



## Information for Applicants

**Academy** Riddlesdown Collegiate, Croydon

**Required** As soon as possible

**Salary** S23 £25,143 – S29 £30,241

**Closing Date** Monday 17<sup>th</sup> October 2022 (at 9.00am)

**Interviews** tbc





Dear Applicant

Thank you for your interest in the post of Part-time *Technical Support Assistant for The CPA* 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 Headteacher of the CPA College. 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



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.



# Performing Arts at Riddlesdown Collegiate

The Performing Arts at Riddlesdown Collegiate are vibrant and dynamic. Music, Drama and Dance are extremely popular subjects, enjoyed by many students irrespective of acting, musical and dancing talent and are offered at all Key Stages. Our examination results for the Performing Arts place us as one of the Collegiate's highest achieving subject areas. All three subjects are housed in The @RC, our specialist arts centre, with two main drama studios, The @RC Theatre, a Dance studio and three music teaching spaces with numerous practice rooms and a recording studio.

We aim to foster an environment that both encompasses excellence and encourages students to develop their creativity, to take risks and to participate in all Performing Arts activities, from singing in the choir to running KS3 Drama Club. The Performing Arts team lead by example and are very much practical musicians, actors and dancers, often performing with and alongside students. We aim to equip our talented students with the skills to enjoy music, drama and dance throughout their life whether they wish to study these subjects further or just enjoy listening to their favourite band, performing with an amateur dramatics group or dancing for fun.

The Drama curriculum is broad and focused on both learning the craft of performance, as well as using Drama to explore issues in our society and create new work that addresses these issues and concerns. Underlying the content, there is a focus on transferable skills that students will be able to draw upon in other subjects, their future careers and adult life. Drama is currently studied in Year 7 with 3 lessons per fortnight and students in Year 8 and 9 have 2 lessons per fortnight. KS4 drama students have 5 lessons over a fortnight in Year 10 and 6 lessons in Year 11. At GCSE, we usually have two or three classes. Drama is also a popular subject at A Level. We follow the Edexcel Drama GCSE and A Level specifications.

Dance is currently studied in KS3 within the PE curriculum. Students in Years 7-9 complete a 6-week block of Dance focusing on basic skills of performance and choreography. At KS4, we deliver the AQA GCSE in Dance and we deliver AQA A Level Dance also. The Dance department really values collaboration with professional dance companies and practitioners. We have worked on the 'Step into Dance project' and aim to develop this work further by introducing Junior and Senior dance companies next year as well as offering more performance opportunities and participating in dance competitions.

At KS3, appraising, composing and performing are fully integrated within the Music curriculum. Students study notation, and are taught to perform both vocally and on the keyboard. We encourage those who have instrumental lessons to use these skills within the music classroom. We study many different genres, and we aim to develop students' skills, knowledge and understanding across a wide range of music. Examples of topics include West African Drumming, The Blues, Film Music, The Baroque and Classical Eras, Programme Music, and Music for Social Change. We are constantly striving to effectively increase our use of music technology and recently have incorporated bandlab and flat.io into composition units at KS3. The Music team are a very reflective team and constantly update their curriculum to ensure it is diverse and reflects current pedagogical thinking. At Key Stage 4, students can choose to continue studying GCSE Music. Both KS4 and KS5 students study the Edexcel specification. Our KS4 and KS5 Music students are very actively involved within the department and often take on leadership roles within ensembles.

We stage many events throughout the year. As well as providing music for our Collegiate GCSE and A level Celebration Evening, we hold a large-scale Christmas Concert and perform five College Carol Services at the end of the Autumn Term. The Drama department has participated regularly in the Shakespeare Schools Festival and the National Theatre Connections Festival. We run a Drama Club for KS3 and encourage older students to take on significant leadership roles within it. Over the years, there has been and continues to be a huge investment in the lighting and sound equipment to enable us to run a very successful Technical Club, which supports all of our main Collegiate events. During the Spring Term, Music, Drama, Dance, Art and DT team up to stage a whole scale musical. Musicals we have performed recently include "Les Misérables", "The Pirates of Penzance", "West Side Story" and "Oliver". Our productions involve a full orchestra made up of Riddlesdown students and in the Summer Term we host various events including an Arts Awards evening, Sports Awards Evening and a large-scale Summer Concert and Awards Ceremony. We have an extremely active Technical theatre group who help to oversee and run the technical aspects of our performances. We also have a well-established props design team, run by our Art department. Throughout the academic year we hold inter College Competitions, including The Riddlesdown Young Musician of the Year. All Year 7 students take part in a Choir of the Year competition where every student has the opportunity to perform on the main stage. Musicians, Actors and Dancers also perform at other Collegiate events throughout the year including providing the music for College showcase and awards evenings. The Music department runs various extra-curricular groups including two choirs, numerous Year Group vocal ensembles, a string group, Jazz Band, two orchestras, brass ensembles, clarinet and flute choirs, and a Samba Band. We also encourage students to run their own extra-curricular ensembles; recently we have seen the development of two Ukulele Orchestras that are totally student led. We also run a staff choir! We endeavour to demonstrate to our students that the world of Performing Arts extends beyond Riddlesdown by theatre visits, learning about creative careers, working with Creative Practitioners like the London Mozart players, Frantic Assembly, Royal Academy of Dance and the Royal Academy of Music. Even if the Performing Arts are not pursued beyond school, students develop a lifelong love of it.

# Job Description

**Post: Technical Support Assistant, Performing Arts, CPA College**

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 teaching rooms and practical areas
- To prepare resources for lessons taking place in Drama, Music and Dance
- To assist teachers with practical lessons
- To ensure health and safety

### Support for Students

- Use specialist skills/training/experience to support and teach students
- Supervise, support and teach 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, including specialist equipment 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 and help run the technical aspects of GCSE and A level practical exams

### 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

### CPA Technical Support Assistant – specific tasks

- To give support to staff and students in helping to provide lighting, sound reinforcement and/or recording, and AV to teaching spaces and offsite spaces for school productions, concerts and showcase evenings during both rehearsals and performances and to events taking place offsite.
- To have a good knowledge of working in a professional recording and editing studio environment including Mac's, Logic, Final Cut and Pro Tools.
- To give specialised support to staff and students in relation to GCSE and A Level subjects including Music, Dance, Drama and Media Studies, particularly in relation to the recording and filming of student work.

- To contribute to and lead on the technical requirements and stage management for school productions, GCSE and A Level exams, and other school events such as Open days, meetings and Conferences.
- To contribute to the safe upkeep of technical equipment, ensuring its correct and proper usage and storage including advise on health and safety issues concerning specialised equipment (including pyrotechnics) and to provide training/supervision to staff and students as necessary.
- To contribute to first line maintenance of specialised and non specialised equipment and advise on, as well as arrange, more specialised maintenance where necessary.
- To liaise with incoming theatre companies as well as outsourced lecturers and events, ensuring that their technical requirements are met and that any equipment brought into the school meets current health and safety legislation.
- To teach students about all aspects of technical theatre, stage management, light and sound.
- To help in the teaching of technical theatre to Prepare students for GCSE and A level Exams.
- To run a thriving technical theatre group as part of our co-curricular programme.
- This role requires flexible working hours, at times the undertaking of extra hours, some evening work and occasional weekend work as directed by the Headteacher of the CPA.

*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

**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.

Qualifications
Good basic education
Entitled to live and work in UK
Experience
Experience of using manual and electronic tools and equipment
Experience of working alongside colleagues and as part of a team.
A knowledge of Audio-Visual technical equipment, recording and editing studio software and the operation of sound and lighting equipment.
Skills and Attributes
Ability to plan and organise, with a high attention to detail and accuracy with a commitment to maintaining high standards
Excellent interpersonal and communication skills
Capacity to work alongside colleagues, contributing effectively to a team
Work effectively and efficiently under pressure and have the ability to deal calmly with emergencies
Understanding of safeguarding issues and promoting the welfare of children and young people
Suitability to work with children
Commitment to co-curricular activities

## 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.

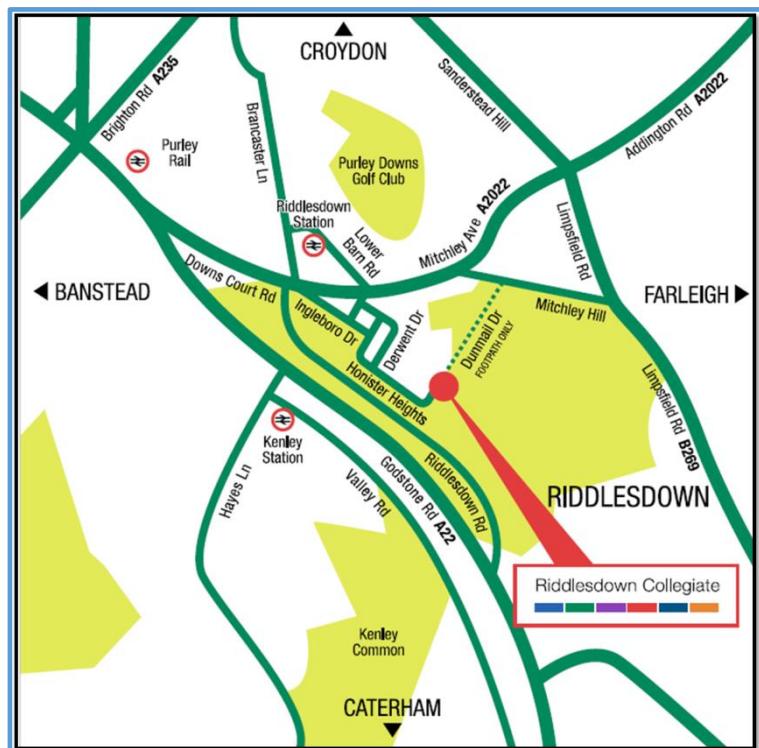
Parking is available on and off site.

## 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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