



The Collegiate Trust  
Exceptional Education for All

## Assistant Director of English (2i/c)

### Information for Applicants

<b>Academy</b>	Riddlesdown Collegiate, Croydon
<b>Post</b>	Assistant Director of English (2i/c)
<b>Required</b>	January 2023
<b>Salary</b>	TCT 1 £29,915 – TCT 14 £44,766 + TLR C £7,012
<b>Closing Date</b>	Monday 3 <sup>rd</sup> October 2022 (9.00am)
<b>Interviews</b>	tbc



Riddlesdown Collegiate



# Welcome

Dear Applicant

Thank you for your interest in the post of *Assistant Director of English*. 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 *Assistant Director of English* you will share responsibility with the Director of English for the development of teaching and learning and the standards achieved in English across the Collegiate. This will require effective professional leadership of a team of staff to ensure that all students enjoy a rich learning experience and make or exceed expected progress. The person specification identifies the experience, skills and attributes we are seeking, but in short we are looking for: an outstanding classroom practitioner with the ability to develop teaching and learning within the English Department and across the Collegiate, a confident role model with the ability to motivate and influence, an individual with strategic and emotional intelligence and an ambitious leader. 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



Mrs K Turner  
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. Most recently, *Kenley Primary* joined on 1<sup>st</sup> 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.

**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.



The English team is strong and delivers high standards; achieving impressive results at both GCSE and A-Level. The main aims of our English teaching programme include: cultivating enthusiastic readers who approach texts with a critical and curious mind, encouraging confident and erudite self-expression when writing and speaking, developing young men and women who can engage with and produce texts in a wide range of contexts.

We currently employ twelve full time specialist English teachers, one of whom has overall responsibility for the subject across the Collegiate. Others have specific responsibilities overseeing work in individual Colleges whilst being responsible for elements of teaching and learning. Our staff are dedicated and hardworking and remain committed to enabling every student to reach impressive outcomes.

Schemes of work are thematic and allow an integrative approach to language and literature. Richly resourced and detailed lesson plans provide a clear framework for the teaching and assessment of the English curriculum that closely follows whole collegiate guidelines; this ensures that every student receives the same robust, high quality learning experience across the school. At Key Stage 4, we deliver the AQA GCSE in English Language and English Literature to students in Years 10 and 11. Key Stage 5 students follow the AQA Literature A programme of study (A-Level only) following the 'Texts in Modern Times' stream. Our curriculum is designed to ensure that students build a mastery of core skills and knowledge as they progress through the curriculum and scope is given for the curriculum to be flexible so that learning can be personalised to suit groups and individuals.

Students' learning is fully supported through the provision of challenging, exciting and personalised teaching resources and materials. Each teaching room has an interactive screen, computer access and links to the curriculum network.

The English team is made up of a diverse group of teachers with a wide range of experiences and backgrounds who appreciate what someone new can offer in terms of innovation, creativity and passion. The team are energetic and committed to ensuring that all students enjoy full access to the English curriculum and achieve the highest standards of which they are capable, understanding that English offers not only the foundation necessary for successful learning across the full range of subjects and disciplines students encounter but also contributes greatly to the cultural, social and psychological well-being of the young people in our care.

# Job Description

**Purpose of the Post:** To act as the second-in-charge of English and the lead professional in English in a College.

**Accountable to:** Head of College

## PRINCIPAL ACCOUNTABILITIES

### A. Curricular Leadership

- i. To teach an agreed timetable, ensuring the highest quality provision for students.
- ii. To prepare and deliver effective lessons, ensuring regular assessment informs all aspects of planning.
- iii. To support the coordination and monitoring of the delivery of high quality teaching and learning across each Key Stage in English.
- iv. To coordinate and monitor the delivery of English across a College.
- v. To lead the development of the highest quality of learning resources for English.
- vi. To contribute fully to collaborative development and improvement within the subject area, College and Collegiate.

### B. 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 assist the Head of the College on a day to day basis in ensuring the highest levels of care for students and to undertake duties at the direction of the Head of College.
- 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.

### C. Professional Leadership

- i. To participate in all appraisal processes and carry out appraisal functions as directed by the Head of College.
- ii. Through line management arrangements, ensure professional developments needs are identified and addressed.
- iii. To provide professional leadership to English teachers within the College teams.
- iv. To liaise with, support and deputise for the Director of English.
- v. To model best practice and be seen as an approachable and highly effective fellow professional; willing to share and actively encourage collaboration
- vi. To be a key part of middle leadership, within the Collegiate, developing teaching and learning; supporting and assisting with the implementation and delivery of Teaching & Learning priorities; working with colleagues across the Collegiate and across subject areas

## 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 governors
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.**

## Staff Benefits

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 include<sup>1</sup>:-

- ✓ 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
- ✓ Contribution to cost of Masters in Education
- ✓ Superb *NQT Induction Programme* including two-week paid training in June/July
- ✓ A designated delivery partner for the National Professional Qualifications (NPQs)
- ✓ In partnership with St Mary's University, facilitating the delivery of the *MA Education, Leading Innovation and Change*

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.

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

## How to find us

### By Car

Please see the map.

M25 J6 or J7 are 10-15 minutes drive.

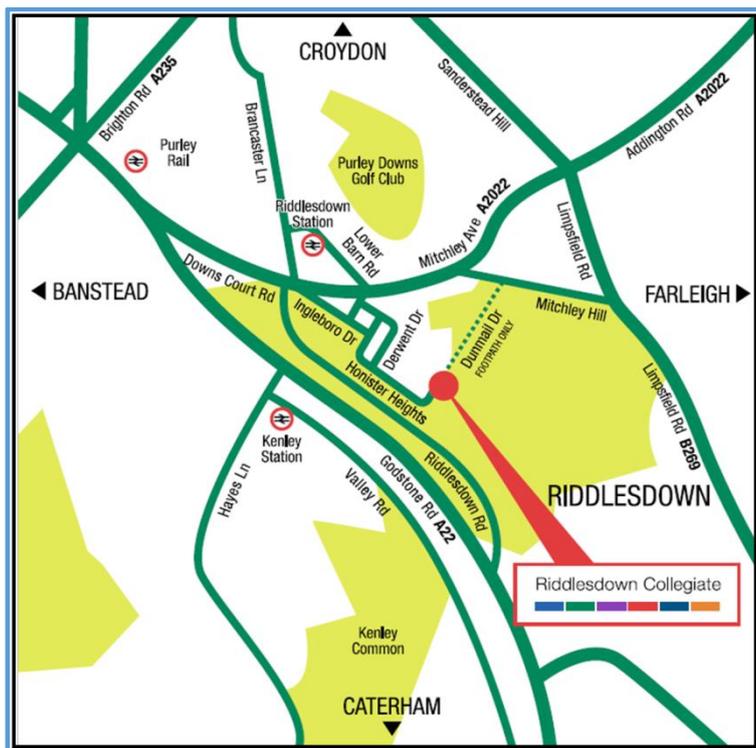
Parking is available on and off site.

### 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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