GODALMING COLLEGE

15th October 2026

Dear Applicant,

Thank you for your interest in the post of Learning Support Facilitator (Fixed Term Contract)

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Support Staff Pay scale & Benefits Information
- Term dates 2026 / 27

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Should you require further information, the College's Policies on Child Protection and Safeguarding, Safer Recruitment, Equality, Diversity and Inclusion and Data Protection together with the privacy notice can be found on our website.

Completing and returning your application

Please complete the online application form, ensuring that each section is completed before proceeding to the next. The information you provide will enable the selection panel to assess your strengths in relation to the key responsibilities outlined in the job description, as well as the criteria detailed in the person specification. All applications should be submitted via our online platform, *My New Term*. A link to the platform can be found on the Godalming College website www.godalming.ac.uk/Working_For_Us.

The closing date for receipt of applications is **Wednesday 4th November at 9am.**
THE HR DEPARTMENT WILL BE CLOSED FROM 19TH OCTOBER TO 2ND NOVEMBER FOR HALF TERM. SHOULD YOU HAVE ANY QUERIES, WE WILL CONTACT YOU ON OUR RETURN

Short-listing and interview arrangements

We will update your application status on My New Term after the shortlisting process has been completed. All applications are considered carefully and objectively against pre-determined criteria. Please contact the HR department if you would like to enquire about the progress of your application.

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,

Emma Young
Principal

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Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and we are delighted that the College was again rated Outstanding by Ofsted in November 2024.

The College currently employs around 250 teaching and support staff on both a full and part-time basis.

In our 2024 Staff survey, 97.6% of staff said they were proud to be a member of staff at the College and 95.2% of staff would recommend working at Godalming College. The following quotes from members of our current team describe why they think our College is a great place to work:

"The sense of community, common purpose, and kindness to each other. The willingness to help each other, support each other and look after each other. We are proud to be continually improving - which is a signature of Godalming College".

"Godalming College is a fantastic, welcoming and inclusive place to work. I deeply enjoy being at work, and I think senior leaders and managers do a very good job of being approachable and understanding".

The success of Godalming College has at its heart community, with students from all walks of life enjoying a whole range of opportunities in a welcoming, inclusive and friendly environment. We have high expectations for our students, and they enjoy a vibrant and stimulating learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff.

We are very proud of our campus and facilities. We continue to invest in our facilities to ensure they provide a high-quality environment for both students and staff. As well as its bespoke teaching blocks, the College has a Media suite, Science labs, a Gym, Dance, Drama and Music studios, Netball and Tennis courts and an 11-acre site for Rugby and Football pitches, as well as onsite in-house catering provision.

The College is located within walking distance of Godalming town centre and the railway station, offers easy access to the A3, provides free on-site parking, and gives staff access to EV charging facilities at a reduced rate.

The College year runs for a period of twelve months from 1st September-31st August although the official start of the Autumn term varies. Please see below term dates for this information.

Full-time Support Staff working hours are 36.42 hours per week excluding a lunch break. Start and finish times will vary depending on the role or department and will be as agreed with your manager on commencement, however the main College hours are 8.45am to 4.15pm.

The College offers a minimum of 22 days holiday entitlement per year for full-time members of staff in addition to the closure period between Christmas and New Year and public/bank holidays. Part-time members of staff are entitled to a proportionate number of days. Those working term time only, 39 weeks of the year, are expected to take leave within the College holiday periods.

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The term dates are included below. Salary calculations are based on a formula which takes holiday entitlement into account.

Support Staff salaries are paid according to the Sixth Form College pay scale for Support Staff. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1st September. Incremental progression is subject to satisfactory performance review. The current pay spine is included below alongside the College benefits.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK check and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

Godalming College Staff Benefits

At Godalming College, we believe that our greatest asset is our people. We are committed to ensuring that our staff feel valued, supported, and motivated. The leaflet within the below link is designed to provide you with an overview of the fantastic benefits available to Godalming College Staff. From health and wellness activities to professional development opportunities, there are a range of benefits to help staff thrive both personally and professionally. Whether staff are looking to enhance their skills, maintain a healthy work-life balance, or enjoy some well-deserved perks, we've got everyone covered. Take a moment to explore the various benefits offered to our staff within this guide.

https://www.godalming.ac.uk/Staff_Benefits_Guide_2025-026.pdf

Departmental information

The Learning Support Department currently consists of the Learning Support Manager, the Deputy Learning Support Manager, Specialist Teachers, Specialist Mentors, a Higher Level Mentor and 10 Learning Support Facilitators, 2 Exam Access Arrangement Assessors and an Access Arrangements Coordinator. The team support several hundred students and are dedicated to assisting those who need help with their studies. There are important skills to be developed, particularly in critical thinking and evaluation, and self-organisation. The jump from level 2 (GCSE) to level 3 (A level) courses is huge and our highly trained and experienced learning Support Facilitators liaise with teaching staff, and design individual programmes to enable students to develop the skills required for academic success. We offer 1:1 timetabled weekly sessions and students can also drop in to the department and get help with their work. They also offer specialist support for students with a wide range of needs, including dyslexia, ADHD and autism. We are looking for a new Learning Support Facilitator to join our team to support the overall growth in the College.

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Job Description

Job Title: Learning Support Facilitator

Line Manager: Learning Support Manager

Summary of Job

A Learning Support Facilitator provides targeted assistance and guidance to students who experience difficulties in their learning.

Responsibilities

To be responsible to the Learning Support Manager and to work as part of a flexible and supportive team to help students gain full access to their chosen courses.
To support students to overcome barriers to learning so they are able to work as independently as possible.
To support students in class, during private study sessions to develop effective study skills, good organisation and work habits.
To liaise with the Learning Support Manager and Teachers in reporting on students progress, attendance and identifying any problem areas.
Maintain effective records of support work undertaken as directed, ensuring the confidentiality of these records in accordance with Data Protection and Disability Discrimination legislation.
To participate actively in team meetings and training programmes where appropriate.
Act as a reader or scribe for students during examinations.
Any other duties which may reasonably be required within the overall purpose and scope of the job, such as admin duties and use of internal record keeping.
To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies.
To do other tasks as reasonably requested by the Godalming College management team or Learning Support Manager from time to time

This job description may be varied according to the needs of the College from time to time.

Last review date: August 2025
Review carried out by: Learning Support Manager

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Person Specification for Learning Support Facilitator

The successful candidate will have the following essential qualifications, experiences, skills and values:

Qualifications

- General standard of education to A-Level or degree standard, including minimum of English and Maths at grade C/4 at GCSE/O Level

Essential Experience and Skills

- Excellent interpersonal and communication skills to be able to communicate effectively with all members of staff and students
- Good written communication skills to assist students who need a scribe for examinations
- The ability to work on your own initiative
- Good organisational skills and ability to identify and agree priorities and meet deadlines set
- An appreciation of safeguarding confidential information and personal data
- An affinity with 16-19-year olds

Essential Personal Qualities

- Empathy and willingness to help solve problems
- Able to work in a team
- Be proactive and self-starting and able to manage their own time efficiently
- Flexible and adaptable to change
- Well organised and self-motivated
- Initiative and continuous desire to improve

Desirable

- Experience of working in an educational setting
- Experience in a Learning Support role
- Understanding of the Post 16 Curriculum

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Support Staff Payscale – September 2025
(area allowance on all points of £1341 per year)

GC Grade	NJC Point	
SS1	3	24759
SFC5	5	25159
SS2	6	25558
	7	25951
SS3	8	26343
	9	26818
	10	27733
SS4	11	28634
	12	29544
	13	30444
SS5	14	31324
	15	32199
	16	33232
	17	34253
SS6	17	34253
	18	35395
	19	36564
SS7	20	37734
	21	38897
SS8	22	39957
SFC23	23	41019

GC Grade	NJC Point	
SSM1	24	42081
	25	43143
	26	44203
	27	45267
SSM2	28	46326
	29	47497
	30	48665
	31	49831
SFC32	32	50999
SSM3	33	52275
	34	53440
	35	54711
	36	55985

GC Grade	NJC Point	
SSD1	37	57263
	38	58537
	39	59810
SSD2	40	61117
	41	62453
	42	63817
SSD3	43	65212
	44	66636
	45	68094
SSD4	46	69582
	47	71102
SSD5	48	72659
	49	74247
	50	75871

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.
Full time working hours are 36.42 per week.

To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659
Example: point 8 = £26,343 + £1,341 = £27,684
36.42 hours per week x 39 weeks per year = 1420
1420 x £27,684 divided by 1659 = £23,695.76 pa = £1,974.64 gross per month paid for 12 months

Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42
Example: point 8 = £27,684 / 365 x 7 / 36.42 = £14.58

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Term Dates 2026-27

Autumn Term	2026	Half Term	Bank/Public Holidays
Start Date	Monday 24th August	Monday 19th to Friday 30th October	Monday 31st August
End Date	Friday 18th December		Thursday 25th December Friday 26th December

Spring Term	2027	Half Term	Bank/Public Holidays
Start Date	Monday 4th January	Monday 15th to Friday 19th February	Thursday 1st January
End Date	Thursday 25th March		Friday 26th March Monday 29th March

Summer Term	2027	Half Term	Bank/Public Holidays
Start Date	Monday 12th April	Monday 31st May to Friday 4th June	Monday 3rd May
End Date	Wednesday 14th July		Monday 31sth May

2026/27 - Godalming College

Autumn Term	Monday 24th August	-	Friday 18th December	74 days
Spring Term	Monday 4th January	-	Thursday 25th March	54 days
Summer Term	Monday 12th April	-	Wednesday 14th July	62 days
				190 days

2026/27 - Surrey Schools for comparator

Autumn Term	Tuesday 1st September	-	Friday 18th December	69 days
Spring Term	Monday 4th January	-	Thursday 25th March	54 days
Summer Term	Monday 12th April	-	Wednesday 28th July	72 days
				195 days