



Collingwood
College
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Collingwood College Recruitment Information

Pupil Premium LSA Tutor (English) Fixed Term to July 2025



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 2023, in the Sixth Form, 74% of A level qualifications were at A*-C and our ALPS three year rolling average (progress) score for A level and BTEC qualifications was a 4 ('very good', top 40% nationally).

At GCSE, almost 80% of entries were graded at 9-4. 71% of our students also achieved 9-4 grades in both English and Maths. Our ALPS progress measure was 4 ('very good', top 40% nationally).

We welcome and encourage applications from graduates who are looking to gain experience before going into Teacher Training.

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, appearing to read 'Eden Tanner', with a horizontal line underneath.

Mr Eden Tanner
Principal

Pupil Premium LSA Tutor (English Department)

Pupil Premium LSA Tutor (English)

From September 2024

30 hours per week over four or 5 days, term time plus 5 inset days

Salary: £16,160.00 per annum (Grade A £22,541 FTE)

Would you like to make a difference to the lives of our students?

Do you want to work with a friendly and supportive team?

As a Pupil Premium LSA Tutor you will be working under the guidance of the Head of Department, Pupil Premium Champion, and qualified teachers, in the invaluable role of supporting individuals and small groups of students in their English learning.

If you are a passionate and skilled in motivating, engaging and inspiring young people to learn, progress and achieve then this may just be the role for you.

Collingwood College is a friendly and oversubscribed mixed comprehensive school based in Camberley, Surrey.

To apply: Please complete the application form available from [Collingwood College - Vacancies](#)

For more information: Please contact HR 01276457600 or email hr@collingwood.surrey.sch.uk

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.

The Department

Collingwood College has a flourishing English department, which endeavours to ensure that students find English a stimulating, enjoyable and highly relevant subject. The Department helps them to develop confidence in their ability to meet new challenges in English and succeed by providing a rich variety of lessons with a broad range of opportunities to extend their learning. The Department has high expectations of all students and is focused on helping them achieve their best, in classwork, homework, school examinations and public examinations. It continually explores new and interesting ways to teach the subject, to engage pupils at every level and ensure all reach their full potential. The Department recognises the needs of gifted and talented students, students with SEN and Pupil Premium students to provide support accordingly.

Currently members of the English Department, teach from KS3 to A Level, with a mix of full-time, part-time and staff with additional responsibilities within the school.

Probationary Periods

All posts are subject to a probationary period. For teachers this is 2 full terms, 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.

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 up to the age of 75 are eligible to belong to the Local Government Pension Scheme (LGPS) and will automatically become members unless they opt out. Further information can be found at <https://www.lgpsmember.org/>
- 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
- An opportunity to access training outside the college linked directly to your role or career aspirations
- Other on-line training relevant to the role.

For New Qualified Teachers we have developed a specific training programme to support you through your induction year.

JOB DESCRIPTION

Pupil Premium LSA Tutor (English)

POST:		Pupil Premium LSA Tutor
REPORTING TO:		HoD/Pupil Premium Champion
JOB PURPOSE:		To complement the work of the teaching staff, contributing to a range of teaching and learning activities of Pupil Premium students and to work collaboratively with English colleagues as part of a professional team.
DIRECT INVOLVEMENT WITH:		Pupil Premium students, teaching staff, Pupil Premium Champion, admin team colleagues.
KEY RESPONSIBILITIES:	<p>To support the learning of students within a structured teaching situation, small group withdrawal, or individually as required.</p> <p>To be willing to undertake the School Led Tutoring training.</p> <p>To be aware of lesson objectives and to assist students in making progress towards these.</p> <p>To engage in a discourse with teaching staff about planning, and to assist in the preparation and development of resources.</p> <p>To monitor students' progress and achievement, bringing issues of concern to the attention of the appropriate members of staff.</p> <p>To maintain records of intervention, upkeep of a personal folder of student need, records of 1:1 and small group interventions; and to make these available for inspection.</p> <p>To work with individual students as directed to maintain personal confidence, promote positive behaviour, and encourage independence.</p> <p>To supervise assigned students where required, to ensure their health & safety.</p> <p>To support students entitled to exam concessions in internal and external examinations.</p> <p>To participate in relevant staff development activities, department meetings, SEN training.</p> <p>To become familiar with, understand, and adhere to College policies and procedures.</p> <p>To maintain confidentiality in and outside the workplace.</p>	
OTHER RESPONSIBILITIES:	To undertake such other duties as may reasonably be required in consultation with the post holder.	

PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIREABLE
Qualifications and Training	<p>A good standard of education (Minimum GCSE's (Maths, English and English) grades 4-9)</p> <p>Basic IT skills</p>	A-level qualification in at least one English subject.
Experience	<p>Experience of working with students in an educational setting</p> <p>A good understanding of safeguarding procedures in schools</p>	
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Excellent written and verbal communication skills and ability to relate well to School staff, students and awarding bodies • Sound organisational and coordination skills. • Ability to work effectively under pressure • Ability to work accurately and to deadlines • Excellent and up to date ICT skills • An understanding of data protection and confidentiality. • Understanding and appreciation of working in a School context and how the role contributes to safeguarding and positive outcomes for students. • Understand barriers to learning and able to motivate student • Good interpersonal skills and the ability to communicate effectively both orally and in writing. 	<ul style="list-style-type: none"> • Experience of school database systems (ideally SIMS or similar)

	<ul style="list-style-type: none"> • The ability to assimilate information quickly. • Committed to working as part of a team and contributing to its effectiveness and success. • Accurate and efficient word processing skills 	
<p>Personal Qualities Attributes</p>	<ul style="list-style-type: none"> • Enjoy working with children and young people • Reliable, honest and trustworthy. • Excellent people skills and good communicator • Well organised with ability to multi-task • Ability to analyse information and make robust decisions, knowing when to seek further advice • Flexible team player • Be able to work in an organised and methodical way • A commitment to equal opportunities. • A commitment to safeguarding and promoting the welfare of children and young people • Ability to work cooperatively and sensitively with others, both independently and as part of a team. • Committed to professional development and training. • Committed to equal opportunities and working in a multicultural environment. 	

	<ul style="list-style-type: none"> • Enthusiastic and self-motivated. • Caring, tolerant and patient. • Ability to display a calm, tactful and responsible attitude. • Flexible approach and the ability to adapt to change within the working environment. • Ability to take instruction and work on your own initiative. 	
Safeguarding and Welfare	<ul style="list-style-type: none"> • The ability to maintain appropriate relationships with all members of the School community • The ability to manage student and colleagues behaviours in a positive way • Be clear on their motivation to work with young people • Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination. 	