LEARNING SUPPPORT ASSISTANT

Riddlesdown Collegiate

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Application Pack

Riddlesdown Collegiate

Role Location	Riddlesdown Collegiate, Honister Heights, Purley, CR8 1EX		
Salary	P6 £25,989 – P10 £ 27,641 (£18,408.88-£19,625.11) Pro Rata	Pro rata at FTE 0.71	30 Hours per week
Details	Permanent	Term Time Only	08:15-15:00
Start date	As soon as possible		
Application Closing Date	Tuesday 17th June 2025 at 9:00am		

A message from the CEO

Thank you for your interest in joining The Collegiate Trust. I hope that this information pack will help you to learn more about our fantastic family of schools and the exciting prospect of joining us.

The Collegiate Trust is a dynamic place to work. Our mission is to collaborate to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning. It is this culture which leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will achieve in the future.

Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. We take our responsibility as an employer very seriously, always striving to do best by our staff and focusing on wellbeing, development and achievement.

We would be delighted to receive an application from you if you feel that this role and our Trust may be right for you.

Yours sincerely

Mr Soumick Dey
Chief Executive Officer

Why work with us? The benefits

At TCT, we understand that your time, wellbeing, career opportunities and work-life balance are key things you will look for when choosing where to work. We work hard to continually develop what we offer, striving to be recognised as an employer who looks after all our employees.

On top of our proactive and supportive approach to employee wellbeing and development, we offer a range of additional employee benefits. Please click here to see more detail about some of the fantastic employee extras we offer.

We have a comprehensive CPD programme, designed to ensure all staff in all roles have the opportunity to grow and develop in their career. Our appraisal process ensures that each and every member of staff is flourishing. Whether you are at the very beginning of your career or are looking to develop your experience, a school within *The Collegiate Trust* is a great place for professional growth. ECTs and Apprentices benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development.

We are an inclusive and supportive trust who understands that our employees have commitments beyond work. We have a generous approach to flexible working, annual leave, compassionate leave and supporting our staff in times of difficulty. Your wellbeing is of utmost importance to us!

An introduction to the role

A message from the Principal

Thank you for your interest in the post of *Learning Support Assistant*. 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 prospect of joining our excellent team. Our Learning Support Assistants perform a vital role in ensuring that students receive a high-quality learning experience. As a Learning Support Assistant you will join a close knit team of College Inclusion Co-ordinators, HLTAs and Learning Support Assistants who provide a wide range of intervention and support for our students with Special Education Needs and Disabilities (SEND).

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. There will be a presentation to shortlisted candidates at the start of the recruitment 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 Trust may be right for you. To apply, please submit an application via portal, outlining your suitability for the post. If you have any further questions about this post, I would be pleased to speak with you; please feel free to telephone me at the Collegiate.

Dan Osborne
Principal

About Riddlesdown Collegiate

Riddlesdown Collegiate is an outstanding school (Ofsted, March 2023) 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 achieve in the future.

Whether you are at the very beginning of your career or are looking to develop your experience, Riddlesdown Collegiate is a great place for professional growth. ECTs benefit from a paid induction period, prior to appointment, and a well-established programme of support throughout the year. More experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development. The aim of our recruitment processes is to appoint colleagues who will share our aspirations and make a major contribution to building the best life chances for our students.

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. We 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.

You can find out more information about Riddlesdown Collegiate on our website:

Riddlesdown Collegiate | Part of The Collegiate Trust

About The Collegiate Trust

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. The planned addition of a further secondary school will bring our Trust to c.7000 pupils and c.1000 employees.

Our strong culture of ambition is focussed clearly on **PEOPLE** and **LEARNING**. We ensure that the best interests of all those in our communities are always at the heart of our decision-making.

The work of *The Collegiate Trust* is informed by our core values: **Ambition and Collaboration**, leading to **Achievement and Enjoyment.**

There are three particular themes that drive our work and can be described as our *keys to success*:

Partnership – We work hard to cultivate strong professional relationships with each other, with our pupils, with their families and the wider community as we see this as the foundation on which our Trust is built.

Progress – To us, progress means much more than academic improvement. We place a great focus on personal and professional growth for all members of our community and it is this emphasis on continuous improvement that enables our pupils to fulfil their potential.

Preparation – Whether for the next stage of education, for work or for a future that is uncertain, it is our view that the prime purpose of school is to prepare young people for the rest of their lives. It is our intention to prepare all pupils to achieve their goals and to go on to enjoy happy and successful futures.

You can find out more information about our Trust on our website:

The Collegiate Trust | Exceptional Education for All (tct-academies.org)

What will I be doing?

Job Description and Details

Contract: Permanent
Hours: 30 hours per week
Location: Riddlesdown Collegiate, Honister Heights, Purley, CR8 1EX
Reporting to: **College Inclusion Co-ordinator**

Purpose of the Post: To provide a wide range of intervention and support for our students with Special Education Needs and Disabilities (SEND).

Main Responsibilities

Duties and Responsibilities

- An understanding of the additional needs of students with special needs
- warmth and resilience
- efficiency, creativity and empathy
- excellent communication skills
- an understanding of behaviour as communication
- the ability to work as part of a wider team

There will be scope to further develop professional skills in future. Once experience is gained in this post, we will be happy to explore your professional development which could allow you to specialise in different pathways based on your skills, expertise and interests. For example, we could look at higher level safeguarding training or professional counselling training. This would allow your career to progress further with us into the longer term.

The above is not an exhaustive list and the successful applicant may be required to carry out additional duties as required by the role.

Main Responsibilities

Why am I right for this job?

We know that some people may not have 100% of the things we might think we want for a role but can make an EXCELLENT addition to our team and bring new things to the table that we may not have considered. If you think your skills and experience make you a good fit for this role, please do not be put off if you do not match 100% of the desired criteria! The notes should help you see if something is absolutely essential for you to be considered.

Person Specification

Qualifications	**Notes**
Good basic education to GCSE standard or equivalent (GCSE Grade C or equivalent in English and Maths)	Essential
Experience	
Effective working with young people of a range of ages and abilities	Essential
Evidence of making an effective contribution to a team	Essential
Skills and Attributes	
Capacity to work alongside colleagues, contributing effectively to a team	Desirable
Ability to quickly establish and maintain positive relationships with students, staff and families	Desirable
Understanding of safeguarding issues and promoting the welfare of children and young people (training will be provided)	Desirable
Well-developed communication skills, including written and oral literacy and competent ICT use	Essential
Potential for professional progression	Desirable
Commitment to extra-curricular activities	Desirable
Suitability to work with children	Essential

All our staff MUST be able to fulfil to following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there had been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role
- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in which case we can advise on alternatives)

How to apply

If you feel that this role and our school may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, 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 queries or would like an informal discussion about the role, please do not hesitate to contact us at HR@tct-academies.org

Safeguarding Statement

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the school's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974, and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent", unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. Please note that if you are added to a Barred List then it is against the law to work, apply for work or volunteer in Regulated Activity with children.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the *Disclosure and Barring Service (DBS)*. Appointment will be dependent upon further health, safeguarding and attendance checks.