



## Information for Applicants

<b>Academy</b>	Riddlesdown Collegiate, Croydon
<b>Required</b>	As soon as possible
<b>Salary</b>	S23 £25,143 – S29 £30,241 (£17,851 - £21,471 - Pro-rata, term time only)
<b>Closing Date</b>	Monday 17 <sup>th</sup> October 2022 (9.00am)
<b>Interviews</b>	tbc





Dear Applicant

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

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, we would be pleased to speak with you; please feel free to contact [Theresa.Ward@riddlesdown.org](mailto:Theresa.Ward@riddlesdown.org), Headteacher of CPA College.

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.

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.



## 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.

## Job Description

**Post:** Technical Support Assistant DT

**Basis:** Term time only (38 weeks)

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 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, online searches and the Disclosure and Barring Service. Appointment will be dependent upon further health, medical, safeguarding and attendance checks.***

### 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.

## 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
- ✓ 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

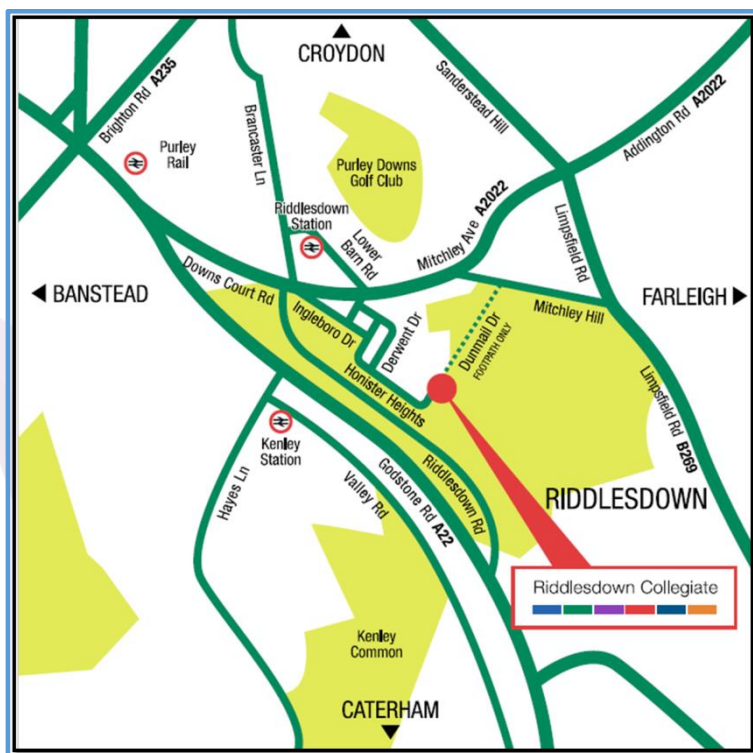
Please see the map.  
M25 J6 or J7 are 10-15 minutes drive.  
Parking is available on and off site.

### 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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