



Support for Learning Administrator

Full-time
(37 hours per week)

Term-time only
(39 weeks per year)

Application Pack





Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 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 the widest range of enrichment activities enhancing the cultural capital of our students. Alongside this we place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey but we are determined to maintain our inclusive ethos. We 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. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

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 recent staff surveys over 95% of College staff said they were proud to work at Woking College!

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. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 which enhances our estate even further.

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.

A handwritten signature in black ink, appearing to be 'Brett Freeman'.

Brett Freeman
Principal



The Role

The Learning Resource Centre is the heart of the College providing a range of services to staff and students and serving as a silent study space for the College community. The Support for Learning Administrator acts as the central link for all these services, providing administrative support to the Learning Support Department and Pastoral team as well as managing the LRC space for students. Candidates must have good communication skills, both verbally and in writing, and have empathy and interest in helping young people fulfil their potential.

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

Start Date: November 2024

Hours: 37 hours per week, term-time only (39 weeks per year)
Monday to Thursday 8.30am to 4.30pm, Friday 8.30am to 4.00pm, with an unpaid half hour for lunch

Salary: Actual pro rata salary: £22,759 per annum for 37 hours per week, term time only (39 weeks per year).
FTE £26,498 per annum. All figures are inclusive of fringe allowance

Job Description

Post Title: Support for Learning Administrator

Responsible to: Assistant Principal (Support for Learning & Wellbeing)

Job Purpose: Assistance in the learning and teaching and general administrative duties within the College. To ensure productive learning, through effective administrative support, in the Support for Learning Department

Job Responsibilities

1. To provide administrative support to the Assistant Principal and functions related to the Learning Resources Centre (LRC) and to assist in the co-ordination of the work of Learning Support in College.
2. To help ensure that the LRC functions as a quiet learning environment, managing student behaviour and building up a rapport with students to enable them to request help and support with confidence.
3. To communicate LRC issues with Support for Learning and IT Support staff.
4. To be aware of current best practice in e-learning resources, and to work with Heads of Department in the appropriate acquisition of digital and non-digital learning resources. To order such resources once appropriately approved.
5. To be responsible for managing the College document copying service.
6. To act as the administrator for the Digital Access programme: liaising with the Assistant Principal to identify students who can access a laptop on loan from the College; keeping a digital log of these laptop loans; and requesting the return of the laptop from the students at the end of the academic year.
7. To provide a staff and student stationery service to include appropriate items required for study, including ordering items, controlling stock and dispensing stationery.
8. To complete administrative tasks for Academic Support meetings and to log information and request feedback on Portal as part of this process.



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. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

9. To act as administrator for the Independent Learning Mentor (ILM) and Learning Skills Enrichment schemes and to liaise regularly with the Head of Learning Support, Heads of Year, Registry Staff, Learning Support and teaching staff regarding referrals to this scheme.
10. In conjunction with the Head of Learning Support, allocate students to an appropriate ILM and inform students and their carers of the time and location of the sessions.
11. In conjunction with the Head of Learning Support, collate and analyse data relating to the progress made by individual students.
12. In conjunction with the Head of Learning Support, review and evaluate the ILM system on a regular basis and make suggestions for its development.
13. To conduct invigilation of internal and external exams as required.
14. To take part in the first aid duty rota (appropriate training will be given if not already qualified to be a first aider at work). This will involve being contactable via College radio when on the duty rota and responding to first aid requests as required. Also, to respond to first aid requests at additional times should the specific duty rota first aider not be available.
15. To act at all times in accordance with the College's Equality & Diversity policies.
16. 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.
17. 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.
18. To take part in the training programmes provided by the College and agree to the process of professional reviews.
19. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

Essential:

- An interest and commitment to work with young people in a college environment. The ability to empathise with young people and interest in helping them to fulfil their potential.
- The ability and confidence to communicate effectively both verbally and in writing.
- The ability to work accurately, showing attention to detail.
- Possession of good interpersonal skills e.g. tact, sensitivity, ability to listen, to be assertive at times.
- Ability to work effectively as a member of a team and assist others when requested.
- An ability to work unsupervised and organise own work.
- Proficient in the use of Microsoft Office applications, especially Word and Excel.

Qualifications:

- Educated to GCSE standard or equivalent.

Desirable:

- Experience working in an educational environment.
- Experience of supporting students to develop their independent learning skills.
- First Aid at work qualification and experience of being a first aider at work (appropriate training will be given if necessary).



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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.

We have an inclusive ethos and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our recent Ofsted inspection in October 2022, Ofsted stated that:

“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
 - ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
 - 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

S7 Consortium:

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

Benefits include:

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch), run club
- Staff clubs/support groups: book club; menopause group; group for parents/carers of children with mental health concerns; carers for elderly parents
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher’s Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/ Please note that CVs will not be accepted on their own.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

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

Closing date: 9am, Wednesday 2 October 2024

Interviews: to be held on Wednesday 9 October 2024

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
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Informal meet with department members
- Role related task

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 2024
- 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/>

