

SUCCESSFUL. DYNAMIC. DIVERSE.



Director of Learning & Teaching

(Full-time)

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 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 Union 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 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

Excellence in learning and teaching is at the heart of everything we do at Woking College. A college can have the most wonderful community, brilliant facilities, lovely students, super support staff and be on a sound financial footing (all of which is true in respect to Woking College) – but must be underpinned by innovative and engaging learning and teaching.

We are seeking to appoint a new Director of Learning & Teaching, the incumbent having being promoted to an Assistant Principal role in another College. This is a crucial appointment for the College so that we might further enhance the life chances of our students and the reputation of the College as the most positive and innovative college in respect to learning, teaching and assessment.

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, with aspiration and potential to join our senior leadership team. We expect high performance from all our staff, and are looking for an impressive individual to inspire students and staff. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

There is an expectation that the post holder will work for the customary 39 weeks, plus two weeks cover during the holiday periods, by negotiation.

The Director of Learning & Teaching will form, with two other Directors and two Assistant Principals the members of the College Operations Group. The College Operations Group meets weekly to review policy, discuss current issues and co-ordinate cross-college activity. The Principal acts as the Chief Executive and is responsible to the Academy Trust for the proper conduct of all College affairs. The post of Director of Learning & Teaching will provide an excellent opportunity for the appointee to further their own career development and take a successful College forward to the next stage in its development.

Start date: The role will be offered with a view to starting in April 2018

Salary: £47,000 per annum (subject to pay review)



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, Director of Learning & Teaching: 9am Monday 4 December 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 Director of Learning & Teaching: Monday 11 December 2017

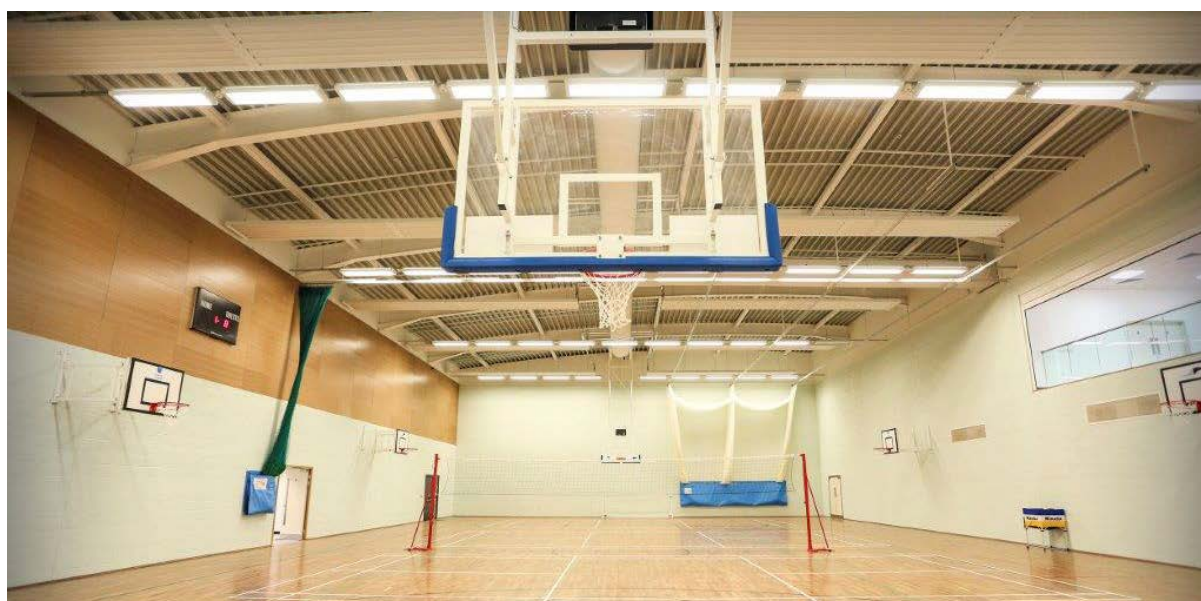
Shortlisted candidates will be invited to the interview process, comprising of the following:

- a guided tour of the College
- presentation
- observed lesson
- in tray exercise
- interview with the Principal and senior member of staff

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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: Director of Learning & Teaching

Responsible to: Assistant Principal (Curriculum & Quality)

Job Purpose: The management of Learning & Teaching within the College

JOB RESPONSIBILITIES

1. To act as a member of SLT, helping to formulate and implement the strategic plan, proposing, assessing, and taking decisions for and on behalf of the College within the authority delegated by the Principal and Assistant Principals.
2. As a member of the Senior Management Team and to participate in:
 - the promotion of the vision, mission, values and ethos of the College both internally and on external visits
 - the formulation and implementation of the College's strategic plan
 - the decision-making processes of the College's senior management groups, including attendance at the Curriculum Operations Group (COG) and, where necessary, the Corporation's Education and Standards Committee and to accept the associated responsibilities and obligations.
3. To line manage a number of subject departments ensuring that they conform to all College's policies and procedures in order to maximise student success rates.
4. To raise standards of learning and teaching across the College.
5. To assist the Assistant Principal (Curriculum & Quality) in the further development and implementation of the College's Quality Assurance Strategy in relation to learning and teaching.
6. To be responsible for learning, teaching and assessment regarding the inducting of new staff.
7. To identify and meet learning and teaching training needs for all staff. To organise and facilitate training courses in association with other S7 colleges.
8. To be responsible for the organisation and moderation of induction observations and the annual lesson observation programme and when necessary the follow up improvement plans.
9. To coach staff in developing learning and teaching skills, in addition to arranging learning, teaching and assessment INSET and Sharing Good Practice sessions
10. To be responsible for managing the New Teaching Staff Manager and ensuring that NQTs/trainees/QTLS teachers are mentored and assessed accordingly.
11. To oversee the celebration of diversity and manage compliance in respect of Equality and Diversity and narrowing any performance gaps between groups of students.
12. To be responsible for managing the managers of the Excellence and EPQ programmes.
13. To be responsible for the promotion and development of Moodle, the College's VLE.
14. To work with the LRC manager to ensure that space is always a positive environment for learning.

15. To assist the Assistant Principals in the fostering of a learning community and to develop the use of 'Assessment for Learning' strategies across all departments.
16. To manage the PGCE/HE placement students and to deploy them effectively.
17. Additional Activities:

To participate in a number of additional activities organised annually with other Senior College Managers

 - post examination results counselling
 - parents' consultation evenings/academic tutoring days
 - Open Evenings
 - careers and higher education evenings
 - interviews for prospective students
18. To fulfil the responsibilities of a teaching member of the Curriculum for up to 16 hours per week.
19. To act at all times in accordance with the College's Equality & Diversity policies.
20. 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.
21. 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.
22. To take part in the training programmes provided by the College and agree to the process of professional reviews.
23. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

Essential requirements:

- An outstanding and inspirational teacher.
- A commitment to move the College towards excellence in learning, teaching and assessment.
- A commitment to raising standards of teaching & learning and to raising student aspirations and achievement.
- A very effective manager of staff.
- A sound knowledge of the 16 - 19 curriculum, and an awareness of the needs of students in this age range.
- The ability to be an excellent teacher at Level 3.
- An understanding and 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 with recognised teaching qualification.

- Experience of working with or the ability to work flexibly within a department or teaching team.
- An awareness of the need for personal development, both as a member of a team and as an individual.
- A breadth of vision and outstanding interpersonal, organisational, IT and leadership skills.
- Good communication skills and the ability to act as an ambassador for the College at a variety of events.
- The ability to work well under pressure, meet tight deadlines and achieve agreed targets.

Whilst the successful candidate could come from a variety of backgrounds, the key characteristics will be breadth of experience, technical skills and the capacity to operate at a senior level. Knowledge of the post-16 curriculum will be a pre-requisite for this post. Candidates will also need to demonstrate sufficient breadth of experience in other areas.