

**SUCCESSFUL. DYNAMIC. DIVERSE.**



# Head of A Level Business & Economics

(Full-time)



**W**  
**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 the 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](http://www.woking.ac.uk)



*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 Candidate

The College requires a Head of A Level Business and Economics to oversee the leadership and management of the department within the College. We are looking for a full-time member of staff to join this friendly department in our successful and growing College.

The role will be offered with a view to starting in January 2018.

Applications from Teachers in Schools and Sixth Form College sectors are welcome. A full mentoring programme is organised 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. 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:** £39,411 to £42,053 plus £994 fringe allowance per annum depending on experience.

# The Department

The Business Studies Department is a vibrant and highly successful area of the College. Student recruitment numbers have grown rapidly over the last few years and the department now incorporates almost half of the College. The department hosts a range of extra-curricular activities which have included trips to Thorpe Park, Disneyland Paris and Barcelona as well as visits to universities and Young Enterprise. The department has also enjoyed success in a number of external competitions including Bank of England Target 2.0, the Stock Market Challenge held by Reading University and the Marketing Challenge held by Surrey County Council.

As a direct result of the growth in student numbers, the department was split into two separate areas for A Level courses and Vocational courses. Our students value the support the department offers including regular study support workshops, the Easter revision conference and the personalised support and target setting. A significant number of our students go on to study business-related courses at university and return to the college to keep in touch with us as well as providing guidance and support to students aspiring to higher education.



# 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/)

Completed applications should be sent via email to Kirsty Crook (Personnel Officer): [kcr@woking.ac.uk](mailto: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, Head of A Level Business and Economics: 9am Thursday 26 October 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 Head of A Level Business and Economics: Monday 30 October 2017**

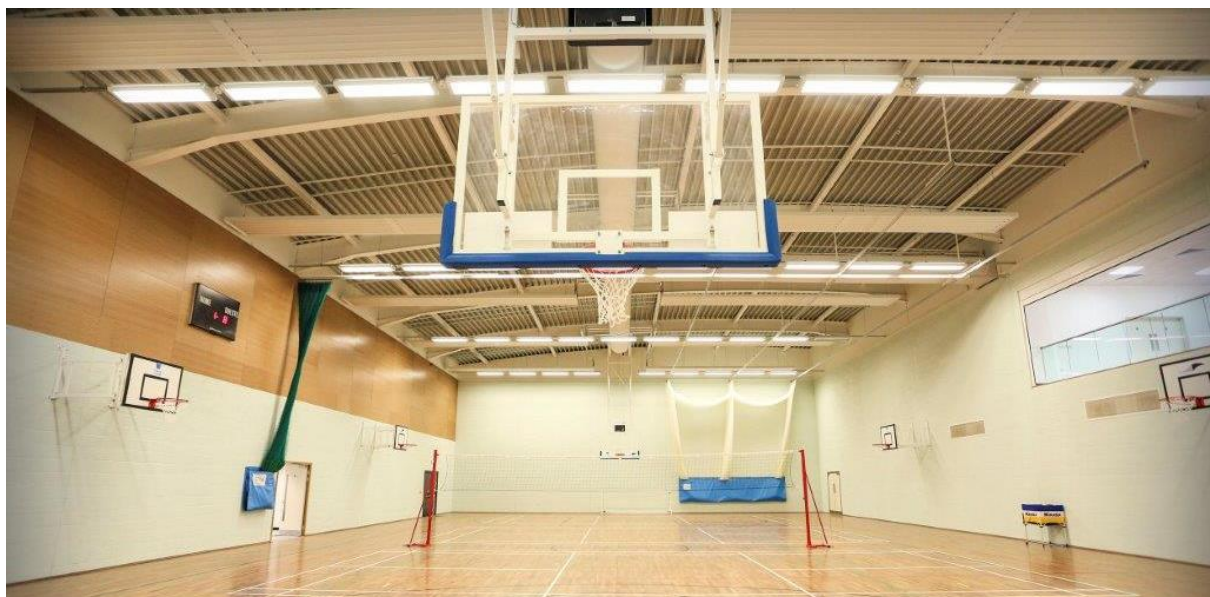
Shortlisted candidates will be invited to the interview process, comprising of the following:

- a guided tour of the College
- observed lesson
- 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](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:** Head of A Level Business & Economics (Full-Time)

**Responsible to:** Assistant Principal

**Job Purpose:** The leadership and management of A Level Business & Economics within the College

## JOB RESPONSIBILITIES

### 1. Leadership

To provide leadership to those teaching the subject by creating an environment which enables the aims and objectives of the College and the subject to be achieved by:

- keeping abreast of current developments and initiatives and guiding the department's responses
- implementing strategic objectives at department level
- encouraging the sharing of good practice across the subject.

### 2. Communication

To facilitate clear lines of communication between the subject teachers and the rest of the Curriculum Area by:

- calling regular meetings of subject staff
- attending Curriculum meetings
- liaising directly with the Assistant Principal on administrative and organisational matters
- meeting with colleagues from partner schools and other institutions.

### 3. Management of People

To plan and manage effectively and efficiently the staff within the subject by:

- assisting in the selection and appointment of staff
- assisting in the timetabling process by deploying staff within the subject in conjunction with Assistant Principal
- delegating tasks and responsibilities
- identifying training and inset needs and assisting with the training of staff
- supporting NQTs
- appraising subject staff

### 4. Management of Physical Resources

To plan and manage effectively and efficiently the physical resources within the subject by:

- selecting, purchasing, monitoring and organising the maintenance of suitable books, IT-based resources and equipment
- ensuring rooms and displays provide a stimulating environment
- resourcing the subject within the allocated budget
- ensuring appropriate reference materials are available in the Learning Resource Centre.



## **5. The Management of Teaching and Learning**

To manage the delivery of teaching and learning in the subject by:

- designing and updating schemes of work
- overseeing the development and production of stimulating learning/teaching materials, including ICT based material
- designing and updating course handbooks and course guidelines
- selecting syllabuses and liaising with examination boards
- supervising the moderation of coursework
- ensuring regular testing and assessment takes place
- dealing with students deserving praise or criticism; liaising with Personal Tutors where appropriate
- providing guidance and support to the students on higher education and careers
- being available at the beginning of the College day to oversee arrangements for classes in the event of staff absence.

## **6. Quality Assurance**

To monitor the quality of teaching and learning within the subject by:

- producing an annual self-assessment report and implementing the action plan
- observing the programme of lesson observations
- conducting and reacting to course evaluations
- monitoring and analysing data regarding examination performance, retention and attendance rates
- reviewing and maintaining appropriate quality standards for the subject.

## **7. Promoting the Subject**

To promote the development of the subject within the curriculum by:

- producing promotional material and information
- making regular contacts with partner schools
- presenting the subject at Open Evenings
- organising subject offerings for Taster Days

## **8. Maintaining records:**

- on student progress, internal/external exam results
- on student destinations
- on Alps and other performance indicators
- keeping evidence for the self-assessment report and Inspection
- ensuring staff teaching the subject maintains registers and mark books.

**9** To fulfil your own responsibilities as a teaching member of the subject, as detailed in the job description for a full-time teacher.

**10.** To act at all times in accordance with the College's Equality & Diversity policies.

**11.** 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.

**12.** 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.

**13.** To take part in the training programmes provided by the College and agree to the process of professional reviews.

**14.** To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

# Person Specification

## Head of A Level Business & Economics

The person appointed will be expected to have:

- Excellent and inspirational teaching skills.
- A broad vision to enable the candidate to contribute to policy making across the College.
- An understanding and support for the ethos of the College.
- The ability to teach Business Studies and/or Economics to A level and BTEC Business Studies up to Level 3.
- A commitment to the principle of continuous improvement and an 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.
- Excellent 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.

The following are desirable for this role:

- A sound 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.