



Information for Applicants



Director of Modern Foreign Languages

Required for September 2018

TLR C £6,511

“Learners of today. Leaders of tomorrow.”



Welcome to Riddlesdown Collegiate – an outstanding school with an exciting future



Dear Applicant

Thank you for your interest in the post of Director of Modern Foreign Languages (MFL). I hope that this information pack will help you to learn more about the opportunities at our fantastic school and that you will be excited about the prospect of developing your career with us.

Riddlesdown Collegiate is an outstanding school ([OFSTED May 2016](#)) with a clear vision to deliver successful outcomes and positive futures for all of our students. They are bright, well-motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves and others. Our superb facilities enable us to provide the very best learning environment and learning experiences for our students and it is the combination of these factors that leads to the high academic standards and enviable reputation that The Collegiate Trust is known for. I am very proud of what we do and what we have achieved at the Collegiate and, as a [World Class School](#), I hold the highest aspirations for what we will do and will achieve in the future.



As the Director of MFL you will be responsible for the development of teaching and learning and the standards achieved in MFL across the Collegiate. This will require effective professional leadership of a team of staff to ensure that all students enjoy a rich learning experience and make or exceed expected progress. The person specification identifies the experience, skills and attributes we are seeking, but in short we are looking for:

- an outstanding classroom practitioner
- a confident role model with the ability to motivate and influence
- an individual with strategic and emotional intelligence
- an ambitious leader

This is an exciting and very fulfilling post, providing excellent preparation for further promotion and, naturally, there will be high quality support and opportunities for further professional learning and development in the role.

In applying to Riddlesdown Collegiate, you will need to demonstrate your understanding of our “small schools” model and your potential role within it. Our [VALUES](#) underpin the way in which we work and describe our high expectations and our emphasis on positive relationships across the Collegiate. Our motto, “*Learners of today, Leaders of tomorrow*”, applies as much to staff as it does to students and it gives an indication of the significance we place on nurturing talent and leadership. I hope the information given in this pack is useful but please do not hesitate to ask me if you have any further questions about the post.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and the Collegiate may be right for you. To submit an application, please complete the form on our website, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification. If you have any further questions about this post or would like to arrange a visit prior to the interview day, I would be pleased to speak with you; please feel free to telephone me at the Collegiate.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Dey'.

Mr S Dey
Principal



The Collegiate Trust Vision

*Every school outstanding and delivering an **exceptional education for all***

The Collegiate Trust exists to improve education in and around Croydon for children and young people up to the age of 18, thereby preparing them from an early age for success – in school, at university, in ambitious careers and throughout a fulfilling life. We are building a local partnership of six schools for all ages over the next five years which will work collaboratively to deliver *Exceptional Education for All*. Such an **exceptional education** values and delivers wonderful academic learning and progress, but puts right alongside this the development of wider skills and qualities that come through a balanced focus on creative, cultural and active learning; it is driven by a strong Local Governing Body, under our clear Trust framework, and delivered by an expert Principal and team of teachers and support staff. The successful learners developed by our schools become confident individuals and responsible citizens in our modern British society.

The Collegiate Trust Values



Riddlesdown Collegiate Vision

To be an outstanding academy where we:

- uphold our values
- provide inspirational and innovative experiences within and beyond the classroom
- value, support and develop staff
- deliver successful outcomes and positive futures for all of our students

Riddlesdown Collegiate Values

Our ethos is to be a community in which all member are valued and value each other. We are the leaders of the Riddlesdown community, responsible for our learning and the Collegiate. We work together to maximise our own achievement and those of others. In applying for a post a Riddledown Collegiate, applicants should consider how they would promote our values in their day-to-day work with students, colleagues and other stakeholders.

Value each other

Aim high

Lead by example

Use and develop our talents

Excel in our efforts

Stick at it

Our Structure

We operate a “small schools” model – one school made up of a number of smaller learning communities, which we call Colleges, each with their own staff and facilities. Each College is led by its own Headteacher (who is an Assistant Principal) and has its own team of approximately 25 teachers and non-teachers, covering most curriculum areas. Students join one of the Colleges in Year 7 and remain there for five years before transferring to College VI, our specialist post-16 provision. In addition, the Creative and Performing Arts (CPA) College delivers specialist education to students across the Collegiate in Art, Drama, Design Technology, Media, Music and Physical Education whilst the MacKay College co-ordinates inclusion services to students with additional needs. Small teams, working with just 400 students each, allow us to provide even better pastoral care to all students, as well as engage with learners and their families in more effective partnerships. They also provide teaching across the curriculum and learning teams focusing on personalised approaches and best serving the needs of the individual students in their care.



Key Information

School:	Riddlesdown Collegiate
Location:	Honister Heights, Purley, Surrey CR8 1EX
Age Range:	11-18
Type of School:	Academy
Number of Students:	1900
Number of Post-16 Students:	315
Number of Teachers:	125
Number of Non-Teaching Staff:	100
% students achieving A*-C in GCSE English and Maths:	70%
% A*-B grades at A-level:	46%
OFSTED Grade (May 2016):	Outstanding
Motto:	“Learners of Today, Leaders of Tomorrow.”

Our Students

The vast majority of our students join the Collegiate in Year 7 with above average attainment. Behaviour is outstanding and our students consistently demonstrate their desire to learn and to achieve. They enjoy coming to school (attendance is over 95%) and enjoy lessons where they can explore, investigate and feel challenged by their learning. They equally value the opportunities they have to learn outside of the classroom and we are proud of the extensive and varied extra-curricular programme that our students enjoy and benefit from. It is these additional, high quality learning experiences, together with a strong set of academic qualifications that we believe provides our students with the very best chances of success in their future lives.



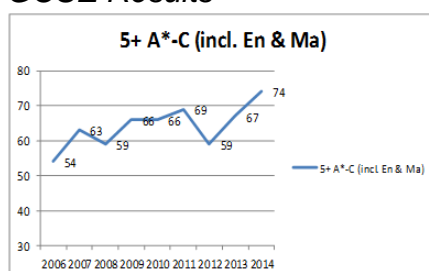
"I still remember my first lesson. The students were incredibly enthusiastic. They were obviously used to being challenged and they were challenging me. It was just a really nice lesson."

Miss Barker, English Teacher

Achievement and Standards

Attainment is consistently high across the Collegiate and students make very good progress, both at GCSE and A level. Outcomes for pupils have been judged to be outstanding.

GCSE Results



In 2017, 76% of students achieved grades 9-4 in English and Mathematics at GCSE, with 25% of all grades at A*/A (9-7). Progress is strong across the full range of subjects. We are determined to build on this success and continue to strive for excellence in all areas and with all students, irrespective of their starting points or backgrounds.

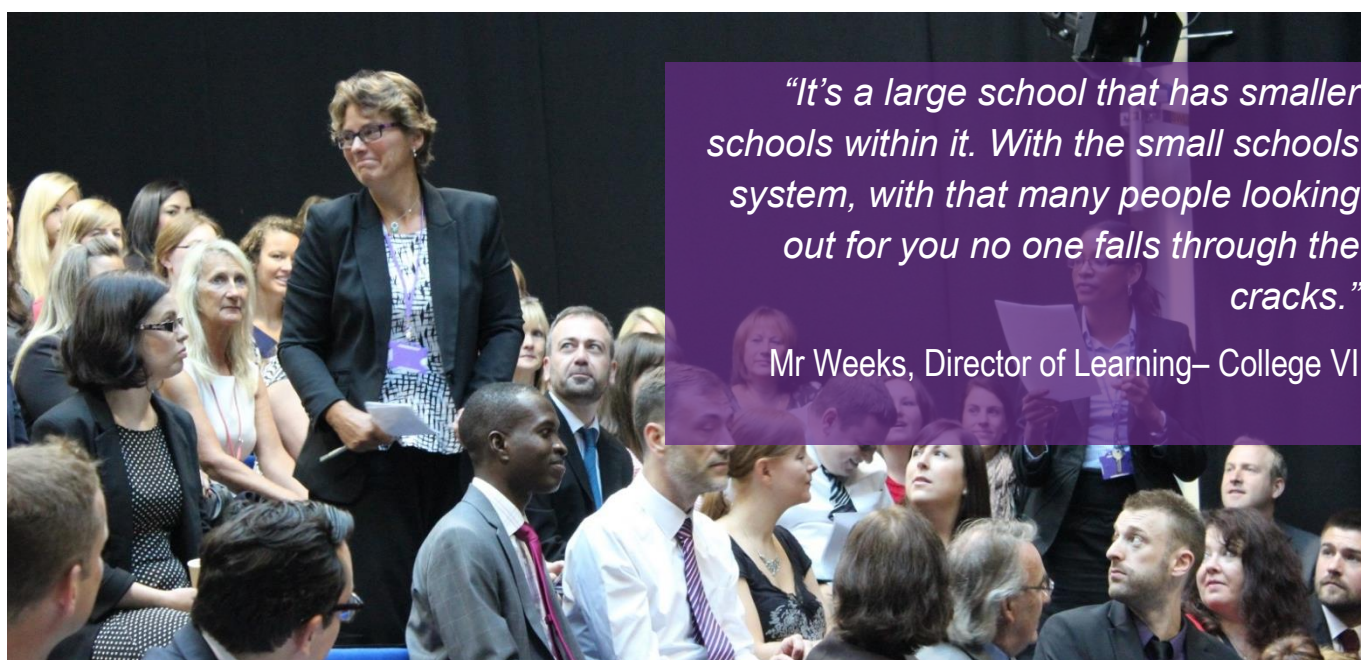
A level Results

A Level results are strong and continue to improve. In 2017, a quarter of all grades were at A*/A and 30% of students achieved BBB or better. Over 90% of students progress to university, with above average numbers entering Russell Group. College VI at Riddlesdown is the place to be for Sixth Form success.

Year	A*-B	A*-C
2009	42	68
2010	44	72
2011	35	70
2012	40	77
2013	43	75
2014	48	75
2015	41	75
2016	46	77
2017	49	79

Professional Development

Our staff is our most valuable resource and we invest greatly in the professional development of all staff to ensure that the quality of our work can always be the best that it can be. NQTs benefit from a paid two week Induction Programme in the June / July before taking up post. A mentor and training programme then supports these colleagues through the first year before the NQT Residential draws together the issues from the first year and helps to prepare for the future. More experienced colleagues have the opportunity to study at the Collegiate for a Masters in Education. This two year programme is heavily subsidised and provides a convenient way to develop high level knowledge and skills. Leadership development is key to our success; about 75% of our promoted post holders have been appointed internally. All teachers participate in extended Collegiate Development Time every Monday until 5.00pm; the time being repaid in October with a two week half term break. In addition, exceptional performance is rewarded through the opportunity for rapid progression through the Riddlesdown Collegiate pay scale, which is set above national teachers' pay scales.



"It's a large school that has smaller schools within it. With the small schools system, with that many people looking out for you no one falls through the cracks."

Mr Weeks, Director of Learning– College VI

Safeguarding

Riddlesdown is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Appointment will be dependent upon further health, medical and attendance checks.

MFL at Riddlesdown Collegiate

The principal aim of the Modern Foreign Languages teaching programme at Riddlesdown is to enable all students to develop their ability to use and understand a Modern Foreign Language for the purposes of practical communication, for further study and for their future careers. In order to achieve this, an integrated approach to reading, writing, listening and speaking has been adopted and active engagement and learning is encouraged in lessons.

All teachers of Modern Foreign Languages teach across the age and ability range. It is the intention that every teacher has a balanced timetable, reflecting a variety of classes. There are currently eight teachers in the team, including the Director of Modern Foreign Languages and two Curriculum Leaders who take responsibility for different aspects of the team's work.

Students are taught in ability-based teaching groups in each College, the focus being on individual improvement and progress towards personal targets. In each Year Group, students study a Modern Foreign Language for 5 x 50 minute periods per fortnight. Students in Orion and Pegasus study Spanish at KS3 whilst students in Aquila and Phoenix study French at KS3. Until recently, a small group of more able students have studied German as a second language in a pre-school class in Years 8 and 9 and these students have been offered the opportunity to continue their second language at GCSE or beyond.

At Key Stage 3, students use the Mira scheme in Spanish and the Expo and Studio schemes in French as well as a wide range of additional activities and resources in lessons that support teaching and learning. Whilst schemes of work provide detailed teaching plans, teachers are encouraged to bring their own expertise and individuality to lessons. A variety of teaching styles, strategies and tasks are expected which take into account the differing learning styles and needs of different students.

At Key Stage 4, the majority of our students have continued with French or Spanish at GCSE. We follow the AQA examination board and AQA Expo and AQA Mira course books are used to supplement colleagues' other resources. In addition, we have a small number of students in College VI following A Level courses in French and Spanish – it would be great to increase these numbers.

In terms of ICT, all classrooms have a networked computer and an interactive Smartboard. Effective use is made in lessons of websites for language learning and to demonstrate target language culture, songs, Boardworks and the integrated ICT resources that are part of our schemes. The judicious use of ICT to support teaching and learning is always encouraged.

The Modern Foreign Language team comprises enthusiastic and hardworking colleagues who are keen to promote cultural awareness amongst our students. A number of language enrichment activities are regularly organised, including visits abroad. The team also works closely with Initial Teacher Training institutions and supports a number of trainees in gaining qualified teacher status each year. The sharing of good practice and the importance of ongoing professional development are key aspects of Riddlesdown's philosophy.

Job Description

Purpose of Post: Director of Modern Foreign Languages (MFL)

- To provide professional leadership and management of learning in MFL across the Collegiate.
- To secure high quality teaching and learning in MFL, resulting in improved standards of attainment and progress.

Reporting to:

Assistant Principal (College Headteacher)

Principal Accountabilities

1. Develop, implement, monitor and evaluate a Quality Improvement Plan (QIP) which delivers MFL priorities and raises standards across the Collegiate.
2. To agree and use Collegiate targets for attainment, which make a substantial contribution to the Collegiate's ambitions to be an outstanding organisation.
3. To develop, implement, monitor and evaluate programmes in MFL which improve teaching and learning and raise standards of achievement.

Dimensions of the Post

(a) Staff

- To provide professional leadership to the MFL team.
- To participate in all appraisal processes and carry out appraisal functions as required.
- Through line management arrangements, to ensure professional developments needs are identified and addressed.

(b) Students

- To teach an agreed timetable, ensuring the highest quality provision for students, including the effective preparation and delivery of lessons.
- To use data effectively to track and support achievement of all students, looking carefully at groups and any emerging trends.
- To promote and safeguard the welfare of all children and/or young people for whom you are responsible or with whom you come into contact with.
- To support the day to day smooth running of the Collegiate by providing the highest levels of care for students and to undertake duties at the direction of the Principal.

(c) Resources

- Deploy capitation to deliver the highest quality teaching and learning and achieve value for money in all aspects of the team's work.
- Maintain the Collegiate's facilities to the highest standards to promote outstanding learning.

Person Specification

		How Assessed
	Qualifications	
1	Good honours degree	Application
2	2:1 or better	Application
3	Qualified Teacher Status	Application
4	Further professional learning & development	Application
	Experience	
5	Leading students of all abilities and ages	Application
6	Leading a significant team in developing and delivering strategic aims	Application
7	Working with and presenting to parents	Application
8	Working with and presenting to governors	Application
9	Undertaking action research	Application
	Skills and Attributes	
10	Ability to teach outstanding lessons	Interview; reference
11	Ability to coach teachers and leaders to deliver consistently outstanding lessons	Interview; reference
12	Ability to lead, motivate and inspire teams	Interview; reference
13	Capacity to challenge teams and individuals to improve performance	Interview; reference
14	Capacity to work alongside colleagues, coaching and advising in order to improve performance	Application; interview
15	Proven track record of leading improvement across a team, resulting in significantly increased attainment	Application; interview; reference
16	Ability to synthesise and analyse data, and draw up detailed action plans	Application; interview; reference
17	Ability to demonstrate and promote good practice in line with the ethos of the Collegiate	Application; interview
18	Ability to quickly establish and maintain positive relationships with students, staff and families	Interview; reference
19	Ability to communicate effectively in written and oral form, including excellent level of literacy	Application; interview
20	Understanding of safeguarding issues and promoting the welfare of children and young people	Interview
21	Suitability to work with children	Interview, reference
22	Emotional intelligence	Interview; reference
23	A completer/finisher	Interview; reference
24	Resilience, tenacity and aspiration	Interview; reference

Referees will be asked to comment on each of the criteria above that is indicated for assessment by reference. In addition, referees will be asked to comment on an applicant's suitability for the post.

Riddlesdown Collegiate



Learners of today. Leaders of tomorrow.

Director of Modern Foreign Languages

The Collegiate Trust Scale + TLR C £6,511

Required for September 2018

“This is an outstanding school.” OFSTED May 2016

Riddlesdown Collegiate is an outstanding school with a clear vision for an even brighter future. With bright, well-motivated students and superb, modern facilities, we are always keen to appoint talented, hardworking colleagues who will be ambitious for themselves and others. Riddlesdown Collegiate has recently been awarded the World Class Schools Quality Mark and has an enviable reputation for high academic standards and providing the very best learn experiences. It is also a great place for professional growth.

We are now looking to appoint a Director of MFL responsible for the development of teaching and learning and the standards achieved in MFL across the Collegiate. This will require effective professional leadership of a team of staff and someone who is:

- an outstanding classroom practitioner
- a confident role model with the ability to motivate and influence
- an individual with strategic and emotional intelligence
- an ambitious leader

Riddlesdown Collegiate is part of The Collegiate Trust and is an outstanding academy with:

- A successful “small schools model”
- traditional values and forward-looking approaches
- high standards of achievement at every Key Stage
- a strong commitment to the professional learning of all staff
- a very good reputation with and strong support from parents and the community
- a relentless focus on continuous improvement

Riddlesdown is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. An appointment will be dependent upon further health, medical and attendance checks.

Full details and an online application form are available on our website. Please click on the Vacancies link. Applications should be submitted by 9.00 am Wednesday 24th January 2018.

Riddlesdown is only a 24 minute train journey from central London!

By Car

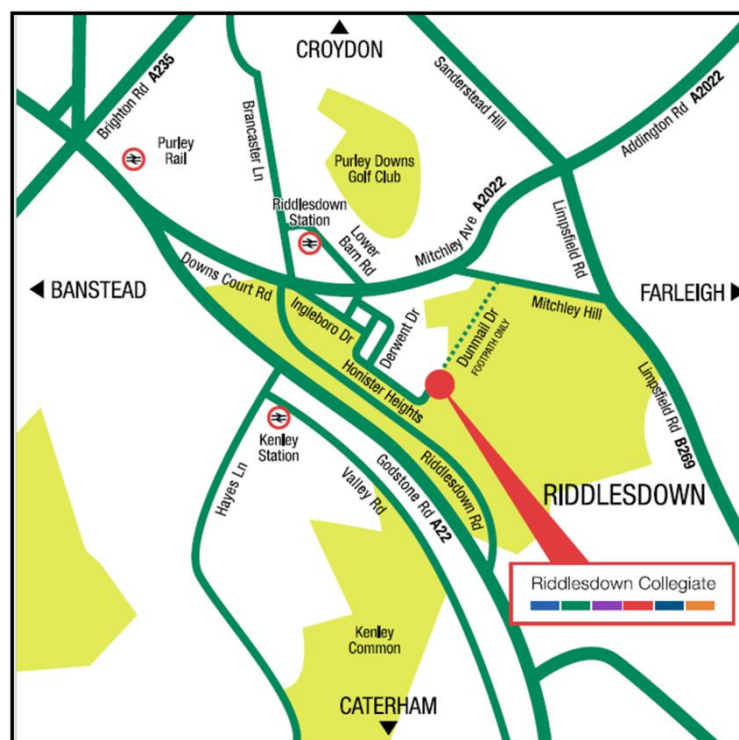
Please see the Map. Parking is available on and off site.

By Train

A direct train from Victoria to Riddlesdown station takes 24 minutes. Riddlesdown Station is short walk from the school. More frequent trains run from Purley Station, where a 412 bus can be taken to Lower Barn Road, leaving a 10 minute walk.

By Bus

Bus routes: 407, 412, 612



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