

Information for Applicants

Academy Riddlesdown Collegiate, Croydon

Post Head of Teaching & Learning

Required September 2018

Salary L17 £61,511 – L21 £67,543

Closing Date 21.3.2018 (9.00am)

Interviews 28.3.2018 (tbc)



Welcome

March 2018

Dear Applicant

Head of Teaching & Learning

Thank you for your interest in this position. The Head of Teaching & Learning holds a key strategic role across our “small schools” model and I hope that having read this information you will be both excited by the post and keen to develop your career at Riddlesdown Collegiate.

Riddlesdown Collegiate is an outstanding school (OFSTED May 2016) with an excellent team and 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 Head of Teaching & Learning, you will make a significant contribution to the Senior Leadership Team by leading the continuous development of outstanding teaching and learning across the Collegiate. As well as building on the very high quality of classroom practice, you will also be responsible for the wider professional development and improving the performance of all staff. The person specification identifies the experience, skills and attributes we are seeking, but in short we are looking for:

- an outstanding teacher and inspirational role model
- a strong and confident public figurehead
- an individual with strategic and emotional intelligence, able to manage one's own work life balance and to support colleagues in achieving the same
- a dynamic leader
- a colleague with the potential to progress to Headship

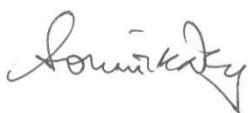
This is a demanding yet very fulfilling post, providing excellent preparation for further promotion to Headship in due course. There will be high quality support and opportunities for further professional learning and development in the role.

You will be taking on this role in the Senior Leadership Team at a very exciting time. Whilst my passion for education and determination to deliver the very best for every child drives my ambition to ensure that Riddlesdown Collegiate becomes and remains an exceptional place to learn and work, our MAT, The Collegiate Trust, is simultaneously undergoing a period of significant growth with seven schools likely to have joined by September 2018. This development will energise the Collegiate community, providing new and exciting opportunities to collaborate with others. I am seeking to appoint a colleague to this role who holds ambitions that are similar to mine, and whose outstanding leadership qualities and experiences will support us in delivering our vision of an exceptional education for all.

I would be delighted to receive an application from you if, upon consideration, you feel that this role 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, outlining your suitability and vision for the post. The deadline for applications is 21st March 2018 at 9.00am and we expect to hold interviews on 28th March 2018.

If you would like to discuss the post or visit the Collegiate before making an application, please contact me – I would be pleased to hear from you.

Yours sincerely



Mr S Dey
Principal



Information about *The Collegiate Trust*

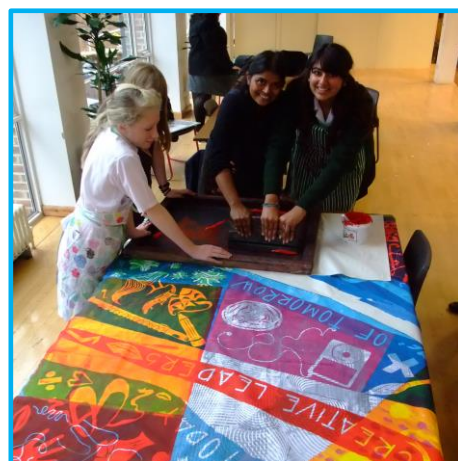
Our Trust works in the Crawley and Croydon, teaching children and young people from 3-19 years old and with a clear vision to deliver **exceptional education for all**. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB)

The Trust has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff. *Gossops Green*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1st March 2018. We also have approval to develop a primary free school in Croydon / Sutton, and we shall also welcome *The Quest Academy*, *Courtwood Primary* and *Gilbert Scott Primary* into the Trust over the coming months.

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Finance Manager & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Key Information

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.



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

You can find out more information about our school, and our Trust at the following websites:

www.riddlesdown.org

www.tct-academies.org

Our Values

Our ethos is to be a community in which all members 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 at Riddlesdown Collegiate, applicants should consider how they would promote our values in their day-to-day work with students, colleagues and other stakeholders.

- V**alue each other
- A**im high
- L**ead by example
- U**se and develop our talents
- E**xcel in our efforts
- S**tick at it



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

Senior Leadership Team

All schools need a strong leadership and management structure to ensure that the quality of education delivered is focused and effective. Leadership and management at the Collegiate is judged to be outstanding and our motto, “*Learners of today, Leaders of tomorrow*”, gives an indication of the emphasis we place on developing leadership with all members of our community. To make sure standards across our very large academy are consistently high we have an ambitious, able and committed Senior Leadership Team.

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| Principal | <i>Mr Soumick Dey</i> | Leadership of Riddlesdown Collegiate Vision & Values Personnel & Recruitment Governance TCT Executive Leadership Group |
| Deputy Principal | <i>Mrs Nicole Williams</i> | Professional Leadership of College Headteachers Achievement & Standards Student Behaviour & Wellbeing Staff Duties & Student Supervision Day-to-Day Operational Management |
| Head of Teaching & Learning | <i>Vacancy</i> | Professional Leadership of T&L Team Professional Development / CDT Planning Appraisal & Staff Performance Leadership Development |
| Business Manager | <i>Mr David Clarke</i> | Finance HR & Legal Facilities & Premises Support Staff TCT Chief Operating Officer |
| HT Aquila College | <i>Mr Daniel Osborne</i> | Curriculum Development & Planning Year 9 Options |
| HT Orion College | <i>Mr Thomas Beecham</i> | Head of Centre Assessment Data & Reports |
| HT Pegasus College | <i>Mr Lee Harkness</i> | Care, Support & Guidance / SMSC Personal Development Time (PDT) |
| HT Phoenix College | <i>Mr Jack Vass</i> | HPAs & More Able Programme Community & Parental Engagement Rewards & Recognition |
| HT CPA College | <i>Miss Theresa Ward</i> | Extra-Curricular Programme & Visits Educational Visits |
| HT College VI | <i>Mr Mike Smith</i> | Student Leadership Staff Absence Management |
| AP, Inclusion | <i>Mrs Fiona Langan</i> | KS2-3 Transition & Primary Liaison Disadvantaged & SEN Students Student Support Services |
| AP, Teaching & Learning | <i>Mrs Lucy Bruce</i> | Assessment & Feedback Independent Learning |
| AP, School Improvement | <i>Mrs Rebecca Strange</i> | Collegiate Development Planning Self-Evaluation & Quality Assurance |
| AP, Professional Learning | <i>Miss Philippa Bigden</i> | NQTs Initial Teacher Training (ITT) & Schools Direct Staff Induction MA Programme |
| AP, Director of Mathematics | <i>Miss Abi Ogunseye</i> | Achievement of Boys |

Purpose of the Post: Head of Teaching and Learning

- To provide the highest quality leadership across the Collegiate, developing Riddlesdown as a centre of outstanding practice.
- To be the lead professional in the Collegiate in the following areas:
 - Teaching, learning and assessment
 - Professional learning
 - Leadership development
 - Appraisal
 - Quality Assurance

Reporting to: Principal

Line Management of: Assistant Principals in the Teaching & Learning team

Professional Leadership of: Directors of Learning (DoLs)

Principal Accountabilities

Teaching, learning and assessment

- i. With the DoLs, to lead the development of pedagogical techniques, ensuring staff understand, develop and implement appropriate strategies to improve learning
- ii. To identify through available data areas of strength and weakness in teaching and learning and ensure appropriate action plans are in place to guarantee the quality of learning
- iii. To ensure that assessment across the Collegiate is high quality and effective in supporting learning and achievement
- iv. To oversee the monitoring of teaching, learning and assessment, including leadership of Collegiate Quality Assurance Review (QAR) processes
- v. Through the Deputy Heads of College, to ensure the implementation of an effective performance management and appraisal system

Professional Development

- i. To identify Collegiate training needs and develop an appropriate programme of Collegiate Development Time which supports the priorities identified in the Collegiate Development Plan
- ii. To manage the Professional Development budget to best deliver priorities identified in the Collegiate Development Plan
- iii. To build a strong leadership development programme, which identifies and nurtures our future leaders.
- iv. To oversee the planning and implementation of the NQT programme which delivers the required development for colleagues to successfully complete induction year
- v. To oversee the planning and implementation of Beginner Teacher programmes, including PGCE and Schools Direct

Senior Leadership

- i. To act on behalf of and represent the Principal when required
- ii. To contribute fully to the evaluation and development of the Collegiate's work
- iii. To contribute fully to the development planning and action planning processes in the Collegiate
- iv. To be a strong role model for high quality leadership in the Collegiate
- v. To carry out supervisory duties as directed by the Principal
- vi. To represent the Collegiate in appropriate local or regional events
- vii. To undertake tasks as directed by the Principal

Person Specification

| Qualifications | |
|-----------------------|---|
| 1 | Good honours degree |
| 2 | Qualified Teacher Status |
| 3 | Further professional learning & development |
| Experience | |
| 4 | Leading students of all abilities in a comprehensive setting |
| 5 | Leading a significant team in developing and delivering strategic aims |
| 6 | Working with and presenting to parents |
| 7 | Working with and presenting to governors |
| 8 | Undertaking action research |
| Skills and Attributes | |
| 9 | Understanding of high quality pedagogy and evidence of success in developing this across a team |
| 10 | Ability to deliver consistently high quality learning for all students |
| 11 | Ability to coach teachers and leaders to deliver consistently high quality learning for all students |
| 12 | Ability to lead, motivate and inspire teams |
| 14 | Capacity to challenge teams and individuals to improve performance |
| 15 | Capacity to work alongside colleagues, coaching and advising in order to improve performance |
| 16 | Proven track record of leading whole school improvement resulting in significantly increased attainment |
| 17 | Ability to synthesise and analyse data, and draw up detailed action plans |
| 18 | Ability to network effectively and represent the Collegiate to professional and community groups |
| 19 | Ability to demonstrate and promote good practice in line with the ethos of the Collegiate |
| 20 | Ability to quickly establish and maintain positive relationships with students, staff and families |
| 21 | Understanding of safeguarding issues and promoting the welfare of children and young people |
| 22 | Suitability to work with children |
| 23 | Emotional intelligence |
| 24 | A completer/finisher |
| 25 | Resilience, tenacity and aspiration |
| 26 | Evidence of high quality communication skills |
| 27 | Potential to progress to Headship |

***The Collegiate Trust* 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.**

How to find us

By Car

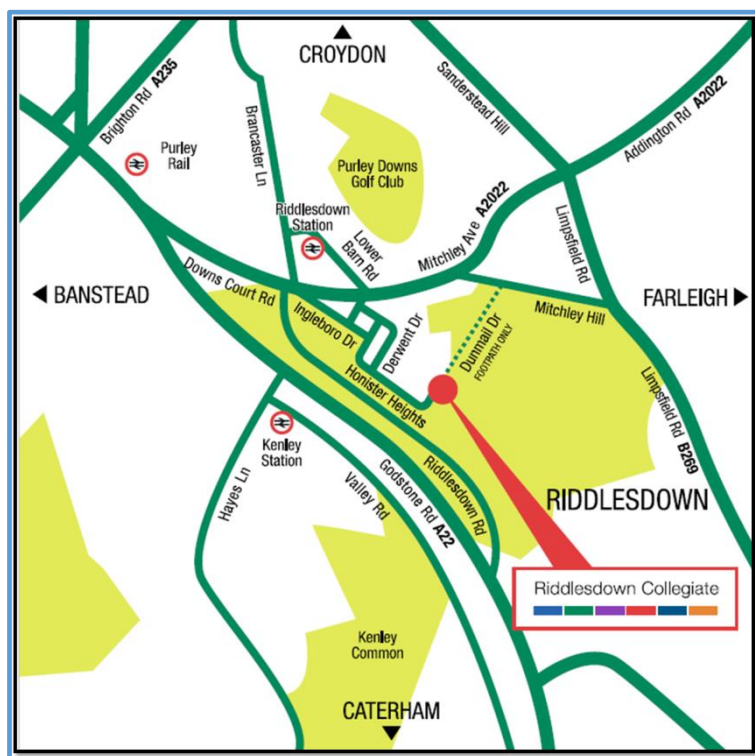
Please see the Map. Parking is available on and off site.

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



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

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| A | Riddlesdown Collegiate |
| | Honister Heights, Purley, CR8 1EX |
| T | 020 8668 5136 |
| E | admin@riddlesdown.org |
| W | www.riddlesdown.org |