



Collingwood  
College  
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## Collingwood College Recruitment Information

### Learning Support Assistant (Fixed Term to July 2022)

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## Introduction

Collingwood College is Surrey Heath's first high-performing Academy. Collingwood is one of Surrey's largest and most successful secondary schools for students aged 11-19. We have more than 1700 students, including a Sixth Form and 235 teaching and support staff, all of whom are dedicated to ensuring that all our students fulfil their potential and enjoy to the full their secondary education.

As a comprehensive school specialising in Technology and Applied Learning, we welcome students of all abilities. The College offers an outstanding range of educational and extra-curricular opportunities, which few other schools can match. The website provides you with an insight into the many benefits and advantages that a Collingwood education offers.

Technology specialism means that at Collingwood every subject area uses technology to enhance student learning within their curriculum and particularly the STEM subjects (Science, Technology, Engineering and Mathematics). Our wide range of alternative qualifications reflects our second specialism in Applied Learning.



The College's very successful OFSTED inspection in January 2017 confirmed it to be a good school with outstanding leadership and management. Collingwood's breadth of curriculum and the quality of the Sixth Form received particular praise. Academic performance at GCSE and A Level is impressive. Our relentless focus on English and Maths ensures results at GCSE are consistently high. Able students are stretched with, on average, 20% of the cohort achieving 5 or more A\*/A grades each year.

The diverse talents of our students supported by committed and highly experienced staff are key factors in the success of the College. All Collingwood students are offered a wide range of personal development and leadership opportunities within their curriculum. The contribution of extra-curricular activities such as the College's Duke of Edinburgh Award Scheme, the wide-ranging educational visits programme, which includes visits to our partner school in Shanghai, ski trips to Europe and the USA, student visits to France and Spain and annual international expeditions are significant.

We have a thriving Sixth Form based in a purpose-built teaching centre. The majority of our students progress into our Sixth Form and from there into higher education. We offer extensive academic and vocational programmes of study.

**Dear Applicant,**

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2020, the percentage of students who gained 5+ good passes at GCSE was 81% and in the sixth form 55% of qualifications were at A\*-B (or equivalent). This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

A handwritten signature in blue ink that reads "Eden Tanner". The signature is written in a cursive style with a horizontal line underneath the name.

**Mr Eden Tanner**  
**Principal**

## **The Advert**

Are you passionate about helping children achieve their full potential?

We have an exciting opportunity for a **Learning Support Assistant**, with high expectations, who can bring commitment, innovation and creativity to our already dedicated and motivated team.

**The role is 30 hrs per week, 39 weeks per year term time plus inset days. (Monday to Friday 8.25am to 3.05pm)**

**The salary starting range for this post is £12,911 (FTE £18,010 to £19,112 pa). Candidates are normally appointed on point 1 of the relevant scale.**

(This post is initially on a fixed term basis to July 2022 and will be reviewed in the Summer term 2022.)

What we're looking for candidates:

- Ideally have experience of working with children as a learning support or teaching assistant or an interest in starting a career in education.
- Has a good standard of general education including English, Maths and Science at grade C (or equivalent) and above.
- Has a passion about supporting the teaching and learning of young people.
- Has the ability to work creatively and sensitively with children to ensure all children secure the highest possible levels of progress and achievement.
- Is able to relate well to and communicate well with children and adults.
- To support the college by assisting teaching staff in the classroom, to provide individual assistance to students with a range of abilities across the 11-16 age range, helping them to develop and achieve their full potential.

## **Application Process**

A Candidate information Pack and application form can be obtained on our website [www.collingwoodcollege.com](http://www.collingwoodcollege.com).

Completed application forms should be returned to the HR Department [hr@collingwood.surrey.sch.uk](mailto:hr@collingwood.surrey.sch.uk)

**Closing Date: 14 March 2022**

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

## **Safeguarding Statement:**

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced Disclosure via the CRB will be required.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

## **Application Process**

An application form can be obtained on our website [www.collingwoodcollege.com](http://www.collingwoodcollege.com) .  
Completed application forms should be returned to the HR Department  
[hr@collingwood.surrey.sch.uk](mailto:hr@collingwood.surrey.sch.uk)

## **Closing Date: 28 November 2021**

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

## **Interviews**

Interview will be held face to face unless Government Guidance regarding COVID19 indicates otherwise.

## **Probationary Periods**

All posts are subject to a probationary period, for support staff this is 6 months. Collingwood College's Probationary Policy is available upon request.

## **Remuneration and Benefits**

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

**The starting range for this post is £12,911 (FTE £18,010 to £19,112 pa) for 39 weeks a year. Candidates are normally appointment on point 1 of the relevant scale.**

This post is initially on a fixed term basis to July 2022 and will be review in the Summer term 2022.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

Access to other benefits including:

- Outstanding facilities, including free on-site parking
- All Collingwood College Support staff are eligible to belong to the Local Government Pension Scheme through Surrey and will automatically become members unless they opt out.
- 24/7 Employee Assistant programme for staff and their families
- Exclusive savings, discounts and offers through My Staff Shop including Cycle to Work Scheme
- Flexible leave of absence policy

## **Training and Development**

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff received the following training:

- Collingwood College Company Induction
- Safeguarding and Prevent Training
- Mandatory and Compliance Training including Fire Awareness and Health and Safety at Work
- Training linked directly to the job role, which may be delivered by other colleagues or external trainers

In addition, staff can have:

- An opportunity to access other training as detailed in the termly training calendar
- Other on-line training relevant to the role.



## JOB DESCRIPTION

### Learning Support Assistant Initially Fixed Term

<b>POST:</b>		<b>Learning Support Assistant</b>
<b>REPORTING TO:</b>		SENCo
<b>JOB PURPOSE:</b>		To complement the work of the teaching staff, contributing to a range of teaching and learning activities and to work collaboratively with colleagues as part of a professional team.
<b>DIRECT INVOLVEMENT WITH:</b>		SEN/EAL pupils, teaching staff, SEN department admin team, SENCo, Deputy SENCO, Behaviour Support Manager, parents/carers
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> <li>g.</li> <li>h.</li> <li>i.</li> <li>j.</li> <li>k.</li> <li>l.</li> <li>m.</li> <li>n.</li> </ul>	<ul style="list-style-type: none"> <li>To support the learning of students within a structured teaching situation, small group withdrawal, or individually as required.</li> <li>To be aware of lesson objectives and to assist students in making progress towards these.</li> <li>To engage in a discourse with teaching staff about planning, and to assist in the preparation and development of resources.</li> <li>To be familiar with IEPs and statements and to use this knowledge to inform support of students.</li> <li>To monitor students' progress and achievement, bringing issues of concern to the attention of the appropriate members of staff.</li> <li>To maintain records of intervention: completion of daily logbook, upkeep of a personal folder of student need, records of 1:1 and small group interventions; and to make these available for inspection upon request by the SENCO or other another senior member of staff.</li> <li>To undertake break time duties as directed.</li> <li>To work with individual students as directed to maintain personal confidence, promote positive behaviour, and encourage independence.</li> <li>To supervise assigned students where required, to ensure their health &amp; safety.</li> <li>To support students entitled to exam concessions in internal and external examinations.</li> <li>To contribute when appropriate to any multi-disciplinary discussion of the student's needs/progress.</li> <li>To participate in relevant staff development activities.</li> <li>To become familiar with, understand, and adhere to College policies and procedures.</li> <li>To maintain confidentiality in and outside the workplace.</li> <li>To undertake from time to time such work as may be determined by the SENCO.</li> </ul>

## **PERSON SPECIFICATION**

Ideally candidates will have the following:

### **Education and Training**

- Grade 4-9 in English, Maths and Science or equivalent (A-C)
- Basic IT skills/Office 2007(Word, Excel)

### **Experience Special Skills & Knowledge**

- The ability to follow instructions
- To plan and prioritise regular and irregular tasks
- Clarify and explain instructions to students
- Communicate effectively with students
- To motivate pupils to learn
- To assist with the organisation of the learning environment
- Undertake routine tasks under the direction of a teacher
- Maintain records and student files
- Work effectively with adult team members
- Maintain confidentiality
- Previous experience of working within an education environment, although not essential.

### **Personal Attributes**

- Co-operative, willing and reliable
- Ability to work under pressure
- Ability to deal with information of a confidential nature
- Good sense of humour
- Able to work on own initiative as well as being a team player
- Flexible
- Methodical
- Have excellent personal and social skills



