



# Assistant Principal Safeguarding and Support Application Pack

Learning together for success and progression

September 2023

Dear Applicant

Thank you for your interest in Godalming College and in the post of Assistant Principal, Safeguarding and Support, to start on 2nd January 2024. This is an exciting opportunity to join the Senior Leadership Team of our popular and successful College. Godalming College has an enviable reputation for the quality of its provision for students, both from a teaching and learning perspective, as well as its support for students. The Assistant Principal role has become vacant due to the decision by the current postholder to step down from the role after 15 successful years in the post.

As part of the Senior Leadership Team, the Assistant Principal plays a significant role in the strategic and operational leadership and management of the College. The successful candidate will be an experienced sixth form or FE teacher and leader with a proven track record of innovative and successful management and performance in post 16 education. It is imperative that applicants share our drive and determination to ensure the best possible student and staff experience at Godalming College. The Job Description summarises the broad range of responsibilities attached to this very important role. In some areas this means oversight of a committed and talented group of managers who have direct responsibility for service delivery. The Assistant Principal is the Designated Safeguarding Lead for the College. Whilst experience of managing an aspect of student services activity may be an advantage, appointing the 'right person' is as important as a specific experience base. Inevitably, the range of responsibilities will not remain static and job descriptions are periodically reviewed.

All applications must be made on the College's application form (no CVs will be considered). Your application should be accompanied by a covering letter of no more than 2 sides of A4 clearly explaining your reasons for applying for the job and of the ways in which your experiences, skills and values meet the requirements of the person specification. You should also include a paragraph to explain what you believe are the main priorities in the management and leadership of a Sixth Form College over the next five years.

The application pack comprises of:

- Letter from the Principal
- Introduction to the College
- Job Description, Person Specification, Terms & Conditions and Benefits
- Strategic Plan
- Line Management Structure
- Application Form

Applications should be returned by post to HR, Godalming College, Tuesley Lane, Godalming, Surrey GU7 1RS, or by email to [HR@godalming.ac.uk](mailto:HR@godalming.ac.uk)

- The closing date for applications is **Wednesday 27<sup>th</sup> September 2023 at midday**
- We plan to notify short-listed candidates **w/c 2<sup>nd</sup> October 2023** by email
- The selection process is planned for **Tuesday 10<sup>th</sup> and Wednesday 11<sup>th</sup> October 2023**

Please feel free to contact HR on 01483 411293 or email [HR@godalming.ac.uk](mailto:HR@godalming.ac.uk) if you would like to enquire about the progress of your application or arrange for feedback at any stage of the selection process.

We appreciate that making an application is time consuming and, if you do decide to apply, we thank you in advance for your application. If you would like any further general information, please contact HR via email [HR@godalming.ac.uk](mailto:HR@godalming.ac.uk)

We very much look forward to receiving your application.


Yours sincerely,

Emma Young  
Principal

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# Introduction to Godalming College

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A photograph of the Godalming College building, a large, multi-story brick structure with a central arched entrance and several windows. The building is set against a cloudy sky.

The College provides outstanding education to around 2,300 16-19 year old students who are studying academic and vocational qualifications at Level 2 and Level 3 and enjoys an excellent reputation both locally and nationally. Students travel to Godalming College from a wide geographical radius covering Surrey and Sussex and beyond, having previously studied at over 100 different secondary schools. Just over a ¼ of each year group consists of students who previously attended our partner schools in the Waverley Federation, c.20% have been previously educated in the independent sector, with the balance made up of state schools. The College offers a broad curriculum of 40 different courses at A level, BTEC and GCSE. Taking into account gap years, approximately 75% of students will progress to university, more than 1/3 of which gain a place at a Russell Group university. Other students progress to dance and drama schools, conservatoires, art college or into employment or apprenticeships.

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## Successful

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The College has a proven track record of outstanding results. The high-grade rates at both A Level and BTEC (Level 3) consistently exceed national benchmarks by some distance, which given the relatively modest entry requirements is impressive.



The last 3 years of exam results data and overview of College performance from a value added and progression perspective can be found [here](#).

Godalming College was last inspected in December 2019. We were delighted at the time to be the first specialist sixth form provider in the country to be awarded Outstanding under the current framework. We were also the first College in the Southeast region to retain its Outstanding status.



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# Vibrant

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Our campus offers modern, attractive, stimulating spaces to learn and work.



Godalming College is an inspiring environment in which to work and study. The buildings provide modern facilities for all subject areas with designated study areas and social spaces. We have invested £15 million in new buildings in recent years. In addition, we have invested substantially in developing high quality IT infrastructure

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# Learning

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Outstanding teaching and learning are at the heart of the Godalming College experience.

Our aim as a College is to provide students with a study programme which develops skills and interests, helping to build confidence and provide a basis for students to successfully progress onto their next step, whether that be university, an apprenticeship or the world of work.

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# Community

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There is a strong sense of community at the College, reinforced by a wide range of exciting extra-curricular activities and a comprehensive programme of trips and visits.

Students feel strongly that they are part of a caring and committed community and that this is a key factor in helping them to flourish. The views of both teaching and support staff are valued and staff are consulted whenever possible as part of the process of managing change. Reflective practice and learning are embedded across the organisation. A culture of high expectation within a supportive, caring environment is at the heart of the College ethos. Each tutor group nominates two student representatives who take part in the SU Parliament, which meets with the Student Union Executive. The Student Union also meet regularly as an Executive Committee to discuss issues brought to them by the SU Parliament and to organise student activities and charity fundraising.

# Leadership Structure

The College is a 16-19 Academy who has a Board of c.15 Trustees who keep strategic oversight of the College. Membership of the Board of Trustees is drawn from across the community and has a wide range of experience to support the College in achieving its mission and strategic aims.

The College Senior Leadership Team consists of the Principal, Deputy Principal, Curriculum & Quality, Assistant Principal, Safeguarding and Support and Assistant Principal, Finance and Resources. The Principal is responsible for setting the overall strategic direction of the College, while day to day operational responsibility for the curriculum and student support lies with the other members of the senior team. The SLT Team meets weekly and provides leadership and direction on all strategic and operational matters. Beneath this team, driving the operational management of the College is the Upper Management Team. This comprises of the 3 Directors of Faculty, the Director of Progression and Transition, Director of Safeguarding and Intervention, the Director of IT and Digital Strategy, the Director of Marketing and the Director of Estates. The Upper Management Team meet on a half termly basis to consider College wide matters and is invaluable in ensuring a coherent approach to emerging issues across all management functions. The College employs around 230 teaching and support staff on both a full and part time basis.

The College teaching periods start at 8.45am and finish at 4.15pm. Each teaching period is 45 minutes long.

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## Partnerships - S7 & Waverley Federation

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Godalming College believes strongly in partnership working. It is one of eight sixth form colleges in Surrey and Sussex who work closely together in a consortium known as S7. They provide appropriate training and development for staff in the colleges and facilitate meetings for specific groups as well as a bi-annual teaching conference. Nationally, the College belongs to the Sixth Form College Association. The Principal is the current Chair of the S7CA. The College is also a member of the Waverley Federation, which is a consortium of local schools, for which Godalming College is their sixth form.



# JOB DESCRIPTION

**Job Title:** Assistant Principal, Safeguarding and Support

**Line Manager:** Principal

## Summary of Job

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To lead and manage all aspects of student support across the College, ensuring students are given the best possible support and guidance to enable them to develop as successful learners. To act as the College Designated Safeguarding Lead.

## Responsibilities

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### Safeguarding

- To be the Designated Safeguarding Lead (DSL) for the College and take the lead responsibility for safeguarding and child protection across the College
- To ensure that the Safeguarding and Child Protection Policy is reviewed at least annually and ensuring national and local statutory duties are followed, including Keeping Children Safe in Education (KCSIE) updates
- To provide oversight and support for the Director of Safeguarding and Intervention
- To lead the Prevent strategy including referrals and risk assessments, as well as identifying and facilitating Prevent training for all staff and Trustees
- To work and meet regularly with the Safeguarding Link Trustee and provide regular Safeguarding updates and training to the Board of Trustees

### Student Support and Behaviour

- To ensure that support and discipline procedures helps students to overcome barriers to learning and empowers them to build resilience and autonomy rather than foster reliance
- To lead College wide strategies to support the highest levels of student attendance punctuality and behaviour
- To manage student suspensions and exclusions
- To work with the wider Student Services Team to advertise and target appropriate welfare and community support to vulnerable student groups, for example, Young Carers, ESOL students, students in Local Authority care or with a social worker, etc.
- To lead, in collaboration with the Assistant Principal, Finance and Resources, the 16-19 Bursary Fund, taking oversight of the application process and allocation of funds
- To be responsible for parental communications, ensuring that parents and carers are kept up to date and informed of all aspects of College life

## **Student Progression**

- To provide oversight and support for the Director of Transition and Progression
- To oversee the activities of the Careers and Progression Department
- To ensure the UCAS Policy and Progression Policy are reviewed and updated annually
- To provide support to all staff in relation to the completion of UCAS references
- To lead and manage the Post Results support for students
- To act as the main point of contact for Admissions queries for applicants looking to progress onto Godalming College
- To support the Director of Transition and Progression in collecting and analysing destinations data
- To support the Director of Transition and Progression in the co-ordination of College Alumni

## **Learning Support**

- To provide oversight and support for the Learning Support Manager
- To oversee the activities of the Learning Support Department
- To ensure accurate and timely returns for High Needs students to the relevant Local Authority
- To ensure the Learning Support and Access Arrangements Policies are reviewed and updated accordingly

## **Equality, Diversity and Inclusion**

- To ensure the College meets all its statutory duties from an Equality, Diversity and Inclusion perspective
- To oversee the work of the Equality, Diversity and Inclusion Officer
- To work with the EDI Officer as well as staff and students to promote, celebrate and champion diversity
- To lead the College strategy as to how to best support socio-economic disadvantaged students

## **Student Union**

- To oversee the work of the Student Union Secretary and Events Co-ordinator ensuring that the Student Union's activities are successfully facilitated
- To promote an on-going Senior Leadership Team dialogue with the Student Union Executive via regular meetings with its representatives

## **External Relations**

- To act as an Advising Officer to the Trustee Curriculum and Quality Committee and where requested to other Committees of the Board of Trustees
- To act as a point of contact with the police and local authorities as appropriate

## **Leadership and Management**

- To be a member of the Senior Leadership Team and support the Principal in contributing to the strategic planning, vision and leadership of the College
- To promote the interests, mission and values of the College
- To attend meetings of the Upper Management and Pastoral and Curriculum Groups
- To represent the College at the S7 Student Services Group
- To oversee the Self-Assessment Review Process for Student Support, Safeguarding, EDI and Careers and Progression
- To act as Line Manager, providing leadership and effective management to:
  - Director of Safeguarding and Intervention
  - Director of Transition and Progression
  - Head of Learning Support
  - Student Union Secretary
  - Events Co-ordinator

## **Other Duties**

- To fulfil the responsibilities of a teaching member of staff up to 4.5 hours per week
- To help co-ordinate the College Admissions and Enrolment processes
- To participate in the College Professional Review Scheme and training programmes
- To demonstrate an awareness and commitment to Equality, Diversity and Inclusion, Health and Safety, Data Protection and Safeguarding in accordance with the College Policies
- To carry out other reasonable requests as required by the Principal



# PERSON SPECIFICATION FOR POST OF ASSISTANT PRINCIPAL, SAFEGUARDING AND SUPPORT

The successful candidate will have the following essential qualities:

## Experience

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- Possess a good degree and teaching qualification and be a successful teacher of the post-16 age group
- Proven track record of innovative and successful management performance in post 16 education
- Wide appreciation of educational matters post-16
- Unwavering commitment to the development, support and welfare of young people

## Personal Skills

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- Ability to think strategically, manage change and lead others
- Clear and effective communicator
- Enthusiasm, energy and flexibility
- Understanding and empathy with the pressures that students and staff operate under
- Well-organised, being able to prioritise and delegate effectively
- Ability to develop creative solutions to problems
- Committed to high standards with strong attention to detail
- Positivity, with a commitment to continuous improvement

## Values

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- Belief in a collective, democratic and consultative management style
- Strong commitment to quality improvement
- Understanding of the unique nature of the 16-19 age group and the importance of this phase of educational and personal development
- Belief in the benefits/strengths of a specialist 16-19 education
- Commitment to Equality, Diversity and Inclusion, in all its manifestations, and the establishment of fair and equitable working practices

## The following would also be desirable:

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- Had experience of managing/leading one or more of the areas listed in the job description
- Has safeguarding and child protection training and experience
- Taken part in a middle leadership/aspiring middle leadership course
- Experience of managing a budget

# TERMS & CONDITIONS FOR POST OF ASSISTANT PRINCIPAL, SAFEGUARDING AND SUPPORT

## Pay & Progression

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- The post will be remunerated on the Sixth Form Colleges Senior Leadership Spine, range L13-L15, currently £68,649 to £71,983 per annum
- The Assistant Principal is eligible for nationally agreed cost of living rises
- Successful performance will entitle the post holder to access available points in the salary range in accordance with the College's Professional and Performance Review Procedures

## Working Time

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- The post holder will be employed in full-time service - only and exclusively in the capacity of Assistant Principal
- The leave year shall be from 1st September to 31st August
- Holiday entitlement is 35 days per year in addition to the College closure period between Christmas and New Year. Leave arrangements are agreed amongst SLT and are approved by the Principal
- In order to best support the students post results, the post holder is required to be in College for the last two weeks in August to provide Post Results Support for students and work with the other members of the SLT to ensure the College is fully prepared for the start of the new academic year

## Probationary Period

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- The post is subject to a 12-month probationary period

## Staff Benefits:

### Health & Wellbeing



#### College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



#### Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



#### Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



#### Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



#### Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

### Financial



#### Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.\*



#### Car parking

There is free on site parking for staff.



#### Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

**GODALMING  
COLLEGE  
STRATEGIC PLAN  
2022-25**

**Learning together for success and progression**



# Godalming College Strategic Plan

<b>Our Mission</b>	<b>Learning together for success and progression</b>
<b>Our Vision</b>	<b>To be a successful vibrant learning community where every individual is supported to achieve their potential</b>
<b>Our Core Values</b>	<ul style="list-style-type: none"> <li>• <b>Exceptional Quality</b></li> <li>• <b>Safe, Inclusive and Caring</b></li> <li>• <b>Creative and Reflective</b></li> <li>• <b>Respectful</b></li> <li>• <b>Collaborative</b></li> <li>• <b>Sustainable</b></li> </ul>

## College Key Characteristics:

- The College has c. 2000 students and c. 200 staff
- Students are drawn from over 100 schools, with 30% of our students coming from the local Waverley Federation of schools
- We offer over 40 different courses at A Level, BTEC and GCSE – with a wide range of enrichment opportunities
- The College is judged by Ofsted as ‘Outstanding’
- The College values its partnership working and is a member of the Waverley Federation, the S7 Sixth Form Colleges Consortium and also the Sixth Form Colleges Association

## KEY PERFORMANCE INDICATORS WE WILL USE:

<b>Attainment</b>	<b>Progress</b>	<b>GCSE English and Maths</b>	<b>Retention</b>	<b>Destinations</b>	<b>Student Numbers</b>	<b>Finance</b>	<b>Feedback</b>
A*- B rates and pass rates that are in the top third in the country	Positive value-added outcomes in both DfE and ALPs measures	GCSE English and Maths pass rates remain well above sector benchmarks	Over 90% of students will complete their main study programme	% progressing on to further/higher education or employment exceeds 85%	Maintain student numbers at c. 2000	Maintain a balanced budget and are at least ‘good’ as far as financial health is concerned	Student, staff and parent feedback is reflected upon regularly and embedded into our QA systems as appropriate
<b>DfE Performance Measures</b>							

The identified priorities for 2022-25 that will be addressed by our following Strategic Aims are as follows:

- **Future of BTECs/T Levels**
- **Recruitment of staff and students**
- **Mental Health and Wellbeing**
- **Provision for Learning – Digital and Campus**
- **Sustainability Strategy**

Strategic Aims	We will achieve these by:	How will we know if we are making progress?
<b>To be the best College in the area to study and work</b>	Provide a curriculum offer which ensures our students have an enriching and broad study programme	<ul style="list-style-type: none"> <li>• Results Metrics</li> <li>• Student and Staff Retention Data</li> <li>• HR Metrics</li> <li>• Student, Staff and Parent Satisfaction Surveys</li> <li>• Recruitment data</li> <li>• Self-Assessment Reports</li> <li>• Barriers to Learning Data</li> <li>• Numbers of students enrolled on courses</li> <li>• Progression Data</li> </ul>
	Review our curriculum intent considering the outcomes of both the Level 2 and Level 3 qualification reviews	
	Ensure outcomes remain strong and remain within the top 25 <sup>th</sup> percentile nationally	
	Evolve an enquiry question, research focus, to drive a new Professional Review system	
	Further develop our learning culture by enhancing our 50/50 approach as well as coaching schemes for both students and staff	
	Continue to recruit the highest quality staff and provide them with the environment to develop and thrive	
	Address barriers to learning to tackle any identified differences in performance/outcomes	
	Continue to challenge ourselves to be the most inclusive college where all individuals feel valued members of our community, advancing social mobility, wherever possible	
Further strengthen our 'High Challenge Low Threat' culture to ensure continued exceptional quality in all that we do		
<b>To ensure an outstanding experience from Applicant to Alumni</b>	An unrelenting focus on an individualised approach for each student in support their progression goals, raising aspirations wherever possible	<ul style="list-style-type: none"> <li>• High levels of engagement in school liaison activity</li> <li>• Application target numbers achieved</li> <li>• Applicant/Student satisfaction surveys</li> <li>• Alumni attendance and participation at progression events</li> <li>• All students take part in a form of work-related experience and/or volunteering as part of their study programme</li> </ul>
	Ensure our applicants develop even greater understanding of the College through enhanced school liaison activity	
	Develop our alumni network to encourage greater engagement and participation in our progression events, both on a college level and in departments	
	Increase the range of work related, volunteering and work experience opportunities for students	
	Contribute to the local skills agenda, developing closer employer and wider community links	

		<ul style="list-style-type: none"> <li>• Progression Data</li> </ul>
<b>To provide high quality provision for learning</b> <ul style="list-style-type: none"> <li>• Digital Strategy</li> <li>• Campus Strategy</li> </ul>	Implement our Digital Strategy to ensure maximum efficiency and data informed decisions in all elements of College activity	<ul style="list-style-type: none"> <li>• Progress against deadlines in both our Digital and Campus implementation plans</li> <li>• Communications Strategy developed and embedded</li> </ul>
	Continue to develop digital skills and literacy for students and staff	
	Update our College Information System and evolve an overarching Communications Strategy	
	Implement our Campus Strategy ensuring our campus has sufficient classroom and social study space	
<b>To embed a culture of sustainability</b>	Make significant progress in becoming a leading College as defined by the FE Climate Roadmap	<ul style="list-style-type: none"> <li>• Progress made against the FE Roadmap</li> <li>• Progress against deadlines in our Sustainability implementation plan</li> <li>• Progress against Net Zero target</li> <li>• Student engagement and participation in Carbon Literacy course</li> </ul>
	Implement our Sustainability Strategy	
	Introduce a Carbon Literacy course and ensure reflections in each curriculum area	
	Continue to develop our Campus working towards reducing our carbon footprint	
<b>To enhance further student and staff wellbeing</b>	Actively continue to enhance our wellbeing support for both students and staff	<ul style="list-style-type: none"> <li>• Student and Staff Satisfaction responses</li> <li>• Barriers to Learning metrics</li> <li>• HR Metrics</li> <li>• Engagement with wider services and support</li> <li>• Shaping Futures SoW</li> </ul>
	Continue to review, reflect and learn from the Post COVID environment	
	Refine our Learning Support offer to ensure resource is deployed for maximum impact in addressing barriers to learning	
	Further research solutions for students and their families both to access mental health and wellbeing support within College and via external agencies	
	Reflect constantly on what constitutes a sustainable workload for staff	
	Continue to develop resilience and adaptability amongst our students ensuring they have the skills e.g. communication, and values e.g. respect and kindness, to best prepare them for adulthood	
	Ensure our Shaping Futures programme continually evolves to remain relevant and engaging, to best support student academic success as well as their personal and social development	

# Godalming College Line Management Structure

