Collingwood College

Recruitment Information

Classroom Support Assistant for IT

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 2021, the percentage of students who gained 5+ good passes at GCSE was 81% and in the sixth form 59% 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.

Collingwood welcomes and encourages applications from Early Careers Teacher (ECTs). We have an outstanding induction programme for ECTs and we were recently awarded 'exceeding expectations' for provision and support provided to ECTs by our Appropriate body, Hampshire County Council.

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

Mr Eden Tanner
Principal

IT Classroom Support Assistant

Hours: 11.5 per week, 39 weeks per year

Salary: £5,623 to £6,195 per annum (£20461- £22,544 FTE)

We seek to appoint an enthusiastic, dedicated, efficient and organised team player in this busy, exciting and successful school.

Working as part of a team, the IT Classroom Support Assistant provides essential IT support to teachers and students across the school.

Reporting to the Head of TVIBE, the role offers the right candidate the opportunity to provide a range of classroom and first line technical support and assistance to the College community.

The post offers the right candidate the opportunity to work with a high-performing team and enthusiastic students. Regular training and career development will be provided. The role requires strong organisation and inter-personal skills, very good attention to detail, reliability, commitment and the ability to work both as part of a team and independently.

The ideal candidate will be passionate about education. It is also the perfect opportunity for a graduate who may be considering a career in teaching to showcase you determination and ambition.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an enhanced DBS check and workplace references will be undertaken in accordance with current statutory guidance. Evidence of eligibility to work in the UK required as applicable.

Early applications are encouraged, and we reserve the right to close the vacancy early if a suitable candidate is found.

To apply: Please complete the application form available from www.collingwoodcollege.com vacancies.

Interviews: tba

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.

Probationary Periods

All posts are subject are 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 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.

JOB DESCRIPTION

Graduate

This post would suit a recent graduate or someone wishing to retrain.

POST:	IT Classroom Support Assistant
REPORTING TO:	Head of TVIBE
JOB PURPOSE:	To assist in the teaching and learning taking place in computer suites, by supporting students in the use of various software applications. While also ensuring that the equipment, software and materials are available and maintained for use as required.
DIRECT INVOLVEMENT WITH:	Teaching, Support Staff and Students
KEY RESPONSIBILITIES	**Computer Equipment** • Carry out routine care of computers, for example cable connections etc. • Report faults to the technical support team as appropriate. **Software** • Help with student log-in or password problems on the College network. • Be familiar with the various software packages used. **Students** • Oversee students' use of equipment and software and report any misuse. • Aid students when working with software. • Be aware of and take particular interest in any students with learning difficulties. **Teachers** • Aid subject teachers' delivery of lessons by offering support in the software being used. • Assist non-specialist substitute teachers with the lesson materials, taking a leading role if necessary, in exceptional circumstances. **Administrative** • Assist in the administration of various online applications which require student enrollment i.e Scratch, Bebras etc. • Update classroom displays. • Compile stationery orders.
OTHER RESPONSIBILITIES:	To carry out duties as necessary from time to time in accordance with the reasonable requirements of the Principal, Vice Principal, Senior Leadership Team, Administration Manager

PERSON SPECIFICATION

No	Categories	Essential / Desirable	App Form	Interview / Task
			Assessed by:	
QUALIFICATIONS				
1.	5 GCSE's or equivalent, including English and Maths	E	✓	
1a	Degree or Equivalent within IT	D	✓	
2.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓	
3.	Evidence of continuous professional development and training	E	✓	
EXPERIENCE				
4.	Experience of working in a school environment	D	✓	✓
5.	Experience of working in an IT support role	D	✓	✓
6.	Experience of network protocols and VLANs	D	✓	✓
7.	Experience of using Microsoft Office packages, SIMS, databases and web technologies	E	✓	✓
8.	Experience of anti-virus solutions	D	✓	✓

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Excellent communication and listening skills	E	✓	✓
10.	Ability to respect and maintain confidentiality	E	✓	✓
11.	Good understanding of current software operating systems.	E	✓	✓
12.	Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	E	✓	✓
13.	Efficient and effective organisational skills	E	✓	✓
14.	Excellent customer service skills and ability to respond quickly as circumstances dictate	E	✓	✓
15.	Ability to work effectively as part of a team, understanding Academy roles and responsibilities and your own position within these	E	✓	✓
PERSONAL QUALITIES				
16.	A strong commitment to the College's values and ethos	E	✓	✓
17.	Commitment to support the College's agenda for safeguarding and equality and diversity	E	✓	✓
18.	A flexible approach and strong work ethic	E	✓	✓