standards of the Department.
5. To promote:
  - i) the Department's contribution to the cross-curricular work in the College
  - ii) the opportunities offered by the Department to students not taking an examination course.
  - iii) the use of ICT in the classroom teaching and learning.
6. To work to improve one's professional performance by taking advantage of the department's opportunities to develop skills and broaden experience and participating in the College's appraisal arrangements.



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7. To assist in managing effectively and efficiently the physical resources of the Department. In particular, to:
  - i) consider the use of accommodation and to make recommendations to the Head of Department for its continued and improved use
  - ii) suggest suitable items for departmental expenditure
  - iii) observe the College's health and safety policies and encourage safe working practices.
8. To assist in the arrangements within the Department for the induction of students and monitoring progress, offering guidance to students where necessary and liaising with parents where appropriate.
9. If required, to be a personal tutor, and subject to timetabling, to meet the responsibilities defined by the College for personal tutors and be answerable in that context to the Principal.
10. To assist in the arrangements made for students to receive advice on courses in Higher Education and Career opportunities related to, or progressing from those in the Department, ensuring that references are produced when requested.
11. To assist in the setting up and organisation of College examinations in the subjects covered by the Department and assisting, where necessary, the Examinations Officer in the supervision of public examinations.
12. To ensure that departmental records are kept up to date. To share in the recording and analysis of internal examinations, Alps and external examination results and, with the Head of Department, take whatever action is necessary to sustain and improve performance by students.
13. 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.
14. To act at all times in accordance with the College's Equality & Diversity policies.
15. 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.
16. 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.
17. To take part in the training programmes provided by the College and agree to the process of professional reviews.
18. 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:

- Understanding and support for the ethos of the College.
- The potential to teach across the Level 3 courses: A Level English Language, A Level English Language & Literature, and/or A Level English Literature.
- The potential to teach GCSE English Language and Functional Skills English.
- Passion for the subjects they aim to teach and for education in general.
- 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.
- Suitable qualifications – Grade 4/C or above in GCSE English Language and Mathematics.
- Experience of working with or the ability to work flexibly within a 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.
- Applicants who do not have a teaching qualification must be willing to embark on a training course leading to a teaching qualification whilst with us.

The following are desirable for this role:

- A knowledge of the 16 - 19 curriculum, and an awareness of the needs of students in this age range.
- Potential to mark and assess written work with examination board criteria.



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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
- 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

Application forms are available to download from our website: [www.woking.ac.uk/about/staff-vacancies/](http://www.woking.ac.uk/about/staff-vacancies/) Please note that CVs will not be accepted on their own.

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

Keeping Children Safe in Education (KCSIE) guidance requires that all gaps are accounted for. Please ensure **education, employment history** and **periods when not working** are all accounted for on the application form.

We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to state:

- Why you are interested in a teaching career;
- Experience relevant to the post – work experience in an education environment, or experience working with your people
- Qualities and strengths that you would bring to teaching
- The College offers a wide-based enrichment programme, are they are interests/activities you could get involved with?

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): [recruitment@woking.ac.uk](mailto:recruitment@woking.ac.uk)

**Closing date: 9am, Wednesday 23 April 2025**

**Interviews: to be held on Friday 2 May, Thursday 8 May or Friday 9 May 2025. Dates subject to change**

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
- Workshop task with a group of students

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 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

The documents listed above area are available here: [Woking College | Surrey | Staff Vacancies](#)



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