



## Information for Applicants



### College Inclusion Coordinator

(This is a non-teaching role)

*Required for January 2018*

**£22,465 - £24,464 (pro rata £21,117 - £22,996 pa) + TLR £2,667**

**Hours 8.00 am to 4.30 pm during term time**

**“Learners of today. Leaders of tomorrow.”**



**The Collegiate Trust**  
Exceptional Education for All

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



Dear Applicant

Thank you for your interest in the post of College Inclusion Coordinator. I hope that this information pack will help you to learn more about our fantastic school and that you will be excited about the prospect of joining our excellent team.

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 I hold the highest aspirations for what we will do and will achieve in the future.



As a College Inclusion Co-ordinator will be responsible for developing the quality of provision for students with Special Educational Needs (SEN), Children Looked After (CLA) and other students who are disadvantaged. This will require a clear understanding of SEN issues, student support strategies and effective professional leadership of a team of Learning Support staff (LSAs and HLTAs) 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:

- a confident role model with the ability to motivate and influence
- an individual with strategic and emotional intelligence
- an experienced and highly skilled colleague who has worked successfully to support students' learning and achievement

In applying to Riddlesdown Collegiate, you will need to understand 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 shall make a presentation to shortlisted candidates at the start of the interview day to illustrate our structure further and outline our requirements for all colleagues who work with us.

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

<b>School:</b>	Riddlesdown Collegiate
<b>Location:</b>	Honister Heights, Purley, Surrey CR8 1EX
<b>Age Range:</b>	11-18
<b>Type of School:</b>	Academy
<b>Number of Students:</b>	1900
<b>Number of Post-16 Students:</b>	300
<b>Number of Teachers:</b>	118
<b>Number of Non-Teaching Staff:</b>	100
<b>% students achieving 9-4 in GCSE English and Maths:</b>	76%
<b>% A*-B grades at A-level:</b>	49%
<b>OFSTED Grade (May 2016):</b>	Outstanding
<b>Motto:</b>	“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.



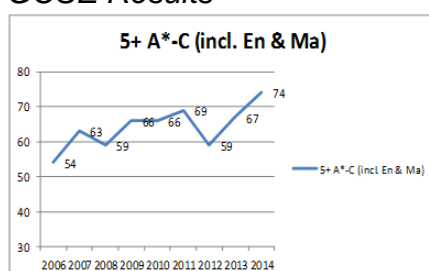
*"I still remember my first lesson. The students were incredibly enthusiastic. They were obviously used to being challenged and they were challenging me. It was just a really nice lesson."*

**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.

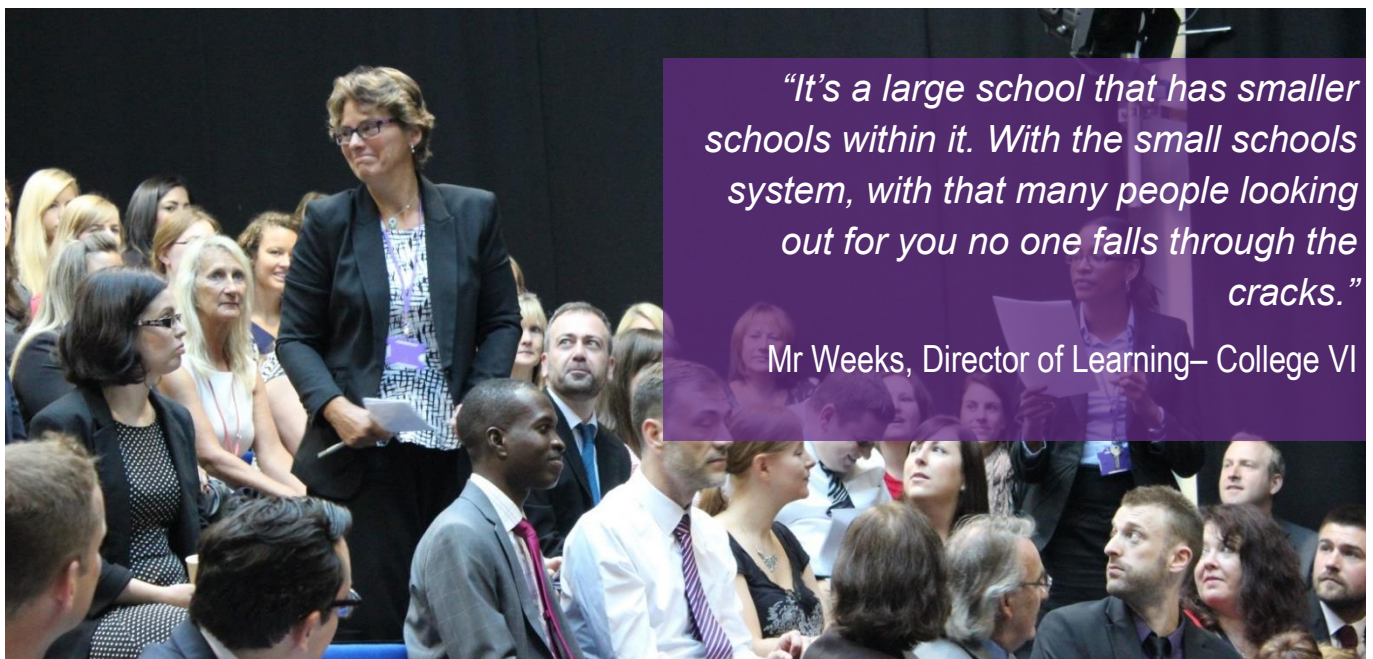
### A level Results

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.

# Job Description

## College Inclusion Coordinator

### Purpose of the Post

To co-ordinate, analyse data, track and monitor the provision for SEN, EAL and Disadvantaged students within the College.

### Reporting to:

Line Manager: Member of SLT within the College

Professional Lead: Collegiate SENCO

### Principal Accountabilities

- To provide, with your College SLT, leadership, advice and support on the identification and appropriate intervention for groups of students
- To have an oversight of schemes of work and assessment materials, including examinations, to ensure they meet the needs of individual students.
- To co-ordinate the preparation and dissemination of provision maps with staff and parents, as appropriate
- To hold educational reviews for all students with EHCPs (Educational Health Care Plans)
- To provide appropriate care, support and guidance for all SEN / Disadvantaged students including care of students with physical disabilities
- To liaise with parents, carers and relevant outside agencies as often as appropriate and necessary
- To oversee the mentoring provision and intervention for all Disadvantaged students identified within the College
- To provide line management to the HLTA responsible for the mentoring provision and LSAs
- To analyse data, to review progress and provide necessary intervention using the support from the College team
- To ensure that Learning Support Assistants are deployed within the College and wider Collegiate to maximum effect when supporting students
- To support Directors of Learning in sharing of good practice when teaching different groups of students
- To lead on appropriate teaching and learning CPD within the College

## Person Specification

		How Assessed
	<b>Qualifications</b>	
1	At least A Level (or equivalent)	
2	GCSE English & Mathematics	
	<b>Experience</b>	
3	Successful experience of supporting students' learning and achievement in a secondary school, most likely as a LSA/HLTA or similar	
4	Significant experience of supporting students with SEN and other disadvantage	
	<b>Skills and Attributes</b>	
5	Ability to lead a team and manage the work and performance of others	
6	Highly organised with excellent time management skills	
7	Strong written and oral communication skills, including with parents and external agencies	
8	Compassionate and empathic	
9	Ability to manage multiple tasks at one time and operate to strict deadlines	
10	Ability and confidence to chair and coordinate meetings with parents and multi-agency professionals	
11	Ability to be flexible and responsive to changing situations both in school and the wider community involving students' needs and provision	
12	Demonstrate reflective personal characteristics and be able to continually seek positive outcomes for students with SEND	
13	Ability to maintain positive relationships with all SEND students, families and the professionals who support them	

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



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**(This is a non-teaching role) Hours 8.00 am to 4.30 pm during term time**

***Required for January 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 an enviable reputation for high academic standards and providing the very best learning experiences and it is also a great place for professional growth.

We are now looking to appoint a College Inclusion Coordinator to join the team of one of our Colleges. The successful candidate will have significant experience of supporting students' learning and achievement, a strong understanding of SEN issues and the ability to provide professional leadership to a team.

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 9.00am on Friday 8<sup>th</sup> December 2017.

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

## By Car

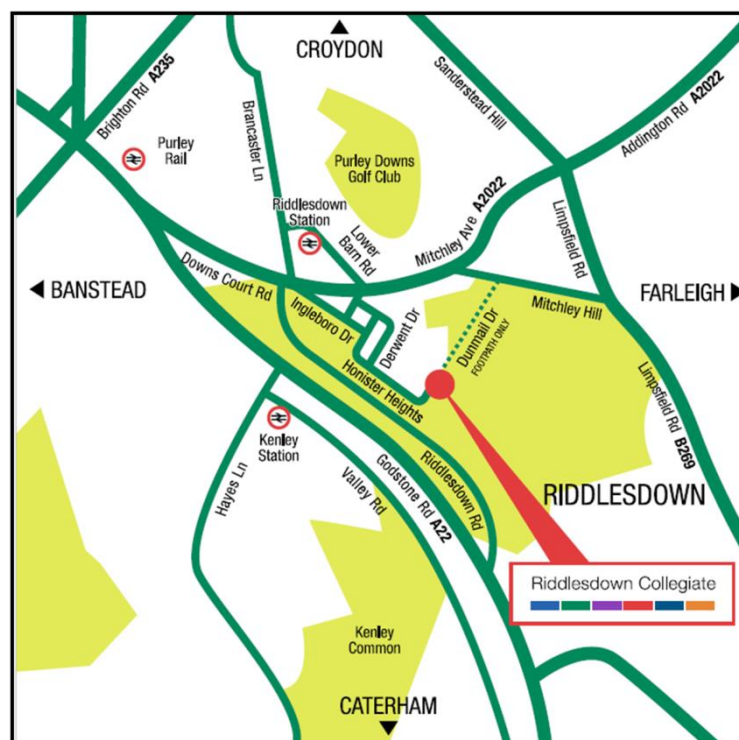
Please see the Map. Parking is available on and off site.

## 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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