



Collingwood  
College  
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## Collingwood College Recruitment Information

### Home College Link Worker

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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**

## Home College Link Worker

**Required As soon as possible**

**Hours of Work: 28 hours per week, term time plus 5 inset days**

**Salary:** Starting from £16,422.77 (£24,543 - £27,097 FTE pay award pending)

**Closing Date:** 29 November 2024

**For more information:** Please contact HR 01276457600 or email [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.

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.

**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)

### About the Role

We are looking for an enthusiastic and motivated person to join our Pastoral Team as a Home College Link Worker.

For a variety of reasons some of our families and students struggle to access education fully, this role will work with identified families and students to improve attendance and engagement that builds the link between school and reduces the barriers to learning, supporting the students to achieve and succeed.

### The Department

The successful candidate will work closely with the pastoral team, which includes Year Managers, Pastoral Support Assistants, Student Support and members of the Senior Leadership Team.

However, they will work with the attendance Manager and the LA Inclusion Service.

### 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.

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
- BUPA Healthcare cash Plan
- 24/7 Employee Assistant programme for staff and their families
- Flexible leave of absence policy
- Eligibility for membership of the generous Local Government Pension Scheme (Further information can be found at [Surrey Pension Fund](#))
- 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.

<b>Job Title</b>	Home College Link Worker	<b>Hours</b>	28 per week, 39 weeks per year
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**Core purpose**

- Identify and address the needs of students and families who need help to overcome barriers to learning.
- Support students and parents to become more resilient and independent in accessing support and participating in college and community life.
- To support improvements in attendance and punctuality.

**Key accountabilities**

- To liaise with the Assistant Principal (Line Manager) on matters relating to inclusion services, Student Support Team, Attendance and Admissions Manager and class teachers to create an appropriate action plan and provide family support.
- To help identify and prioritise vulnerable children through information shared during student progress meetings, parent meetings, from outside agencies and an ongoing dialogue with the Assistant Principal (Line Manager) and other members of the inclusion team.
- To work with families to identify and address needs and help to overcome children's barriers to learning.
- To provide support to parents and families.
- To attend child protection (CP) meetings, conferences, child in need meetings (CIN), Team Around the Family meetings utilising safeguarding training and to ensure the right referrals and support are in place
- To ensure child protection information and minutes are logged confidentially on CPOMS and information is passed on to those people for whom it is relevant.
- To run supportive parenting sessions for vulnerable families.
- To provide community links and support.
- To develop relationships with, and use the experience of, outside agencies
- To evaluate these groups and plan for the needs of parents and carers.
- Collate qualitative and quantitative data, share information sensitively and maintain records to facilitate monitoring and evaluation, the provision map and own records.
- Carry out Early Help Assessments

- Carry out home visits
- Attend relevant training
- Transition work: Under the direction of the Assistant Head (Line Manager) identify and support vulnerable students transferring in and out of college and at the key transition points of Reception and Year 6. This may also involve liaising with secondary transition workers to arrange visits / individual student meetings.
- Liaise closely with all stakeholders to assist in overcoming barriers to attendance, punctuality, learning and achievement.

## Person Specification

Job Title	Home College Link Worker	Hours	28 per week, 39 weeks per year	
		Essential	Desirable	How to be assessed
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• 5 good GCSEs including English and Maths at Grade 4 or above (or equivalent).</li> <li>• A Levels/Degree</li> <li>• Professional qualification e.g. CSBM, CIPD, AAT</li> <li>• Excellent IT skills, including MS Office and SIMs</li> </ul>		X	X X X	<b>Application form and Evidence</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting</li> <li>• Experience supporting and working with parents of young people</li> <li>• Experience working with colleagues and external stakeholders (e.g. from external agencies)</li> <li>• Experience of keeping good written records</li> <li>• Working in a busy environment with competing deadlines</li> <li>• Knowledge and understanding of inclusions and fixed penalty notices</li> </ul>		X X X	X X X	<b>Application Form</b>
<b>Values</b> <ul style="list-style-type: none"> <li>• Values aligned with the College Values:                             <ul style="list-style-type: none"> <li>○ Integrity, Achievement, Inclusiveness, Perseverance and Aspiration.</li> </ul> </li> </ul>		X		<b>Application, Interview and evidence</b>
<b>Behaviours, Skills, and Abilities:</b> <ul style="list-style-type: none"> <li>• Excellent listening, communication skills and high levels of emotional intelligence.</li> <li>• Strong organisational and time-management skills and ability to work under pressure.</li> <li>• The ability to enthuse and inspire others and has a 'can do' attitude.</li> <li>• Resilience and optimism to manage day-to-day challenges in a busy school environment.</li> <li>• Ability to use IT systems including databases and Microsoft Office products.</li> <li>• High levels of honesty and integrity, confidence and self motivation.</li> <li>• Ability to maintain discretion and confidentiality at all times</li> <li>• Patient and calm</li> <li>• Committed to safeguarding, equality, diversity and inclusion.</li> </ul>		X X X X X X X X X		<b>Interview/Task</b>
<b>Other</b> <ul style="list-style-type: none"> <li>• This post is subject to an enhanced DBS disclosure.</li> <li>• The post holder must be committed to safeguarding the welfare of children</li> </ul>		X X		<b>Interview</b>

### PERSON SPECIFICATION

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



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

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