



Collingwood  
College  
BELIEVE SUCCEED

## Collingwood College Recruitment Information

### Learning Support Assistant (Fixed Term to July 2025)

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**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 2024, in the Sixth Form, 72% of A level qualifications were at A\*-C with over 20% of entries gaining the top A/A\* grades. Furthermore, 50% of the cohort gained an impressive A\*-B across all qualifications.

At GCSE, over 70% of entries were graded at 9-4. 65% of our students also achieved 9-4 grades in both English and Maths. Over 20% of entries were awarded the top grades, 9-7 with over 10% of entries at the very top grades. Students at Collingwood, who attend well, whatever their starting point, **make great progress.**

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 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



**Miss Karen Watling**  
**Principal**

## Learning Support Assistant

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.

**Hours of Work:** 30 hours per week 5 days a week - Monday to Friday 8:25am to 3:05pm, 39 weeks per year (including INSET days) remuneration starting from £16,160.51 (FTE £22,541 pa, £12.00 per hour, pay award pending).

(This post is initially on a fixed term basis to July 2025 and will be reviewed in the summer term 2025)

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 11-18 age range, helping them to develop and achieve their full potential.

**Closing Date: 29 November 2024**

**To apply:** Please complete the application form available from [Collingwood College - Application Forms](#) Completed application forms should be returned to the HR Department [hr@collingwood.surrey.sch.uk](mailto: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.

### **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. The successful applicant will be subject to an Enhanced DBS check.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification and other checks relevant to the role.

### **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.

Access to other benefits including:

- BUPA Health Care Cash Plan
- Outstanding facilities, including free on-site parking
- Eligibility for membership of the generous Local Government Pension Scheme (Further information can be found at [Surrey Pension Fund](#))
- 24/7 Employee Assistant programme for staff
- Flexible leave of absence policy
- Exclusive savings, discounts and offers through Blue Light Card, Discount for Teachers & Green Commute Initiative (Cycle to Work)

### **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.

## JOB DESCRIPTION

### Learning Support Assistant (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, HLTAs, 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 SEND arrangements and EHCPs 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: 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 access arrangements 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**

Selection Criteria	Assessment Method
<b>Qualifications</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• GCSE or Equivalent level Grade 4-9 or above in English, Maths and Science</li> <li>• Basic IT skills/Microsoft Office</li> </ul>	Application form/Certificates
<b>Experience, Skills &amp; Knowledge</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• The ability to follow instructions</li> <li>• To plan and prioritise regular and irregular tasks</li> <li>• Clarify and explain instructions to students</li> <li>• Communicate effectively with students</li> <li>• To motivate pupils to learn</li> <li>• To assist with the organisation of the learning environment</li> <li>• Undertake routine tasks under the direction of a teacher</li> <li>• Maintain records and student files</li> <li>• Work effectively with other team members</li> <li>• Maintain confidentiality</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Previous experience of working within an education environment</li> <li>• Experience of working with young people</li> </ul>	Application Form  Assessment/task  Interview
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• Flexible, willing and reliable</li> <li>• Ability to work under pressure</li> <li>• Ability to deal with information of a confidential nature</li> <li>• Good sense of humour</li> <li>• Able to work on own initiative as well as being a team player</li> <li>• Methodical</li> <li>• Have excellent personal and social skills</li> </ul>	Application Form  Written Statement  Interview