



The Collegiate Trust  
Exceptional Education for All

## DIRECTOR OF MODERN FOREIGN LANGUAGES

# Information for Applicants

<b>Academy</b>	Riddlesdown Collegiate, Croydon
<b>Required</b>	April or September 2023
<b>Salary</b>	TCT5 £35,886 – TCT14 £48,055 + TLR £7,363
<b>Closing Date</b>	Monday 30 <sup>th</sup> January 2023 (9.00am)
<b>Interviews</b>	Thursday 2 <sup>nd</sup> February 2023





Dear Applicant

Thank you for your interest in the post of *Director of Modern Foreign Languages*. 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 Modern foreign Languages you will be responsible for the development of teaching and learning and the standards achieved in Modern Foreign Languages 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:

- a very strong classroom practitioner
- a confident role model with the ability to motivate and influence
- an individual with strategic and emotional intelligence
- 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.



## Modern Foreign Languages at Riddlesdown Collegiate

Modern Foreign Languages at Riddlesdown Collegiate is exceptionally wide ranging and successful. In addition to strong examination results, the department encourages confident communication, academic rigour and high levels of literacy and cultural awareness.

We are a strong team of 6 members of staff, with a diverse mixture of personalities and talents, native and non-native specialists. We aim to provide students with a tool for life, a command of a foreign language that will enable successful and meaningful communication in all types of situations. In parallel to this, we have a constant desire to develop our students' appreciation of the Hispanic and Francophone worlds, in particular.

The curriculum incorporates contexts familiar to students in their everyday lives and teaches them key grammar, vocabulary and phonics needed to communicate in topics that interest them. Currently, all KS3 students in Phoenix and Aquila Colleges study French and all KS3 students in Pegasus and Orion Colleges study Spanish. We have a strong uptake of students continuing both French and Spanish to GCSE. We follow the AQA GCSE curriculum which builds upon, consolidates and extends the work that has been completed in KS3 to enable students to achieve the very highest grades. Our current A Level students are studying *Entre Les Murs* in French and in Spanish students are studying *Volver*.

Students in Years 7 and 8 participate in various competitions, including the Foreign Language Spelling Bee and Translation Bee. Students across the Collegiate have the opportunity to attend foreign language film study trips at the *BFI London* and cultural visits abroad to Normandy and Barcelona. We also organise a range of activities for the European Day of Languages in September and have a particularly effective mentoring scheme whereby KS4 students mentor our Year 7 students.

MFL GCSE results are consistently impressive and we have an increasing number of students taking both Spanish and French at A Level – this is certainly an exciting time to join a strong and successful team.

# Job Description

## Purpose of the Post:

- To provide professional leadership and management of learning in Modern Foreign Languages across the Collegiate.
- To secure high quality teaching and learning in Modern foreign Languages, 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 Modern Foreign Languages 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 Modern Foreign Languages 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 Modern Foreign Languages 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

*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 honours degree
2:1 or better
Qualified Teacher Status
Further professional learning & development
Experience
Leading students of all abilities and ages, including 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

## 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.

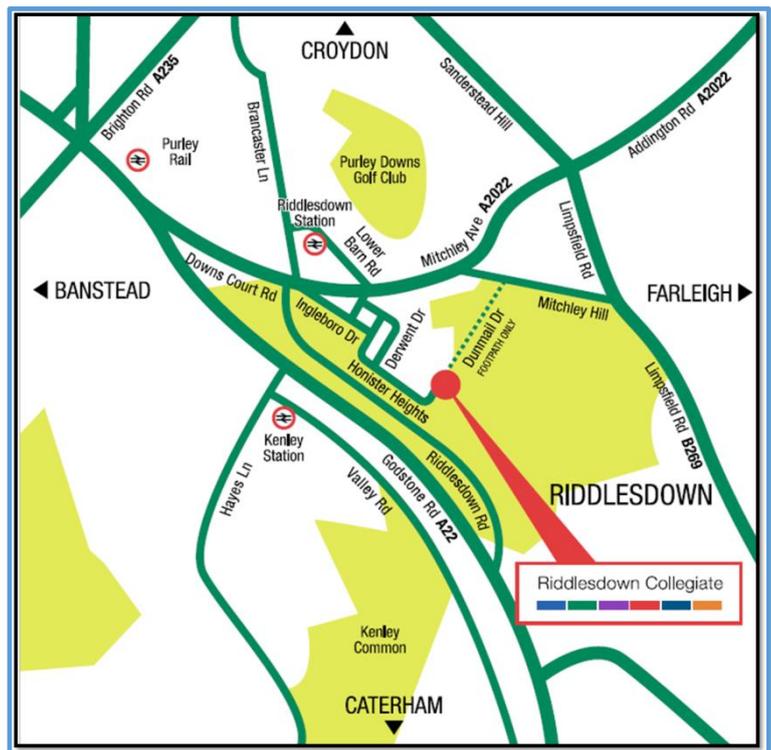
Parking is available on and off site.

### 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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