

Deputy Head of Studies

Thank you for your interest in this post at WQE.

We believe that this is a particularly exciting time to be joining us, offering a real opportunity to make a difference in this thriving and vibrant Sixth Form College. We strive for excellence in all aspects of our work with students; their academic and wider achievements, their learning experiences, the support they receive in their academic progress, their learning environment and their wider experience of College life. The College operates across two closely located campuses, next to the University of Leicester on University Road and a smaller campus at Regent Road.

We are seeking to appoint a well-qualified, self-motivated and enthusiastic Deputy Head of Studies (DHOS) to join our pastoral leadership team building on previous work in supporting students' learning experiences, progress and development.

The College operates across two campuses on University Road and Regent Road which are a 12-minute walk / 5-minute drive apart. While the post will be primarily based at one site, the role will involve cross-college collaboration and therefore regular movement between sites.

The successful candidate will work closely with one of our Heads of Studies, whilst also collaborating with the wider pastoral team of Heads and Deputy Heads of Studies. You will support the effective leadership and coordination of systems and processes that monitor academic progress and ensure high-quality pastoral support for all students.

You will also assist the Heads of Studies in the management and support of Personal Progress Mentors ensuring that students receive timely, appropriate and effective guidance throughout their time at the College. In addition, you will be a key point of contact for student management issues during the college day, working closely with the other Deputy Heads of Studies to maintain a positive and supportive learning environment.

For our part we shall make every effort to support our new colleagues in making the best of the professional opportunities offered by this post.

This is a full-time term-time, permanent post **commencing as soon as possible.**

The salary will be on the Sixth Form Colleges' Support Staff pay scale 19 - 22 which ranges from £36,564 to £39,957 per annum pro-rata. The actual starting salary for this post is £31,738 but may be negotiated based on experience.

We offer an exceptional package of benefits to our staff, which for this post includes: -

- Annual incremental pay increases, linked to performance, within the pay scale range
- Pension - Automatic enrolment into the Teachers' Pension scheme with 28.68% employer contribution or to the Local Government Pension Scheme for support staff (if applicable), one of the most competitive on the market with an employer contribution of above 20% in most cases
- Staff well-being programme
- Cycle to Work Scheme
- Annual flu vaccination
- Continual Professional Development
- Eyecare voucher scheme
- On-site parking

APPLICATIONS

Please do not submit a separate CV. Only information on the application form will be used in the selection process.

Completed applications must be returned by **10pm on Sunday 29th March 2026**.

Interviews will be held on **Wednesday 15th April 2026**. Full details will be emailed out to shortlisted candidates.

Please return all completed applications via e-mail only to vacancies@wqe.ac.uk

Finally, I would like to thank you for the time taken to consider joining WQE and in making an application if you decide that this is the right step for you.



Paul Wilson
Principal