



The Collegiate Trust
Exceptional Education for All

Information for Applicants

Academy	Riddlesdown Collegiate, Croydon
Post	Director of Business Education
Required	September 2020
Salary	£38,000-£50,000 (dependent on experience)
Closing Date	Monday 24 th February 2020 (9.00am)
Interviews	Wednesday 26 th February 2020 (tbc)



Riddlesdown Collegiate



Welcome

February 2020

Dear Applicant

Thank you for your interest in the post of *Director of Business Education*. 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 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 achieve in the future.

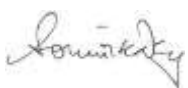
As the *Director of Business Education* you will be responsible for the development of teaching and learning and the standards achieved in Business Studies, Economics & Accounting, as well as the provision and engagement with Business Education across the Collegiate. This will require the development of a strong and coherent curriculum intent which spans Year 7 to Year 13 and ensures that all students have clear opportunities to learn about enterprise, financial management and the business world. 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 and an ambitious leader. The successful candidate is likely to be an Economics or Business Studies specialist who will be able to teach across both subjects at GCSE and at least one at A Level.

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 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



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. In addition to Riddlesdown Collegiate, the Trust also operates *The Quest Academy* (another secondary in Croydon), *Courtwood Primary* and *Gilbert Scott Primary* (both in Croydon) and *Gossops Green Primary* and *Waterfield Primary* (both in Crawley).

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Chief Finance Officer & 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

Business Education at Riddlesdown Collegiate

Business Education at Riddlesdown Collegiate has surged in popularity in recent years, with students developing an increasing awareness of how business and economic factors affect their lives. Our aim is to grow and develop a coherent curriculum which harnesses this enthusiasm for business from Year 7 through to Year 13, raising engagement and understanding of enterprise, financial management, marketing and commerce. The world of business is dynamic and exciting, and our Business Education programmes are intended to reflect this throughout the Collegiate!

Business Studies GCSE is offered as an option subject at Key Stage 4. Currently we follow the AQA syllabus for Business. At Key Stage 5, we offer the AQA A Level in Business Studies. Over the two years, students learn about the marketing, operations, finance and human resources aspects of business management. In addition, they develop an understanding of managing change and the strategic development of business.

In addition, we also offer Economics at both Key Stage 4 and 5. At Key Stage 4 we offer the OCR GCSE whilst at Key Stage 5 the A Level is accredited by AQA, comprising two units, namely "Individuals, firms, markets and market failure" and "The national and international economy". These are assessed through three papers at the end of Year 13.

We also offer A level Accounting at Key Stage 5, also following the AQA specification. This is a particularly popular and successful part of our programme.

The Business Education team currently has five teachers. The post of Director of Business Education comes at a time of expansion as we anticipate greater numbers in A Level Business Studies and A Level Economics in 2020/21. The Director of Business Education will line manage team members, including two Curriculum Leaders, each with specific responsibility for supporting leadership of the team. Schemes of Work, teaching notes and assessment materials are prepared by the subject team and resources are shared. There is a strong and supportive team ethos within the group and staff have the benefit of a vast range of resources.

Students are actively encouraged to develop a greater awareness of Business and Economic developments. Students have had some success in their participation in national competitions such as the Student Investor Challenge and the ICAEW Base Challenge. We aim to continue to raise the profile of business throughout the Collegiate and develop students' love of learning the subject, both within and outside of the classroom environment.

Job Description

Purpose of Post

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

Reporting to: Assistant Principal

Principal Accountabilities

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

Dimensions of the Post

- i. Staff
 - To provide professional leadership to the Business Education 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.
- ii. Students
 - To teach an agreed timetable across all Key Stages, 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.
- iii. 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

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

***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.**

Staff Benefits

- ✓ Two-Week October Half Term (instead of 5 INSET days)
- ✓ Well-equipped Staff Rooms and Work Rooms in each College
- ✓ Staff Diner (delicious hot and cold meals every day)
- ✓ Early finishes (at 2.40pm on Wednesdays & Fridays)
- ✓ Free use of Fitness Suite
- ✓ Other fitness and wellbeing activities, e.g. Staff Football, Yoga, Spin, Staff Choir
- ✓ Free Flu Vaccination available
- ✓ Free Microsoft Office apps
- ✓ Potential for rapid pay progression on The Collegiate Trust scale
- ✓ Contribution to cost of Masters in Education
- ✓ Superb *NQT Induction Programme* including two-week paid training in June/July
- ✓ The Collegiate Trust's *Developing Leaders Programme* for aspirant leaders

How to find us

By Car

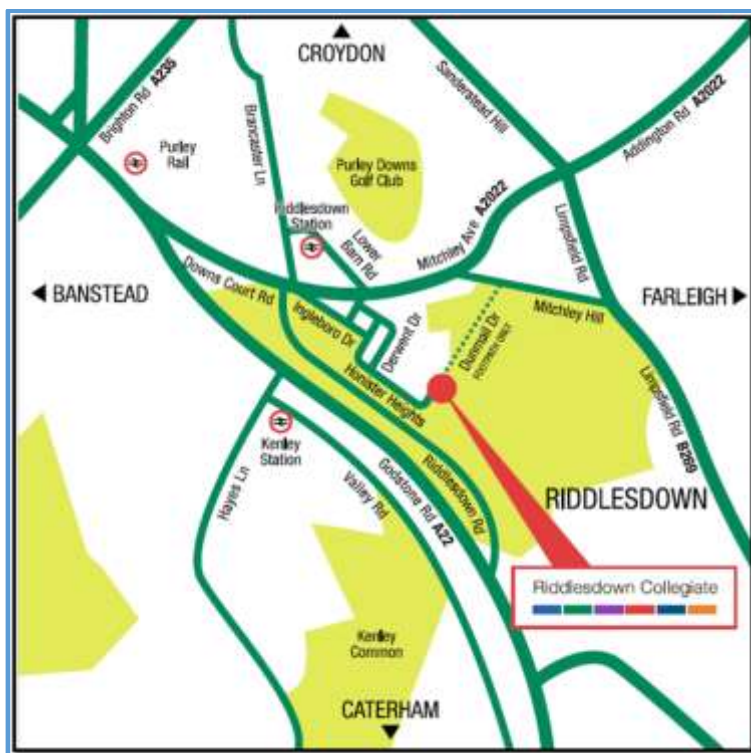
Please see the map.
M25 J6 or J7 are 10-15 minutes drive.
Parking is available on and off site.

By Train

A direct train from Victoria to Riddlesdown station takes 24 minutes. Riddlesdown station is a short walk from the school. Kenley station is also a short walk from the school, over the common. Kenley has direct trains from Victoria and London Bridge. 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

On routes 407, 412, 612.



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