



The Collegiate Trust
Exceptional Education for All

COLLEGE VI (POST-16) PASTORAL ASSISTANT

Information for Applicants

Academy	Riddlesdown Collegiate, Croydon
Required	September 2022
Salary	S19 £22,606 – S25 £26,660 (Pro-rata, term time only)
Closing date	29th June 2022 (9.00am)
Interviews	w/c 4th July 2022



Welcome



June 2022

Dear Applicant

Thank you for your interest in the post of *College VI (Post-16) Pastoral Assistant* 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.

We are looking to appoint an individual with excellent interpersonal skills and the ability to build and sustain strong effective working relationships with Post-16 students. The key responsibility for the successful postholder will be to support the personal, social and academic development of students in College VI, our specialist Sixth Form provision. This is a new role which is intended to support the leadership and day-to-day operations of the College which now has over 400 students studying a broad range of A Level courses and some BTEC.

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 Mike Smith, Headteacher of College VI, at the Collegiate who will 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)
- ✓ 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

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

- ✓ 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.

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: College VI (Post 16) Pastoral Assistant

Salary: S19 – S25, Full-Time Equivalent £22,606 pa – £26,660 pa (pro-rata, term time only)

Basis: Term time only (38 weeks)

Purpose of the Post:

To support the personal, social and academic development of students in College VI (Sixth Form).

Reporting to:

Deputy Head of College

Principal Accountabilities

- i. To support the delivery of outstanding care, support and guidance of College VI students.
- ii. To support the learning, behaviour and attendance and punctuality of College VI students through the care, support and guidance mechanisms of the College.
- iii. To liaise with parents/carers to support the emotional, social and academic well-being of students.
- iv. To support vulnerable groups of students, including SEND and disadvantaged, as well as external students.

Dimensions of the Post

(a) Staff

- To liaise with the College VI Senior Team to support pastoral care of students
- To liaise with all relevant agencies inside and outside of the College to ensure effective support for students

(b) Students

- Through Teachers and Tutors, to ensure highest quality provision for students
- To assist the Senior Team on a day-to-day basis in ensuring the highest standards of care for students

(c) Parents

- To liaise with parents and carers to ensure support for learners' progress

Other responsibilities include:

- Mentoring students to support academic progress
- Ensuring students are accessing and using Bursary effectively
- Meet with/contact parents/carers where a concern arises
- Support external students to transition into Year 12
- Liaise with relevant external agencies, where appropriate
- Report any pastoral issues to the Senior Team and share with teaching staff, where appropriate
- Uphold College VI standards of attendance, punctuality, and dress code
- Support targeted students with their next steps after College VI

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.

Person Specification

Behaviour Support Officer	
	Qualifications
1	Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English)
	Experience
2	Experience of working with young people who have emotional or behavioural difficulties
3	Understanding of how students learn
	Skills and Attributes
4	Evidence of effectively working in a team, including all aspects of staff training, development and guidance
5	An ability to convey authority and earn students' respect, to treat them with respect and apply boundaries
6	Knowledge, experience and confidence using Word, Excel and SIMS
7	Sensitivity to students' needs with the ability to deal with students so that they feel they have been treated with consistency and fairness
8	Good inter-personal skills that enable good relationships with young people and adults
9	Good oral and written communication skills and the ability to ensure that deadlines are met
10	Work effectively and efficiently under pressure, both independently and as member of a team, with the ability to prioritise workload.
11	Understanding of safeguarding issues and promoting the welfare of students and young people.
12	Suitability to work with children

***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.

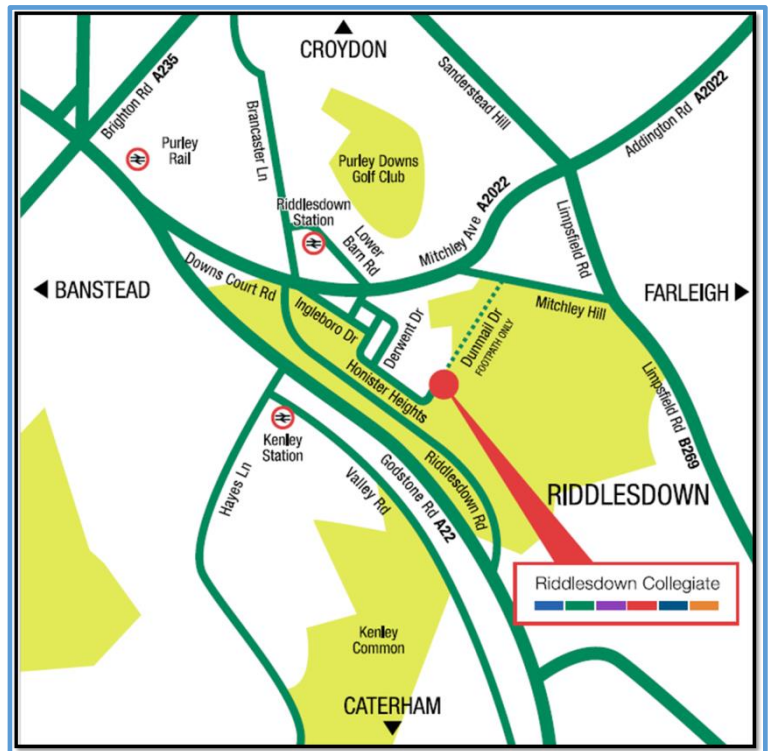
Parking is available on and off site.

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

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☎ 020 8668 5136

✉ admin@riddlesdown.org

💻 www.riddlesdown.org