



# Director of Faculty Application Pack

Learning together for success and progression



Godalming  
College

**February 2026**



Dear Applicant,

Thank you for your interest in Godalming College and in the post of Director of Faculty to start 24th August 2026.

This is an exciting opportunity to join a popular and successful College, which has a very strong reputation for the high quality of its provision for its students as well as a strong culture of learning. The post has arisen due to the decision of the existing, long standing and highly successful current postholder to stand down from their role at the end of this current academic year. The Directors of Faculty are part of the Upper Management Team at the College and play a significant role in supporting the College in ensuring the best possible outcomes and learning experience for its students.

The College Faculty structure is such that subjects in each Faculty are derived from a mixed range of disciplines, not grouped in similar subjects. The Director of Faculty would be managing the following subjects: History and Politics, Geography, Sociology, Philosophy, Maths, Law and Physics, Computing and IT. We believe this approach brings a multi-disciplinary focus, and ensures the best means to develop a wide range of ideas and sharing of best practice for the benefit of all students and staff. Each Director of Faculty also has a cross-college area of responsibility. The post is assigned the College Vocational Lead responsibility.

Applicants do not need to have a specific subject specialism for this post, indeed the subjects that will be assigned to the Faculties are yet to be finalised and will be assigned once this appointment has been made. The successful candidate will be able to demonstrate wide-ranging and high level interpersonal skills with excellent management and leadership qualities. Applications are invited from outstanding teaching professionals who possess the necessary vision and dynamism to lead their Faculty in continuing to ensure excellence of student outcomes and experience.

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.

The closing date for applications is Monday 2nd March at 9am

We plan to notify short-listed candidates by Thursday 3rd February by email

The selection process is planned for Tuesday 10th March

The application pack comprises of:

- Letter from the Principal
- Introduction to the College
- Job Description, Person Specification and Terms & Conditions
- Benefits can be found [here](#)
- Leadership Pay Spine
- Line Management Structure
- Strategic Plan 2022 – 2025 can be found [here](#)

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.

We very much look forward to receiving your application.

Yours sincerely,

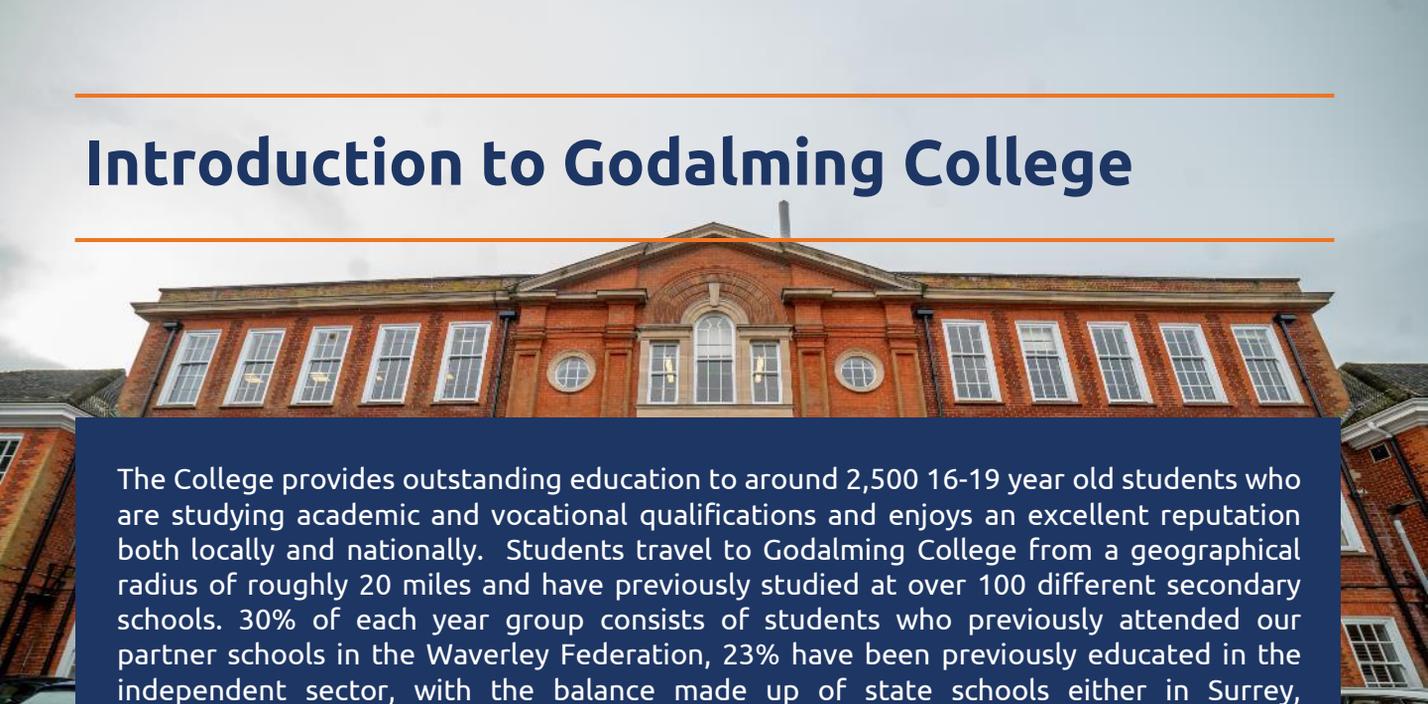


Emma Young  
Principal

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# Introduction to Godalming College

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The College provides outstanding education to around 2,500 16-19 year old students who are studying academic and vocational qualifications and enjoys an excellent reputation both locally and nationally. Students travel to Godalming College from a geographical radius of roughly 20 miles and have previously studied at over 100 different secondary schools. 30% of each year group consists of students who previously attended our partner schools in the Waverley Federation, 23% have been previously educated in the independent sector, with the balance made up of state schools either in Surrey, Hampshire or West Sussex. 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 a 1/3rd 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.



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 had its most recent Ofsted inspection in November 2024 and we were delighted to yet again retain our Outstanding status. A copy of the report can be found [here](#).

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# Vibrant

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Our campus offers modern, attractive, stimulating spaces.



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 which we are constantly looking to improve and upgrade. In addition we have invested substantially in developing high quality IT provision. All teaching staff are issued with a Surface Pro.

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# Learning

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

Our aim as a College is to provide students with a study programme which develops skills, awareness 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.

# College Structure

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

The College Senior Leadership Team (SLT) consists of the Principal, Deputy Principal, Assistant Principal of Safeguarding and Support, Assistant Principal of Finance and Resources and Assistant Principal of Communications. There are 3 Faculties each managed by a Director, to whom Heads of Department report. The College Upper Management Team comprises of SLT, plus the 3 Directors of Faculty, plus the Director of Student Futures, 2 Directors of Safeguarding and Intervention, the Director of IT and Digital Strategy, Director of Estates and Director of HR. Responsibility for overall strategic oversight of the College lies with the Board of Trustees. 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 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 is embedded across the organisation. A culture of high expectation within a supportive, caring environment is at the heart of the College ethos.

Each year students vote to elect student representatives who make up the Student Union. The Student Union meet regularly to discuss issues brought to them by the wider body of students and to organise student activities and charity fundraising events.

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. 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:** Director of Faculty

**Line Manager:** Deputy Principal

## Summary of Job

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To lead and manage a group of subject departments ensuring the highest quality of provision, progression and outcomes for all its students.

## Responsibilities

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### Leadership and Management

- To contribute to the strategic and operational leadership and management of the College
- To promote and protect the interests, mission and values of the Faculty and College in both local and national contexts within relevant spheres of education, business and the local community
- To provide effective leadership and management of the Faculty, working closely with Heads of Department
- To ensure consistency of practice in the appropriate and successful application of College policies, procedures and administrative arrangements
- To foster, encourage and develop reflection, innovation and creativity in the development of teaching and learning and all elements of provision across the Faculty
- To ensure effective communication and consultation between the College management and the Faculty
- To be the cross college Vocational Lead as the designated Director of Faculty responsibility for this post

### Quality Assurance

- To work with Heads of Department to ensure that teaching and learning is of the highest standard
- To organise, support and direct the quality assurance processes within the Faculty. In particular help the Heads of Departments to produce their annual Self-Assessment Report and Development Plan, ensuring that high quality provision is delivered at all times
- To contribute to the College Self-Assessment Reports and Development Plans providing evidence from across the Faculty provision as required

- To oversee lesson observations within departments both within the Faculty and where appropriate across Faculties
- To ensure the Departments and Faculty respond to the Learner Voice Survey and focus group feedback
- To ensure the Faculty is fully familiar, and confident, with their understanding of the latest Ofsted inspection framework

## **Curriculum**

- To oversee the strategic and educational development of the overall College curriculum
- To work with Heads of Department to develop study programmes including the introduction of new specifications and/or courses based on student need, robust curriculum intent, and in relation to changes in national curriculum
- To work with Heads of Department to ensure that activities to develop the most able learners are part of Faculty and Departmental provision
- To ensure that equality, diversity and inclusion is firmly established in the curriculum, including the analysis of the performance of different groups of learners and the active promotion of equality, diversity and inclusion in teaching and learning
- To lead the development of subject sites using Microsoft Teams to support learning such as Godalming Online and Microsoft Teams, making sure full use of ICT is made to improve the quality of teaching and learning

## **Staff Development and Personnel**

- To work closely with the Deputy Principal in planning and identifying staffing resources
- To work with both the Deputy Principal, Heads of Department and other colleagues to co-ordinate the timetabling of all courses in the Faculty
- To assist in the appointment of new staff
- To assist with the induction of new staff into the Faculty and its departments and also the induction of staff with new responsibilities
- To work with the Deputy Principal in planning and organising the annual College INSET programme, particularly in response to needs deriving from the quality assurance process, Professional Review and other relevant mechanisms that have identified a need
- To be responsible for the Professional Review of all Heads of Department in their Faculty and to ensure that development points deriving from Professional Reviews are in accordance with the Department's SAR and development plan
- To assist in reference writing for staff in the Faculty

## **Management & Administration**

- To ensure that Faculty views are expressed at the relevant management meetings, plus other relevant forums and that decisions made within these groups are communicated effectively to the Faculty
- To assist in the promotion and publicity of the College, through Open Evenings, G2G days etc. as well as taking part in school liaison events as required
- To oversee enrolment and course change procedures to ensure that students are placed on study programmes to which they are best suited
- To keep oversight and approve Departmental Trips and Visits, ensuring the full implementation of the College Trips and Visits procedures
- To monitor department budgets and expenditure to ensure that value for money is achieved in the delivery of teaching and learning
- To be responsible for the collective development of Faculty facilities and equipment where appropriate
- To oversee the Department Budgets and as well as manage the Faculty Budget and bids for curriculum development, in conjunction with Heads of Department and the Deputy Principal
- To be part of the team of colleagues who provide support, on an annual basis, for students post results in August

## **Safeguarding, Equality and Diversity and Health & Safety**

- To demonstrate an awareness of and commitment to Equality, Diversity and Inclusion, Health and Safety and Safeguarding in accordance with College Policies
- To ensure that Heads of Department meet their responsibilities as regards safeguarding and health and safety and that all statutory obligations are met

## **Other Duties**

- To fulfil the responsibilities of a teaching member of staff for up to 7 hours a week, including personal tutor groups
- To participate in the College Professional Review Scheme and training programmes
- To adhere to the College's Data Protection Policy
- To carry out other reasonable requests as required by the Principal

## Additional Responsibility

**Job Title:** Vocational Lead

**Line Manager:** Deputy Principal

### Responsibilities

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#### Vocational Teaching, Learning and Assessment

- To oversee the quality of our Vocational course provision – sharing best practice amongst the Course Leads on teaching, learning and assessment
- To act as the voice and representative of College Vocational provision
- To work with the Deputy Principal to ensure that robust quality assurance mechanisms are in place for all Vocational courses
- To work with the Marketing and Admissions Team to ensure that all information and guidance regarding Vocational courses is up to date
- To provide advice to teams on curriculum development. This might include advice on issues such as setting up new courses, writing assignment briefs, IV procedures, assessment and feedback mechanisms and rules
- To liaise with the Exam Officer and team to oversee all entries on vocational courses are kept up to date and relative exam board requirements are being met by the Course Leads
- To be the main point of contact for vocational course results queries during the College post results service

#### Quality Nominee

- To be the main point of contact for the Centre Quality Reviewer, to agree the agenda of the visit, negotiate when this will take place and which practitioners need to be involved, and complete the Centre Engagement Document
- To be the initial point of contact for the Standards Verifier and to work with other College staff to ensure that the Standards Verification can take place
- To maintain and monitor on-line training, ensuring certifications for all programmes and that this is kept up to date
- To have capacity and the authority for certification of all for programme lead verifiers and ensure that internal verification is planned and managed effectively
- To liaise with Course Leads/HoDs and lead internal verifiers and ensure they are briefed on quality processes, and kept up to date

# PERSON SPECIFICATION FOR POST OF DIRECTOR FOR FACULTY

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

## Experience and Qualifications

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- A successful teacher of the post-16 age group
- Proven track record of innovative and successful leadership at Head of Department level in further education (or secondary education with sixth form)
- A strong interest in curriculum and teaching and learning
- Has effectively led a team to achieve consistently strong outcomes for students

## Personal Skills

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- Enthusiasm, energy and flexibility
- Understanding and empathy with the pressures that students and staff operate under
- Well-organised, being able to prioritise
- Ability to develop creative solutions to problems
- Strong communicator both verbally and in writing
- Ability to analyse, interpret and make effective use of data to inform actions
- Committed to high standards with a strong attention to detail
- Sense of humour and an awareness that nobody's perfect
- Positivity and a willingness to learn

## Values

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- Belief in a collective, democratic and consultative management style
- Strong commitment to continuous 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 educational experience
- 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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- Track record of consistently achieving outcomes for students that are 'above average' (L3VA) outcomes and/or grade 4 or above (ALPs)
- Experience of being an Examiner
- Taken part in a middle leadership/aspiring middle leadership course
- EQR trained
- Has been part of a working group focusing on teaching and learning, and/or quality initiatives such as an Internal Quality Review Programme
- Involved in piloting and delivering cross college initiatives
- Experience of leading vocational provision

# TERMS & CONDITIONS FOR POST OF DIRECTOR OF FACULTY

## Pay & Progression

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- The post will be remunerated on the Godalming College Single Leadership Spine, range L13-L15, currently £65,174 to £67,365 (including Fringe Allowance of £1,341) per annum plus a R3 allowance (£2,474 per year) to recognise an additional cross college leadership responsibility attached to the role
- 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
- Increments are awarded every two years

## Working Time

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- The post holder will be employed in full-time service - only and exclusively in the capacity of Director of Faculty
- Remission is 16.5 hours per week, plus up to 4.5 hours teaching, 2 hours Tutor Groups (1 Upper Sixth and 1 Lower Sixth) and 30 minutes for student coaching support
- The leave year shall be from 1st September to 31st August
- Holiday entitlement is 12 weeks or 60 days including statutory days and bank holidays to be taken during the normal college holiday periods. This results in 40 weeks or 200 days of specified contact time across the year
- In order to best support the students post results, as well as promptly address any issues with Department results in your Faculty, the post holder is required to be in College on the Wednesday before A Level Results day, A Level Results day and the following day plus the Monday and the Tuesday of the following week.

## Probationary Period

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- The post is subject to a 9-month probationary period

## 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](https://www.godalming.ac.uk/Staff%20Benefits%20Guide%202025-026.pdf)

## Godalming College Leadership Pay Spine – 1st September 2025

Plus Fringe Allowance on all points £1,341

### a) SFCA National Spine (NSP)

NSP1	£33,465
NSP2	£34,752
NSP3	£36,718
NSP4	£38,975
NSP5	£41,174
NSP6	£43,915
NSP7	£45,699
NSP8	£48,734
NSP9	£51,714

### b) Godalming College Single Leadership Spine

A	L1	£52,146
	L2	£53,030
	L3	£53,930
B	L4	£54,848
	L5	£55,780
	L6	£56,730
C	L7	£57,693
	L8	£58,674
	L9	£59,672
D	L10	£60,686
	L11	£61,719
	L12	£62,768
E	L13	£63,833
	L14	£64,919
	L15	£66,024
	L16	£67,146
	L17	£68,287
	L18	£69,446
	L19	£70,627
	L20	£71,828
	L21	£73,050

### c) Godalming Responsibility Allowances

R1	£685
R2	£1,571
R3	£2,474
R4	£3,390
R5	£4,324
R6	£5,272

# Godalming College Line Management Structure

