



The Collegiate Trust
Exceptional Education for All

DESIGN TECHNOLOGY ASSISTANT

Information for Applicants

Academy	Riddlesdown Collegiate, Croydon
Required	ASAP
Salary	TCT Scale S15 – S22 £21,104 - £24,059 pa (pro rata £16,039 - £18,284 pa) <i>depending on experience</i>
Closing date	Monday 31st January 2022 – 9.00 am
Interviews	tbc





January 2022

Dear Applicant

Thank you for your interest in the post of *Technical Support Assistant for Design Technology* at Riddlesdown Collegiate. 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 beginning or 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. You might like to watch our [Welcome](#), [College VI](#) and [Teaching at Our School](#) videos.

This post is within our *Support Team* and is intended to support the smooth operation of the Creative and Performing Arts College. The successful candidate will work as part of a team, under the direction of the Director of Design Technology. The person specification describes the skills and qualities required.

In applying to *Riddlesdown Collegiate*, you will need to understand our ethos and approach. 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 outline our requirements for all colleagues who work with us.

I would be delighted to receive an application form from you if, upon consideration, you feel that this role may be right for you. If you have any further questions about this post, please contact Theresa Ward, Headteacher of CPA at Riddlesdown who would be pleased to speak with you.

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.

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

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. A second secondary, *The Quest Academy* (in Croydon), joined on 1st June 2018 and two further primaries, *Courtwood Primary* and *Gilbert Scott Primary* (both in Croydon) joined on 1st September 2018. Most recently, *Kenley Primary* joined on 1st September 2021.

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.

Why Work With Us?

The Collegiate Trust is an exciting, fast-paced group of schools committed to progress, collaboration and excellence for all... staff and students alike. We are a dynamic and expanding trust of seven schools (two secondaries with Sixth Form provision, and five primaries) with numerous and diverse career opportunities for both new and existing staff.

All staff and governors, at every level of their career, in both teaching and business support functions, have an equal entitlement to Continuous Professional Development (CPD). This promotes, develops and supports staff in their shared commitment to lifelong learning. Results are reviewed and evaluated regularly in order to support further development of our CPD programme and drive constant improvement.

Through expert facilitation, Trust-wide collaboration, inter-school networking, and our extensive CPD programme, every member of staff has the opportunity to make substantial contributions to the development of the curriculum, pedagogy and delivery of business services, whilst improving their own prospects of career progression.

We are committed to:

- facilitating **career progression**
- offering **excellent professional development**
- providing **opportunities to lead**
- extending **support from Trust experts**
- developing **collaborative opportunities** to generate new and next practice

Other tangible benefits of working within a TCT school include¹:-

- ✓ Exceptional performance rewards
- ✓ Two-Week October Half Term (instead of 5 INSET days)
- ✓ Well-equipped Staff Rooms and Work Rooms in each College
- ✓ Excellent learning resources in classrooms
- ✓ Cutting-edge technology provision
- ✓ 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

Individuals who are successful in their application to The Collegiate Trust join us at an exciting time. In return for the opportunity to be part of our Trust, we ask that all joining members of staff share in our vision of "Exceptional Education For All" and are motivated to work continuously towards developing their own professional excellence.

¹ At the time of publication, not all benefits available at every TCT school.

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.

Value each other

Aim high

Lead by example

Use and develop our talents

Excel in our efforts

Stick 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.



Job Description

- Post:** Technical Support Assistant, Design Technology CPA
- Salary:** TCT Scale S15 – S22 £21,104 - £24,059 pa (pro rata £16,039 - £18,284 pa)
depending on experience
- Basis:** 32.5 hours per week x 48 weeks, term time only

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 work under the direction and guidance of teaching/senior staff to ensure that there is a positive learning environment in the DT rooms and practical areas
- To prepare resources for lessons taking place in DT
- To assist teachers with practical lessons
- To ensure health and safety

Support for Students

- Use specialist skills/training/experience to support students
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs

Support for the Teacher

- Prepare practical areas as directed for lessons and clear afterwards
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans

Support for the Curriculum

- Prepare and maintain specialist equipment/resources as directed by the teacher and assist pupils in their use
- Select and prepare resources necessary to lead learning activities

Support for the Collegiate

- To contribute to the overall ethos of the Collegiate
- Participate in training and other learning activities and performance development as required

The above is not an exhaustive list of responsibilities and duties and the post holder will be expected to carry out other duties as requested by Senior Leadership Team. All duties are subject to periodic review and job descriptions can change according to the needs of the Collegiate. In all cases, such changes will only be implemented after consultation with the Principal. All colleagues appointed at Riddlesdown Collegiate will be expected to demonstrate a wholehearted commitment to the development of support for the student and a willingness to assist in preparing for, and adapting to, the changing needs of the Collegiate.

Design Technology at Riddlesdown Collegiate

Design Technology is taught within the College of Creative and Performing Arts (CPA College), with KS3 students being taught two periods per fortnight and KS4 students for six periods per fortnight in both Year 10 and Year 11.

At KS3, students have the opportunity to become multi-disciplinary and experience four strands of Design Technology specialisms – Resistant Materials, Graphics, Textiles and Life Skills (formally known as Food Technology).

At KS4, students study the new GCSE 9-1 in Design Technology but still have the option of specialising in one of the 3 subject areas for their coursework and will follow the AQA specifications for each.

At Key Stage 5, we offer the Design Technology course within AQA Product Design. The new qualification places greater emphasis on understanding and applying iterative design processes. Students will use their creativity and imagination to design and make prototypes that solve real and relevant problems, considering their own and others' needs, wants and values.

Each member of the CPA Design and Technology team works under the supervision of the Director of DT. Schemes of Work, Teaching Notes and Assessments have been well developed over recent years and provide the foundation for high standard outcomes by students across all key stages. Recently they have been developed to corroborate the new 9-1 Assessment criteria providing a clear flightpath for students to progress. There is a strong team ethos within Design Technology and close working with other subjects, such as Media Studies, Business, Art, Music, Drama, ICT and Computer Science. All students are fully equipped with textbooks, revision guides early on for KS4 and sketchbooks for KS5 to ensure they are 'Riddlesdown Ready' and set up for success. Emphasis on students' effort and attainment is on both practical and theoretical elements of Design and Technology.

The Design and Technology team is a dynamic, friendly and highly successful department. Examination results are very good in this subject with high retention from KS3 to KS4 and KS4 to KS5, which is a combination of students wanting to excel in this subject and the delivery of the work from the team.

The Design and Technology Centre has gone from strength to strength with two fully equipped practical workshops, new computers with a host of relevant packages such as Google Sketch Up, 2D Design, Adobe Master Collection and Autodesk Fusion 360. It has also the additional benefit of having an A1 Laser cutter, CAM cutters in all rooms and a 3D printer. The subject also benefits from accessing The @RC Gallery and The @RC Theatre for design shows, tutorials and lectures. The department has made good links with external agencies and companies from industry, with workshops and funding continually taking place to enable students to have access to the wider design world.

Example of Specific Tasks:

- Ensure a safe working environment in the workshops for teachers and students.
- Ensure compliance with the Health & Safety at Work Act.
- Arrange statutory annual tests and inspections of the Dust Extract System and Gas Forge in liaison with the Facilities Manager. Liaise with contractor if repairs need to be carried out.
- Arrange for the yearly inspection of all workshop and prep room machinery in liaison with the Facilities Manager. Liaise with contractor if repairs are required.
- Carry out minor repairs to all workshop and prep room machinery as required.
- Ensure all guards on machinery are in good working order.
- Ordering of all materials for Graphics and Resistant Materials lessons.
- Manage budget and liaise with Head of DT to ensure no overspend.

- Preparation of materials for lessons using Table Saw, Band Saw, Thicknesser Planer, Wood Lathe, Laser Cutter and 3D Printer.
- Ensure adequate resources are available for each lesson.
- Provide technical support to teaching staff during lessons, demonstrate processes and techniques as requested.
- Design and make prototype models for products students will make.
- Design and make jigs for students to use in lessons.
- Provide 1:1 support for KS4&5 students when making their final product.
- Make and install display boards for DT area.
- Design and build set for annual stage production.
- Prepare Safe Systems of Work and COSHH assessments for equipment and materials used in the classroom.
- Prepare props and materials for GCSE & A Level Art Students as requested.
- Support the site team with general repairs and maintenance around the Collegiate.
- Support onsite contractors with machining facilities if required.
- Ensure all dangerous chemicals are kept locked in secure cabinet.
- Attend Subject meetings and liaise with team about curriculum planning.
- Source and build adhoc machinery or tools.
- Provide solutions to problems for students and staff.

The above is not an exhaustive list of responsibilities and duties and the post holder will be expected to carry out other duties as requested by Senior Leadership Team.

Person Specification

Technical Support Assistant	
Qualifications	
1	Good basic education Entitled to live and work in UK
Experience	
2	Experience of using manual and electronic tools and equipment Working as part of a team.
Skills and Attributes	
3	Ability to plan and organise, with a high attention to detail and accuracy Commitment to maintaining high standards
4	Excellent interpersonal and communication skills Flexible and reliable Team Player
5	Work effectively and efficiently under pressure and have the ability to deal calmly with emergencies
6	Understanding of safeguarding issues and promoting the welfare of students and young people

***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.

M25 J6 or J7 are 10-15 minutes drive.

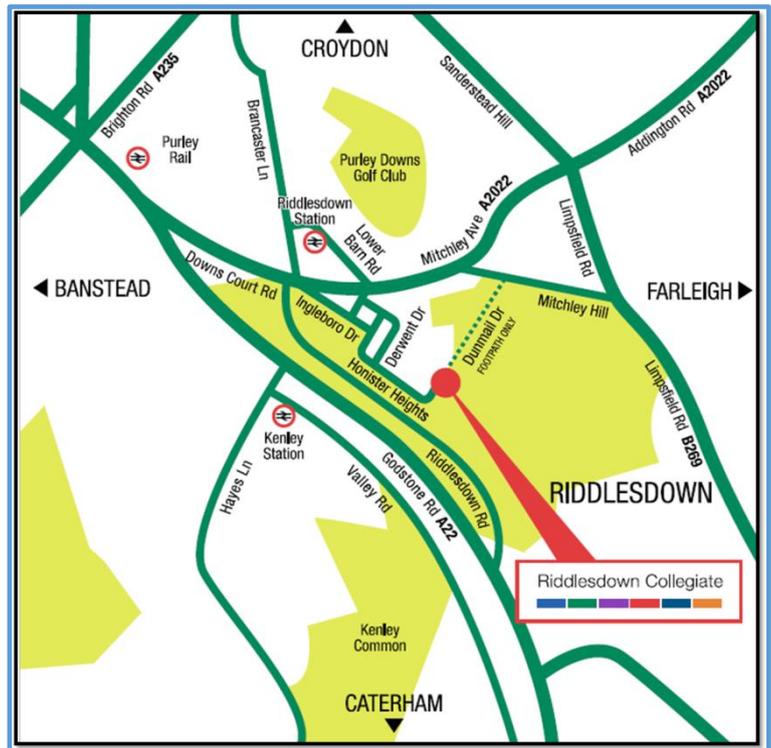
Parking is available on and off site.

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.



Riddlesdown Collegiate

Honister Heights, Purley, CR8 1EX

☎ 020 8668 5136

✉ admin@riddlesdown.org

💻 www.riddlesdown.org