



# Head of Art & Design

Full-Time

## Application Pack



**Woking  
College**





## Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of 1400 students drawing students from more than 60 different schools. Our very successful strategic focus has, for many years, been to create the very best environment for high quality of teaching and learning. Alongside this we have an inclusive ethos and 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.

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 last year's staff survey 100% of College staff said they were proud to work at Woking College! Despite ever increasing competition, and against the backdrop of funding pressures across the sector, the College continues to thrive. We have benefited 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 Arts Block in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020 with further plans to add to the estate over the next two years.

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, possibly 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



*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 Role

The College requires a full-time Head of Art & Design to oversee the leadership and management of the department within the College. We are looking for an inspiring and dynamic candidate, with a passion for art and design to join our successful and growing College.

This is an exciting time for our rapidly expanding, highly successful College, this role has become available due to the promotion of the current incumbent. 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.

**Start Date:** 26 August 2021

**Salary:** Up to £45,521 depending on experience plus £1,081 fringe allowance per annum.

# The Department

The Art & Design Department is a vibrant and highly successful area of the College. The department offers Level 2 and Level 3 CTEC in Art and Design, A Levels in Photography, Fine Art, Textiles, 3D Design and Graphic Design. Our students progress to some of the best Degree and Foundation courses in the country.

The department, based in a new, purpose-built, art block, includes a Mac suite for Graphics, kiln, laser and 3D printing facilities as well as a fully equipped workshop. The department hosts a range of extra-curricular activities which have included trips to Rome and Barcelona as well as life-drawing and fashion workshops, in addition to a rolling programme of visiting artists. Staff work closely with students to stretch, guide and inspire them to be independent and creative learners who are producing high quality work that is both individual and innovative.

The department also has a unique working relationship with the prestigious Lightbox Gallery in Woking with whom we co-host workshops and seminars. Our annual exhibition there attracts close to 2000 visitors every year and provides the College with an un-rivalled platform from which to promote our students' work. In addition, the department has a partnership with UCA who have delivered a range of bespoke enrichment workshops specifically for the 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.

Staff survey results for 2020 stated that:

- ✓ 100% of staff are proud to work at Woking College.
  - ✓ 99% agreed that leaders are considerate of staff wellbeing.
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- We are an open access, caring and inclusive community, where leaders place a strong emphasis on staff wellbeing
  - A positive approach to staff development; including regular cross-College sharing best practice sessions
  - Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium
  - 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
  - College laptop for teaching staff
  - Free on-site parking
  - Staffroom with free hot drinks available to all staff
  - College gym available for staff use, yoga classes, staff football (new 3G pitch)
  - Cycle-to-work scheme
  - Staff association: regular social events
  - Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions





# 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.

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

**Closing date, Head of Art & Design, 9am, Tuesday 20 April 2021**

**Interviews for Head of Art & Design: to be held on the afternoon of Thursday 29 April 2021**

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
- Observed lesson
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Informal meet with department members
- Task
- Portfolio: candidates will be required to bring in a portfolio of their own work and their students' work

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 2020
- 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 are available from the College's Staff Vacancies page, please use this link to access them <https://www.woking.ac.uk/about/staff-vacancies/>



# Job Description

**Post Title:** Head of Department

**Responsible:** Director of Learning & Teaching

**Job Purpose:** The leadership and management of the department 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 Aps 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

**Post title:** Head of Department

**Responsible to:** Director of Learning & Teaching

**Job purpose:** The leadership and management of the department within the College

## Specifications for Teachers:

The person appointed will be expected to have:

- An understanding and support for the ethos of the College.
- Relevant subject teaching and assessment experience – the ability to teach to A Level Fine Art
- Passion for the subjects they teach and for education in general.
- A commitment to the principle of continuous improvement for themselves as a professional and for all of their students.
- Suitable qualifications – educated to degree level in appropriate subject.
- Positive interpersonal and team working skills
- Experience of supporting students' progression to foundation and degree courses.

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.
- The ability to teach any other Art subject.
- Qualified teacher status. 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.
- Ability to mark and assess written work following examination board criteria.

## Specifications for Head of Department

***(in addition to those in the teachers' person specification above)***

The person appointed will be expected to have:

- Excellent and inspirational teaching skills.
- High level teamwork and communication skills
- A broad pedagogical vision enabling the contribution to the ongoing improvement of learning, teaching assessment across the College.
- The ability to oversee the work of all the department's subjects and levels.
- The ability to administrate efficiently and with tangible impact on learning.
- The desire to promote the work of the department to future students.
- A belief in the importance of extra and supra curricular activities for the department's students.