

## **Head of Welfare & Skills**

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 looking to appoint a self-motivated and enthusiastic Head of Welfare & Skills. The successful candidate will provide efficient, responsive and flexible leadership of the College's welfare and skills function to ensure the provision of the best possible experiences, safety and outcomes for students, as well as fostering a culture of continuous improvement.

The post-holder will have a degree and PGCE or equivalent qualification. Substantial teaching and safeguarding experience are essential alongside previous experience of working with 16–19 year olds and overseeing support arrangements for young people with a range of additional needs. A relevant SEND qualification and experience of implementing change are also desirable.

## **Welfare & Skills Team**

The Welfare & Skills Team work across the College with bases at University Road and Regent Road campuses. The team comprises of 30 staff members including a Deputy Head of Welfare & Skills, Student Wellbeing Manager and Senior Warden who all share line management responsibilities for the wider team. Welfare & Skills manage a range of student support, including provision for those with medical conditions, mental health needs, SEND, exam access arrangements, EHCPs and Children Looked After. The Head of Welfare & Skills works closely with the Associate Principal for Students & Welfare to oversee strategic security arrangements making sure current legislation and guidance is adhered to and ensuring the safety and security of the college community is paramount.

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 at a point on the Sixth Form Colleges pay spine which ranges from £33,465 - £51,714 per annum, plus a responsibility allowance commencing at £10,431 and rising annually to £12,398.

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

We have an active and enthusiastic staff wellbeing group who meet regularly and are committed to adding value to life at work wherever possible, as well as ensuring a strong sense of community, wider opportunities and mutual support exist in our workplace.

## **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 Thursday 7<sup>th</sup> May 2026.**

Interviews will be held on **Thursday 14<sup>th</sup> May 2026**. Full details will be emailed out to shortlisted candidates.

*Please note - If your application is shortlisted for interview, your current and most recent employer will be contacted for a reference request (and most recent education provider if different) prior to the interview date and any job offer being made. Please ensure that this information is provided in the reference section on your personal details form.*

**Please return all completed application documentation via e-mail only to [vacancies@wqe.ac.uk](mailto:vacancies@wqe.ac.uk)**

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



Paul Wilson  
Principal