

## Information for Applicants

<b>Academy</b>	<i>Riddlesdown Collegiate, Croydon</i>
<b>Required</b>	September 2019
<b>Salary</b>	TCT S22 – S25 £22,956 - £25,000 (Pro-rata £16,299 - £17,750 – term time only)
<b>Closing Date</b>	Monday 17 <sup>th</sup> June 2019, 9.00am
<b>Interviews</b>	w/c 17 <sup>th</sup> June 2019



# Welcome

Dear Applicant

Thank you for your interest in the post of Student Supervision 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 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, as a *World Class School*, 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. Our aim in all appointments is to appoint colleagues who will share our aspirations and make a major contribution to building the best life chances for our students.

As a Student Supervision Assistant you will join a close knit team of support staff. The person specification identifies the qualities, skills and attributes we are seeking, but in short we are looking for a candidate who can demonstrate the following:

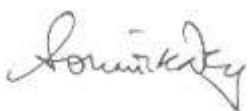
- Good organisational and interpersonal skills
- Ability to adapt to circumstance
- An understanding and empathy with young people
- Ability to work independently, as well as part of a team
- Literate, numerate with skills in the use of ICT

We would be especially keen to receive applications from candidates with a particular interest or ability in Maths, Science and/or PE, but these are not essential requirements.

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, I would be pleased to speak with you; please feel free to telephone me at the Collegiate.

Yours sincerely



Mr S Dey  
Principal



## 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.



## Information about *The Collegiate Trust*

Our Trust works in the Crawley and Croydon areas 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 1<sup>st</sup> March 2018. A second secondary, *The Quest Academy* (in Croydon), joined on 1<sup>st</sup> June 2018 and two further primaries, *Courtwood Primary* and *Gilbert Scott Primary* (both in Croydon) joined on 1<sup>st</sup> September 2018.

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.

## 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.



## Student Supervision Assistant

Administrative and support staff are appointed to assist the teachers and the students in the Collegiate. The priority for such staff is to free teachers from routine tasks so that they are able to concentrate on the quality of their teaching. Preparation of materials and equipment for lessons in good time is an essential part of the support role. All staff share the responsibility for ensuring that rooms and equipment are safe for students to use.

The post of Student Supervision Assistant is a part time post working term time only working 30 hours per week, 38 weeks per annum. Administrative and support staff are employed mainly to work in term-time, but occasional work may be required in the Collegiate holidays even when the basic hours do not include this on a regular basis. Staff on site for more than four hours per day are required to take an unpaid lunch break at a time determined by the Collegiate. All appointments are subject to an initial six month probationary period.

If you are interested in committing yourself to this work and in joining Riddlesdown Collegiate please complete the online application form and submit a letter of application via the website as soon as possible.

***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.***

## Job Description

The duties and responsibilities for this post are listed below. All duties are subject to periodic review and job descriptions can change according to the needs of the Collegiate. All colleagues appointed to the Support Team will be expected to demonstrate a wholehearted commitment to the development of support for the students and a willingness to assist the College Heads in preparing for, and adapting to, the changing needs of the Collegiate.

### Duties and Responsibilities

- To supervise whole classes during the short-term absence of teachers
- To maintain good order and keep students on task
- To respond to students' questions and generally assist students to undertake set activities

### Dimensions of the Role

#### Support for Students:

- To use specialist skills/training/experience to support students
- To establish productive working relationships with students, acting as a role model and setting high expectations
- To promote inclusion and acceptance of all students within the classroom
- To encourage students to interact and work co-operatively with others and engage all students in activities

#### Support for Teachers:

- To create and maintain a purposeful, orderly and productive working environment and when required, to assist with the display of students' work
- To monitor students' responses to learning activities and accurately record achievement/progress as directed, including administering tests
- To promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

#### Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Support the use of literacy, numeracy and ICT in learning activities and develop students' competence and independence

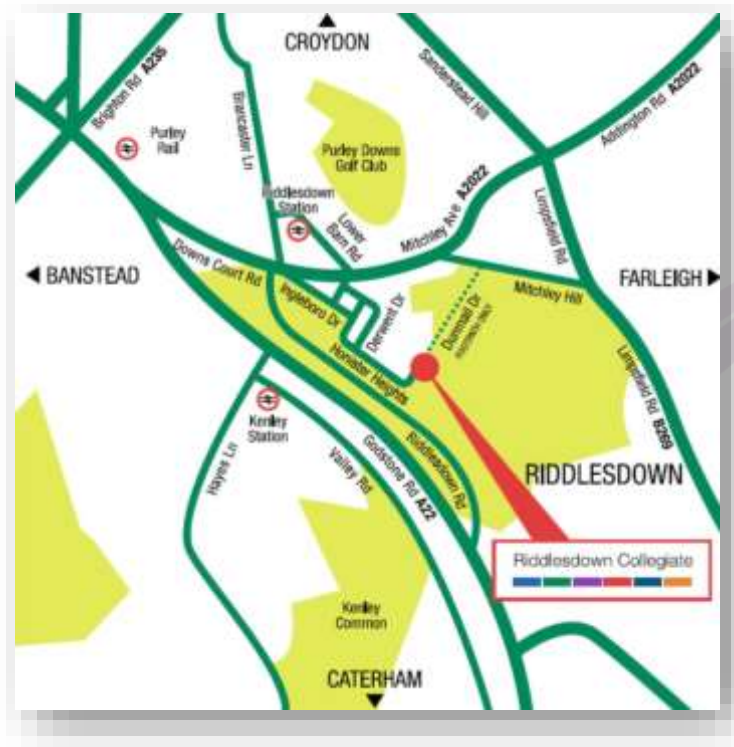
#### Support for the Collegiate:

- To be aware of and comply with policies and procedures relating to safeguarding and wellbeing of young people
- To contribute to the overall ethos of the Collegiate
- To assist with the supervision of students out of lesson times, including before and after school and at lunchtime
- To supervise students on visits, trips and out of school activities as required

# Person Specification

Student Supervision Assistant	
	<b>Qualifications</b>
1	Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English)  Entitled to live and work in UK
	<b>Experience</b>
2	Experience of working with young people
3	Understanding of how students learn
	<b>Skills &amp; Attributes</b>
4	Ability to work independently, as well as effectively working in a team
5	An ability to convey authority and earn students' respect, to treat them with respect and apply boundaries
6	An ability to adapt to circumstance
7	Literate, numerate with skills in the use of ICT
8	An understanding and empathy with young people
9	Good organisational and inter-personal skills that enable good relationships with young people and adults
10	Good oral and written communication skills and the ability to ensure that deadlines are met
11	Work effectively and efficiently under pressure, both independently and as member of a team, with the ability to prioritise workload.
12	Understanding of safeguarding issues and promoting the welfare of students and young people.
13	Suitability to work with children

## 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 Collegiate**  
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💻 [www.riddlesdown.org](http://www.riddlesdown.org)