

SUCCESSFUL. DYNAMIC. DIVERSE.



Student Progression Co-ordinator

Application Pack



**Woking
College**



Letter from the Principal

Thank you for your interest in Woking College.

Woking College is a rapidly expanding, and highly successful, college serving the Borough of Woking and surrounding areas of Surrey. Our strategy for many years has been to provide the very best quality of teaching and learning to the community of Woking, and its surrounding area, on an inclusive and non-selective basis, and we are fully committed to continuing this successful strategy.

Woking College is enjoying record results, record applications and quite rightly has a teaching and learning environment of which we all are very proud. Despite ever increasing competition, and against the backdrop of funding pressures across the sector, the College continues to grow and thrive. The College has benefited hugely from an impressive transformation of its' estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016.

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, and looks forward to continued positive engagement for the benefit of all.

With strong leadership from our passionate and committed senior management team, and with the support of an outstanding staff across all areas, we look forward to the continued evolution of the college. We are looking for strong, engaging and passionate candidates to join us on our journey to continued success.

Brett Freeman
Principal



Background Information

Woking College is a successful, contemporary, and inclusive Sixth Form College which achieves outstanding results. We have 1280 full-time 16-18 year old students and 350 part-time adult learners. Of our 16-18 year olds the majority follow A-level programmes from a wide range of subjects. Last year our pass rate was 99%.

We have consistently achieved Grades 3 and 4 in our ALPS analysis which puts us in the top 11-40% of Schools and Colleges for value-added performance. We also deliver very successful vocational courses in Sport, ICT, Health & Social Care, Business, Childcare, Forensic Science, Media, Art & Design and Performing Arts at Levels 2 and 3. Progression to Higher Education is excellent. Our Ofsted inspection in March 2016 graded all areas of provision good.

Students come to the College from over 60 schools, with approximately half from three local 11 to 16 schools. Transport links to the College are excellent, which attracts students from a wide geographical area. Over 25% of our students come from Black, Asian and Minority ethnic groups. Students receive excellent individual support and are set challenging targets to ensure the successful completion of their courses. Raising aspiration amongst our diverse student body is a key priority for the College.

Woking College has a strong sense of community in which all members are valued and we are especially proud of our achievements in supporting those students who have particular learning needs. We place great emphasis on our programme of enrichment courses which include an extensive range of music, performing arts, sport and language courses.

The Student Council is very active and involved in decision-making at all levels across the College with two students serving as elected governors. The College also has a thriving adult education programme for part-time learners who are speakers of languages other than English. We have an ESOL learning centre in the town centre, and we deliver some of our Art & Design programme at our studio in the Lightbox Gallery.

Staff enjoy working at Woking College. It is a very friendly, dynamic environment in which to develop your career and we have good, modern facilities. Our professional development programme is tailored to the needs of individual staff and we work closely with the other sixth form colleges in Surrey to provide the best possible training opportunities. The College has grown by 80% over the past 8 years and is widely noted as an excellent place of study, where our finances are very sound. The College site is modern and well-maintained. Over the past three years the College has been successful in gaining funding which has enabled the building of a new Sports Centre, a new Arts/Media block and a state-of-the-art Science block.

Woking is one of 8 sixth form colleges in Surrey who work closely together in the S7 Consortium of Sixth Form Colleges. Woking College is committed to equal opportunities and is a lively and supportive environment in which to work. Please visit our website: www.woking.ac.uk



The Candidate

The College requires a Student Progression Co-ordinator to coordinate the careers advice and guidance to students. We are looking for a member of staff for 37 hours per week (or a substantial part-time role may be available) to join this friendly department in our successful and growing College. The role will be term-time plus 3 days during the summer exam results period.

We are looking for an exceptional candidate. We expect high performance from all our staff, and are looking for an impressive individual to inspire College students. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Salary: £21,461.68 per annum for 37 hours per week, term-time (39 weeks per year) plus 3 days in summer exam period (pro rata for part-time)

Start Date: April 2017

The Department

The Progression Department is a highly successful and dynamic area at the heart of the College. The department provides individual advice and guidance to students on careers and progression opportunities, as well as assistance with university applications and work experience. The department hosts a range of specific events throughout the year. These include a one-day annual conference for all Year 12 students covering all aspects of progression on from College (including university, apprenticeships, employment, school leaver schemes and gap years), an annual "Alternatives to University" event, and a Higher Education Information Evening for parents. The department also organises talks, for example a series on employability skills, as well as coordinating with individual academic departments to arrange subject specific talks, events, and visits.

The College places a high value on the work of the Progression Department which is involved in all areas of the life of the College. The department prides itself on excellent relationships with staff and students alike, as well as developing and maintaining links with local and regional employers. It has an outstanding local reputation for the quality of its advice and the events it puts on.



Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/

Completed applications should be sent via email to Kirsty Crook (Personnel Officer): kcr@woking.ac.uk

If you have any queries regarding the role or your application, please contact Kirsty on 01483 227438 (direct), or via the College Reception on 01483 761036.

Closing date, Student Progression Co-ordinator: 9am Tuesday 21 March 2017

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately for those candidates. Please note that it is not always possible to inform candidates who have not been short-listed due to time constraints.

Interviews for Student Progression Co-ordinator: to be held on Wednesday 29 March 2017

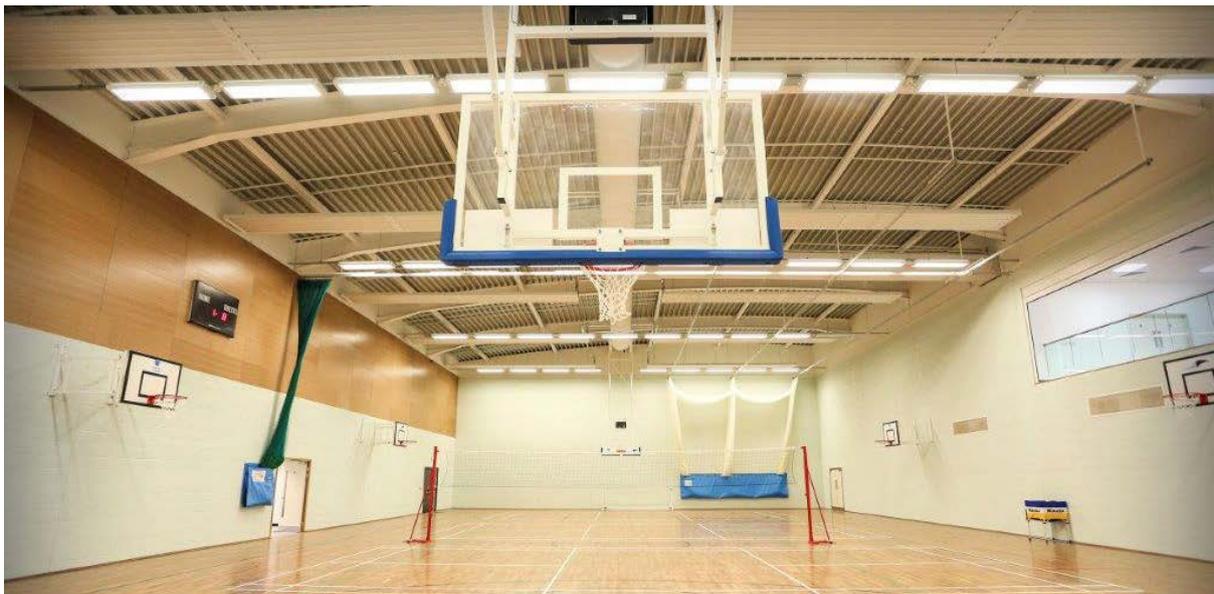
Shortlisted candidates will be invited to the interview process, comprising of the following:

- a guided tour of the College
- an in-tray exercise
- informal meet with department members
- interview with the Principal and senior member of staff

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. Appointed staff will be subject to Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

The College encourages all candidates to be familiar with Section 1 of the DfE paper on “Keeping Children Safe in Education” September 2016 and the College's Safeguarding and Child Protection Policy. Both documents can be accessed using the following links:

- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf
- <http://www.woking.ac.uk/about/policies/>



Job Description

Post Title: Student Progression Co-ordinator

Responsible: Director of Support for Learning

Job Purpose: To co-ordinate the careers advice and guidance service throughout the College

Job Responsibilities

1. To meet regularly with the Director of Support for Learning to identify work priorities and provide an update on progress as necessary.
2. In conjunction with the Director of Support for Learning, to supervise student applications via the UCAS process to Higher Education, FE, apprenticeships and employment.
3. To co-ordinate and oversee all progression events and standards including Careers Day, Progression Days, HE Conference, HE Evening and any other relevant progression activity.
4. To establish and maintain a process to ensure relevant work experience is built into all vocational programmes of study and to oversee its' implementation. To further extend this provision by assisting in the organisation of appropriate work experience for all students who require it.
5. To provide careers advice and guidance to students. Where necessary, in conjunction with Heads of Department, to coordinate subject-specific events to facilitate this.
6. To develop and maintain a tracking/personalised action planning system on student PLP's following careers interviews to enable monitoring by tutors.
7. In conjunction with the Director of Support for Learning, to assist the Marketing Manager with advice on student progression to update the college website, open evenings and relevant student literature.
8. In conjunction with relevant subject staff, to develop and maintain high quality personalised programmes for students accessing higher level university placements e.g. medicine, architecture, journalism and law.
9. To work with counterparts in S7 and other related agencies and to develop industrial links with appropriate local businesses.
10. To engage in evaluating, revising and action planning the development of the Student Progression department within the Self-Assessment Review procedure.
11. To attend relevant meetings and work productively with Senior Managers and Heads of Department
12. To act at all times in accordance with the College's Health & Safety, Equality & Diversity and Safeguarding Policies.
13. To take part in the training programmes provided by the College and agree the process of Professional Review.
14. To undertake any other particular duties, which may be reasonably assigned to you by the Principal, from time to time.

Person Specification

Student Progression Co-ordinator

The person appointed will be expected to have

1. An understanding and support for the ethos of the College.
2. An enthusiasm for working with 16 – 19 year olds.
3. Ability to work on own initiative, manage own time and meet deadlines.
4. Excellent interpersonal and communication skills at all levels.
5. Excellent attention to detail and ability to work accurately and manage a range of priorities.
6. Excellent organisational and planning skills.
7. A good knowledge of careers, university education and other progression opportunities, and a desire to build this further.
8. Good IT skills, especially in the use of spreadsheet applications and to be literate and numerate to produce word processed materials.
9. An awareness of the need for personal development, both as a member of a team and as an individual.
10. A commitment to the College's Health & Safety, Safeguarding and Equality and Diversity policies.