



Information for Applicants

Academy	Riddlesdown Collegiate, Croydon
Required	September 2022
Salary	£40k-£55k (dependent on experience)
Closing Date	Monday 31 st January 2022 (9.00am)
Interviews	tbc





Dear Applicant

Thank you for your interest in the post of *Director of Business Education* which arises as a consequence of expansion and growth. 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. You might like to watch our [Welcome, College VI](#) and [Teaching at Our School](#) videos.

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, 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



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.



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 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 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. *Kenley Primary School* joined most recently in 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.

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.



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.

The Business Education team currently has six teachers. The post of Director of Business Education comes at a time of expansion as we have been delighted to see greater numbers in A Level Business Studies (100+ across Years 12&13) and A Level Economics (80+ across Years 12&13) in 2021/22. The Director of Business Education will line manage team members, including a Curriculum Leader 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.

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.

Job Description

Purpose of the 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.

Accountable to: Assistant Principal

Curricular Leadership

- 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.

Pastoral Leadership

- i. To be a form tutor within the College, monitoring and supporting the academic and social development of members of a Tutor Group.
- ii. To undertake duties at the direction of the College Head.
- iii. 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.

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

How to find us

By Car

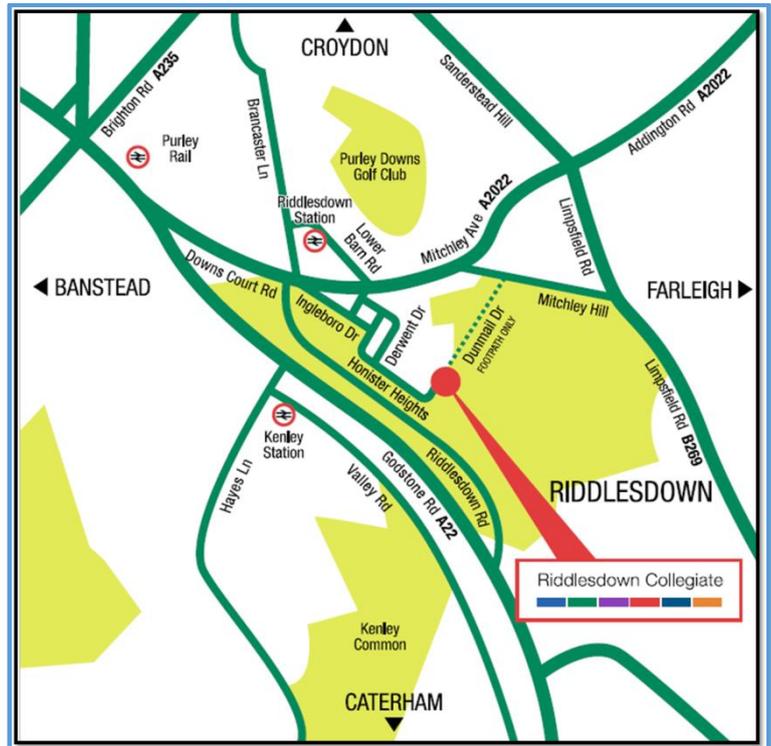
Please see the map.
M25 J6 or J7 are 10-15 minutes drive.
Parking is available on and off site.

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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W www.riddlesdown.org