



## Collingwood College Recruitment Information

### Teacher and Criminology Coordinator

---



**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 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 dark ink, appearing to read 'K Watling', written in a cursive style.

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

## **Criminology Coordinator (Full or Part Time) TLR 2.1 £3,391**

Required from September 2025

Are you passionate about Criminology and ready to lead a dynamic subject area in a thriving and supportive school? Collingwood College is seeking an enthusiastic and committed Criminology Coordinator who can teach Criminology as well as other subject area across the curriculum join our team. This is an exciting opportunity to shape and grow the Criminology provision across the College.

Collingwood College is one of Surrey's largest and most successful secondary schools, with over 2,000 students, including a thriving Sixth Form of more than 400 students. Situated on a spacious 30-acre campus in Camberley, we are a high-performing specialist academy with a strong focus on technology and vocational education.

We pride ourselves on offering a broad and balanced curriculum, excellent teaching, and a wide range of enrichment opportunities. Our recent Ofsted inspection praised our outstanding leadership and management, strong academic performance, and the excellent behaviour and attitudes of our students.

Our dedicated staff team of over 200 professionals is committed to helping every student achieve their full potential. We offer a supportive and inclusive environment where innovation and collaboration are encouraged.

### **What We're Looking For**

A qualified teacher with a strong track record in delivering Criminology or a related subject.

- Proven leadership skills or the potential to lead and inspire others.
- A commitment to raising standards and improving student outcomes.
- Excellent communication, organisation, and interpersonal skills.

### **Main Purpose of the Role**

- Lead and manage the Criminology curriculum, ensuring high standards of teaching, learning, and student outcomes.
- Be an outstanding classroom practitioner who inspires and engages students.
- Contribute to whole-school improvement and take responsibility for educational progress beyond your own classes.
- Promote and implement the school's vision and ethos.
- Lead on the development and evaluation of the Criminology curriculum.
- Contribute to school self-evaluation and improvement planning.
- Act as a role model in teaching, behaviour, and classroom management.

### **Teaching and Learning**

- Lead the delivery of Criminology across the school.
- Ensure curriculum continuity, balance, and progression.
- Promote innovative and effective teaching strategies.
- Organise and lead subject meetings and CPD sessions.

### **Monitoring and Assessment**

- Monitor and evaluate teaching and learning in Criminology.

- Analyse data to inform planning and improve student outcomes.
- Contribute to whole-school assessment and target-setting processes.

### **Why Join Collingwood College?**

- A supportive and forward-thinking leadership team.
- Excellent CPD and career development opportunities.
- A vibrant and inclusive school community.
- Access to state-of-the-art facilities and resources.
- A strong culture of collaboration and innovation.

To Apply:

Please visit our website for an application pack.

Closing Date: 24 May 2025

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. An enhanced DBS check will be required.

### **Interviews**

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.

### **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 teachers up to the age of 75 are eligible to belong to the Teacher's Pension Scheme, and will automatically become members unless they opt out. Further information can be found at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) Member of the Teachers' Pension Scheme
- 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.

### Teacher in charge of Criminology

<b>Post title</b>	Class Teacher & Criminology Coordinator
<b>Subject or Specialism:</b>	Criminology
<b>Salary and grade:</b>	In line with the College's pay and conditions
<b>Line manager/s:</b>	HoD, The Principal, members of the senior leadership team (SLT), and the governing board
<b>Supervisory responsibility:</b>	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

---

#### Main purpose of the job:

- Take specific responsibility and accountability for the promotion, day to day management, outcomes and organisation of Criminology.
- Be an excellent classroom practitioner.
- Have an impact on educational progress beyond your assigned pupils.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

---

#### Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

#### Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach

- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

#### Leadership and Management

- Support and implement the vision and ethos of the school.
- Contribute to, implement and evaluate the success of School Development Plan relevant to your TLR area.
- Ensure that the work of the team is inclusive and any issues are addressed in curriculum and/or pastoral management
- Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments.
- Together with SLT, lead on the school self evaluation process for Criminology including lesson observations, monitoring of school standards and bringing about improvement.
- As appropriate contribute to the writing of self-evaluation and policy documents.
- Manage effectively the transition of pupils to and from your phase and within it.
- Promote cross curricular approaches to teaching and learning.
- Be an effective role model for your team in terms of teaching, behaviour and classroom management.

#### Teaching and Learning Responsibility

- Lead Criminology across the whole school
- Have overall responsibility and accountability for Criminology ensuring curriculum continuity, consistency, balance and progression
- Lead regular meetings with appropriate colleagues
- Develop, demonstrate and/or promote teaching and learning activities appropriate to age and ability range.
- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting in Criminology.
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources
- Act as a reviewer with the arrangements for the appraisal of all identified staff



- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in Criminology and disseminate information as appropriate

#### Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

#### Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

#### Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school



#### Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

#### Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

#### Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

#### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

**Signature of post holder:**

.....

**Date:**     /     /

.....

**Signature of headteacher:**

.....

**Date:**     /     /

.....

## Person Specification For \_\_\_\_\_

	Essential	Desirable	Assessment Method
<b>Qualifications and Training</b>	QTS or Recognised equivalent	Good Honours Degree	Application Form Letter of Application
<b>Experience</b>	Teaching experience with the age range and/or subject(s) applying for		Application Form  Interview and Lesson Observation
<b>Skills, Knowledge and Aptitude</b>	<p>Analyse data to evaluate TLR area for the performance and achievement of pupil groups, pupil progress and able to plan appropriate course/s of action for improvement.</p> <p>Create a stimulating and safe learning environment.</p> <p>Establish and maintain a purposeful working atmosphere.</p> <p>Plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own policies.</p> <p>Assess and record the progress of pupils' learning to inform next steps and monitor progress.</p> <p>Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.</p> <p>Teach using a wide variety of strategies to maximise achievement for all</p>		Letter of Application  Interview Lesson Observation

	<p>children including those with special educational needs and high achievers and to meet differing learning styles.</p> <p>Encourage children in developing self-esteem and respect for others.</p> <p>Deploy a wide range of effective behaviour management strategies, successfully.</p> <p>Communicate to a range of audiences (verbal, written, using ICT as appropriate).</p> <p>Use ICT to advance pupils' learning, and use common ICT tools for their own and pupils' benefit.</p>		
Personal Attributes	<p>Demonstrate commitment to:</p> <ul style="list-style-type: none"> <li>Equality and Diversity</li> <li>promoting the school's vision, values and ethos</li> <li>high quality, stimulating learning environments</li> <li>relating positively to and showing respect for all members of the school and wider community</li> <li>ongoing relevant professional self-development</li> <li>safeguarding and child protection</li> </ul>		<p>Letter of Application</p> <p>Interview</p> <p>Lesson Observation</p> <p>Presentation (if requested)</p>

