

Applicants Information Pack

Assistant Principal - Resources and Operations

The Sixth Form College, Farnborough

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1. Welcome and Introduction

Thank you for your interest in the post of Assistant Principal (Resources and Operations) at The Sixth Form College Farnborough. This is a new and hugely important and exciting role at an exceptional educational institution and we are delighted that you are considering applying to join our team.

The mission of the College drives all of its activities and its constant striving for excellence:

"...to be a distinguished provider of the highest quality education, enriching the lives of all students within a lively, caring community and enabling all to develop the skills to meet the demands of a changing world with confidence."

Having grown steadily over the past decade, the College now has around 4300 students, most living within a 10-mile radius, enrolled on over 40 Level 3 courses. A record number of applications were received ahead of our recent enrolment for September 2026.

In recent years, academic outcomes have been well above the national average in terms of attainment and progress. Alps value added measures consistently put the College in at least the top 25% of providers nationally for both A level and vocational courses, with A level results placing the College in the top 10% for value added in each of the last 3 years. Last year's students averaged a grade B at A level, with the proportion of A level grades at A*, A or B averaging over 65%. Outcomes on vocational courses are equally impressive, at over 85% high grades.

Further performance information can be found on the College website and in our prospectus:

<https://farnborough.ac.uk/about-examresults>

<https://prospectus.farnborough.ac.uk/>

The College is also committed to ensuring that its students develop in terms of character, confidence and the skills required for success in higher education, employment and a rapidly changing world. These transferable skills are developed by the Prospects Diploma, which helps students to identify, develop and log their employability skills and via the many opportunities that are offered to undertake work experience, volunteering and enrichment activities.

The College is also renowned for its commitment to providing the highest possible standard of pastoral care. A highly experienced pastoral team provides group/one-to-one support and students also have access to two qualified nurses and an on-site counselling service. The College benefits from excellent facilities and educational resources and works closely with seventeen partner secondary schools to ensure students enjoy a smooth transition to College.

Following integration of The Prospect Trust and Weydon Multi Academy Trust on 1 April 2026, the College, and the Trust within which it sits, have entered an exciting new chapter, within which the new College Assistant Principal with responsibility for Resources and Operations will play a pivotal role.

We are in no way complacent about any of our successes and are seeking to appoint an Assistant Principal of the highest calibre who will be able to identify and deliver what is necessary to improve the College even further. The successful candidate will be an exceptional individual, with a proven and successful career in leadership and a thorough knowledge of the post-16 phase of education. The person specification outlines the key skills and experience that this exciting new role requires, but equally important is a shared vision for the future. All of our Academy leadership teams recognise that the Trust operates as one team and collaboratively support the successful delivery of the Trust's strategic priorities.

If you are seeking a new leadership challenge and believe that the College and Trust values and priorities align with your own, then we would be delighted to receive your application. Prospective candidates are very welcome to visit the College and strongly encouraged to have an informal conversation with me (about the role and their potential suitability for it) prior to submitting an application.

We very much look forward to hearing from you.

Zoe Smallman – Principal

2. Weydon Multi Academy Trust

Thank you for your interest in joining Weydon Multi Academy Trust at an exciting point in our journey.

WMAT is a thriving and growing community of 18 schools and a sixth form college across Southwest Surrey and Northeast Hampshire, alongside our Trust SCITT, i2i, which plays a vital role in developing the next generation of teachers. While each Academy retains its own distinctive identity and community feel, we are united by shared values and a collective commitment to excellence for every child and young person we serve.

At WMAT, our vision is simple yet powerful:

Stronger together, transforming lives, creating memories which are celebrated for a lifetime.

Our core purpose is transforming lives, and our values underpin everything we do:

- Aspiration and ambition for all
- Trusting relationships
- Restlessness in the pursuit of being better
- Positive and inspiring
- People-focused

Collaboration sits at the heart of how we work. We are stronger together sharing expertise through subject networks and aligning curriculum and assessment to secure consistently high standards. This culture is underpinned by our Flow Working Charter, rooted in respect, reward and recognition.

Joining WMAT means making a meaningful difference at scale, supported by strong systems and processes, professional networks and a culture that values learning for pupils and adults alike.



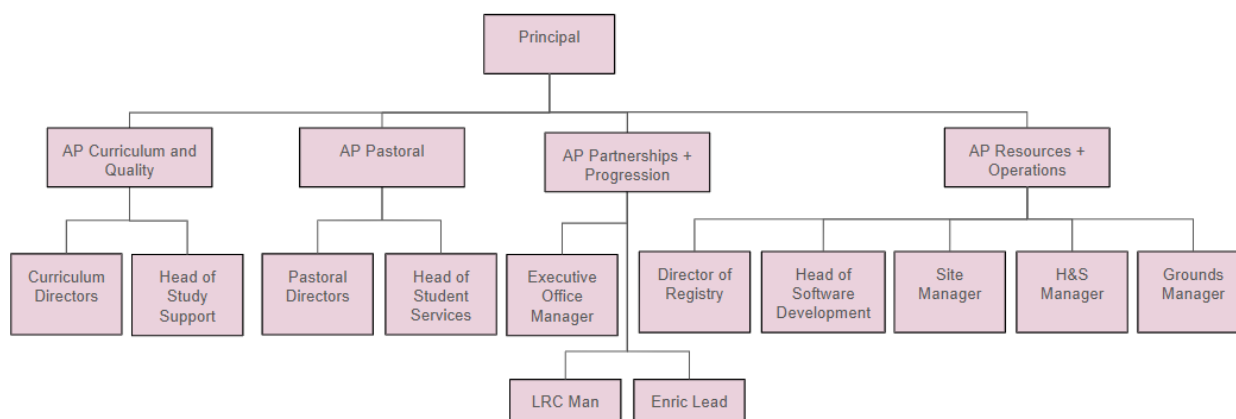
3. College Management Structure

A combined cohort of around 4300 students is supported by a unique combination of dedicated teachers, highly experienced pastoral team and support staff (including specialist Trust wide HR and finance teams), all of whom ensure that students can learn, enjoy and realise their full potential.

The workforce at the College has grown in line with the increased student numbers over the last decade. The current headcount is approximately 440 (including casual staff), with circa 220 leadership and teaching staff and 220 support staff.

The expertise and support of the College's dedicated workforce is reflected through the excellent results and further validated by positive feedback from student and parent surveys.

The Sixth Form College, Leadership Structure:



Assistant Principal: Curriculum & Quality - strategic lead for quality, teaching & learning and curriculum, supported by Directors of Faculty and Head of Study Support.

Assistant Principal: Pastoral Support - strategic lead for student pastoral support, including safeguarding and Prevent and health and wellbeing, supported by Pastoral Directors and Head of Student Services.

Assistant Principal: Partnership & Progression - strategic lead for admissions, partnerships, wider curriculum and progression, supported by Directors & Managers, and the College Executive Office, LRC and Enrichment and Schools Liaison team.

(NEW ROLE) Assistant Principal: Resources & Operations - strategic lead for key College systems, estate and resources, supported by associated Support Managers.

4. Job Description and Person Specification

Assistant Principal: Resources and Operations

Job Purpose

The Assistant Principal Resources and Operations will work collaboratively within the College Senior Leadership Team to contribute to the leadership and overall strategic management of the College in order to maximise students' outcomes and achievements.

Working in partnership with College and WMAT leaders, you will take strategic and operational responsibility across the areas listed below, to provide an exceptional environment for staff and students.

You will also act as the designated College SLT Digital Lead, working with the WMAT Digital Director and Head of Network Services to take strategic responsibility for the College's digital strategy and delivery of the DfE Digital Standards.

In your role, you will also lead on key College projects within your areas of responsibility. One example of a project currently on the horizon is estates development further to the College's successful bid to the Post-16 Capacity Fund.

Following integration of The Prospect Trust and Weydon Multi Academy Trust on 1 April 2026, the combined Trust is in a transitional phase. Therefore, what follows is not intended to be an exhaustive, definitive or detailed job description; rather it sets out the broad areas of strategic and operational responsibility covered by this role, recognising that the role will inevitably evolve as the circumstances of the College and Trust change, and particularly as Trust integration continues.

Together with the Senior Leadership Team, the Assistant Principal Resources and Operations will:

Generic Responsibilities

- Provide outstanding strategic and operational leadership and management across the areas of responsibility specifically allocated to this role from time to time and the College as a whole, to deliver the mission, vision, values, aims and objectives of the College and WMAT.
- Provide leadership and management which inspires, promotes and models a highly proactive, innovative, solution-focussed and supportive approach, informed by best practice, to (i) ensure and maintain the highest standards across all aspects of the College (ii) deliver outcomes efficiently and timely and (iii) foster and nurture a culture of mutual trust and positive relationships across the College and wider Trust, inclusivity for all and the highest ethical standards. This includes (but is not limited to) outcomes related to student experience, achievements and behaviour and staff performance, professionalism and development.
- Individually and collaboratively with other members of the Senior Leadership Team, be responsible and accountable for delivery of a highly efficient and effective deployment of resources across all areas of the College.
- Play a proactive and positive role in enabling and supporting highly effective compliance, governance and safeguarding both at the College and across the Trust.
- Comply with College and Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

- Either individually or collaboratively with other members of the Senior Leadership Team (as the situation requires), stand in for the Principal or other member(s) of the Senior Leadership Team if and when required, and represent the College at events and meetings from time to time

Specific Areas of Strategic and Operational Responsibility

Take strategic and operational responsibility for the following areas¹:

- College financial resources, in liaison with the central Trust finance team
- IT and digital, including serving as the College's SLT Digital Lead (as set out in the DfE digital and technology standards for schools and colleges), in liaison with the Trust Digital Director and Head of Network Services
- College management information systems
- Registry, comprising data/reporting, exams and admissions
- Human resources/people, in liaison with the central Trust HR team, with a particular College responsibility across Support Staff
- Data protection
- College estate and grounds, including estates strategy and sustainability
- External contracts e.g. catering
- College contracts such as service level agreements, insurances, licences
- Sources of external finance such as lettings and external bids
- Health and safety
- Risk management
- Compliance

¹ Note that this is not intended to be an exhaustive, definitive or detailed job description; rather it sets out the broad areas of strategic and operational responsibility covered by this role, recognising that the role will inevitably evolve as the circumstances of the College and Trust change, and as Trust integration continues

Person Specification

We are seeking an exceptional leader with the following key qualifications, experience, skills and personal attributes:-

Qualifications

	Essential	Desirable
Honours degree (ideally 2(ii) or higher) or equivalent professional qualification	✓	
Higher degree or postgraduate leadership qualification		✓

Experience and Skills

- A successful career in leadership, ideally in a large post-16 setting, resulting in a thorough understanding of school/college improvement strategies.
- Full awareness of legislation, regulations, policy, guidance and strategies as they relate specifically to this role and education more broadly.
- A thorough knowledge of post-16 education.
- The ability to analyse and understand complex issues and respond creatively and effectively.
- Working collaboratively with other senior colleagues to achieve a shared purpose and improved educational outcomes.
- Managing and delivering organisational change, for the purposes of improved performance and efficiency.
- Exceptional communication skills to bring clarity to complex matters and to maintain positive relationships with a range of internal and external stakeholders.
- Leading and inspiring a workforce to improve performance, whilst coaching and empowering leaders to resolve complex problems and manage risks.
- High-level strategic planning skills with the ability to translate vision into operational reality
- Working with other leaders to interpret, monitor and evaluate performance and recommend appropriate actions to address areas of risk.

Personal Attributes

- A passion for education to inspire a diverse workforce to improve the educational outcomes and lives of young people in our local communities.
- A commitment to promoting and safeguarding the welfare of young people and to reinforcing this within all College activities and processes.
- High professional standards and personal integrity, with high expectations of self and others.
- Emotional intelligence to lead and manage a range of stakeholders and staff, whilst creating a collaborative and inclusive culture.
- Self-motivated, resilient and calm within a range of settings, with the ability to manage a demanding workload and deliver results.
- Flexible, positive and resilient, with the ability to utilise sound judgement when making decisions.
- Excited by change, with the ability to motivate others throughout this process.
- Committed to continuous professional development, with clear expectations of self and others.

5. Recruitment and Application Process

We hope that after reading this information you still regard this exciting opportunity as the next step in your leadership career, but you of course need to understand the tangible benefits that apply.

Benefits and Terms of Employment

- Competitive salary and benefits
- Attractive contributory pension
- 30 days annual leave per annum (excluding bank holidays)
- Annual eye test
- Professional membership fees financially supported
- Continuing professional development supported and financially sponsored
- Employee assistance programme

We are keen to attract a diverse candidate pool of talented and experienced leaders for this pivotal role within the College and would welcome applications from all suitably qualified individuals. If you believe that you have the required qualifications, experience, skills and personal attributes to deliver our future strategic priorities we look forward to hearing from you.

Candidates are strongly encouraged to contact Kim Small (Executive Officer Assistant) on ksmall@farnborough.ac.uk, to raise any questions and arrange an informal discussion with Zoe Smallman, prior to application.

Your completed application should evidence the requirements outlined within the job description and person specification.

Completed applications should be returned to recruitment@wmat.org.uk, by **9.00am Monday 21st September 2026**.

Interviews will be held during w/c 28th September 2026.

Contact details

Zoe Smallman: zsmallman@farnborough.ac.uk

Kim Small: ksmall@farnborough.ac.uk
Telephone: 01252 688264

HR/Recruitment Team: recruitment@wmat.org.uk
Telephone: 01252 688227

College website: www.farnborough.ac.uk

WMAT website: www.weydonmat.co.uk