



The Collegiate Trust  
Exceptional Education for All

## DIRECTOR OF CO-CURRICULAR MUSIC

# Information for Applicants

<b>Academy</b>	Riddlesdown Collegiate, Croydon
<b>Required</b>	January 2024
<b>Salary</b>	TCT5 £35,886 – TCT14 £48,055 + TLRB £5,360
<b>Closing Date</b>	Monday 2 <sup>nd</sup> October 2023 (at 9.00am)
<b>Interviews</b>	TBC





Dear Applicant

Thank you for your interest in the post of *Director of Co-curricular Music* which arises as a consequence of expansion and growth. 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, March 2023) with a clear vision to deliver successful outcomes and positive futures for all of our students. The report highlighted that: “Leaders ensure that all pupils receive an exceptional education”; “The focus on academic rigour, creative and cultural learning enables pupils to excel”; “Behaviour in the school is exemplary”; “Pupils are kind and caring towards each other”; “Leaders are considerate of staff workload and take their wellbeing seriously”; “Staff feel valued and are highly motivated” and that “Leaders have developed an exceptional professional development programme”.*

Students 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, I would be pleased to speak with you; please feel free to telephone me at the Collegiate.

Yours sincerely

Dr P Bhatt  
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.



*You can find out more information about our school, and our Trust at the following websites:*

[www.riddlesdown.org](http://www.riddlesdown.org)

[www.tct-academies.org](http://www.tct-academies.org)

## 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. *Kenley Primary School* joined most recently in 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 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)
- ✓ Early finishes (at 2.40pm on Wednesdays & Fridays)
- ✓ 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
- ✓ 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.

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

## 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.



## Music at Riddlesdown Collegiate

The Music team is a busy and vibrant one. We aim to foster an environment that both encompasses excellence and encourages students to develop their creativity, to take risks and to participate in musical activities. The three full-time members of the team lead by example and are very much practical musicians, performing alongside students. We aim to equip our students with the skills to enjoy music throughout their life whether they wish to study music further or just enjoy listening to their favourite band.

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. During the Spring Term, we team up with Drama, Art and DT to stage a whole scale musical. include "Chitty Chitty Bang Bang", 'Les Miserables', 'The Pirates of Penzance', 'West Side Story', 'Oliver' and 'Shrek'. The whole school production is one of the main events of the academic year with over 200 students in the cast, orchestra, design and technical crew. Our productions involve a full orchestra made up of Riddlesdown students. Our last big event of the year is a large-scale Summer Concert and Awards Ceremony in July. 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 also perform at other Collegiate events throughout the year including providing the music for College Showcase and Awards Evenings.

The 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 have performed at many events with the London Mozart Players and the Grand Union Orchestra, both at Fairfield Halls, and have partaken in a number of projects with Croydon Music and Arts, Orchestra for All, and The Royal Academy of Music. We regularly take our students to matinees at the Royal Opera House.

The department houses a fully equipped Recording Studio. We also have two Music rooms that house Mac computers with Sibelius and Logic for students to use. 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.

At Key Stage 3 appraising, composing, and performing are fully integrated within the 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. At Key Stage 4 students can choose to continue studying GCSE Music. Both Key Stage 4 and Key Stage 5 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 are a very reflective team and constantly update our curriculum to ensure it is diverse and reflects current pedagogical thinking. We are very keen to promote cross-curricular projects across all Key Stages and seek opportunities to do this within the Collegiate and across The Collegiate Trust. Our team works with other schools in the Trust to help them develop and build their delivery of Music.

The Music department ethos is to develop well rounded and well-read Musicians, stretching the most able but also ensuring that Music is inclusive and is for everyone!

# Job Description

## Purpose of the Post:

- To have a shared responsibility of the overall leadership of the Music Department across Riddlesdown Collegiate in collaboration with the Director of Academic Music.
- To ensure that the Music Department is a flourishing and successful part of the school and wider community.

**Accountable to:** Headteacher, CPA College

## Principal Accountabilities

- To Lead the development of Co-Curricular music at Riddlesdown including a well-rounded calendar of performance opportunities to ensure an outstanding provision for all pupils in a broad range of musical genres.
- Ensure that the musical Co-Curricular programme reflects the school community and promotes the school's values.
- To work closely with the Director of Academic Music and CPA Headteacher to coordinate concerts, competitions and other opportunities in line with the wider Co-Curriculum, ensuring that programmes and events allow pupils to develop their musical skills.
- Develop a programme of **super-curricular** music including educational visits, digital resources, lectures/ masterclasses, extended learning and performance opportunities in conjunction with the Director of Academic Music.

## Dimensions of the Post

### i. Staff

- To meet regularly with the Director of Academic Music to ensure coherence with overall department strategy.
- Ensure that each member of the department, including VMTs, are able to contribute fully and develop their skills and experience, through the musical Co-curricular programme.
- To manage the delivery of the instrumental lessons: this includes recruitment, quality assurance and reporting.
  - 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

- In liaison with the Director of Academic Music, support the Performance aspects of the GCSE and A level music cohorts, including leading specific performance and recording sessions including recitals.
- To use data effectively to track and support achievement of all students, looking carefully at groups and any emerging trends.
- To oversee and further enhance the Year 7 instrumental project.
- To track and celebrate those students who are taking ABRSM and Trinity examinations, and to work with VMTs to ensure best possible outcomes for students.
- 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

- In conjunction with the Director of Academic Music, be responsible for the timetable and rooming requirements of the Co-Curricular music provision including that of the Visiting Music Teachers.

## 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 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 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

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- ✓ 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*

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## How to find us

### By Car

Please see the map.

M25 J6 or J7 are 10-15 minutes drive.

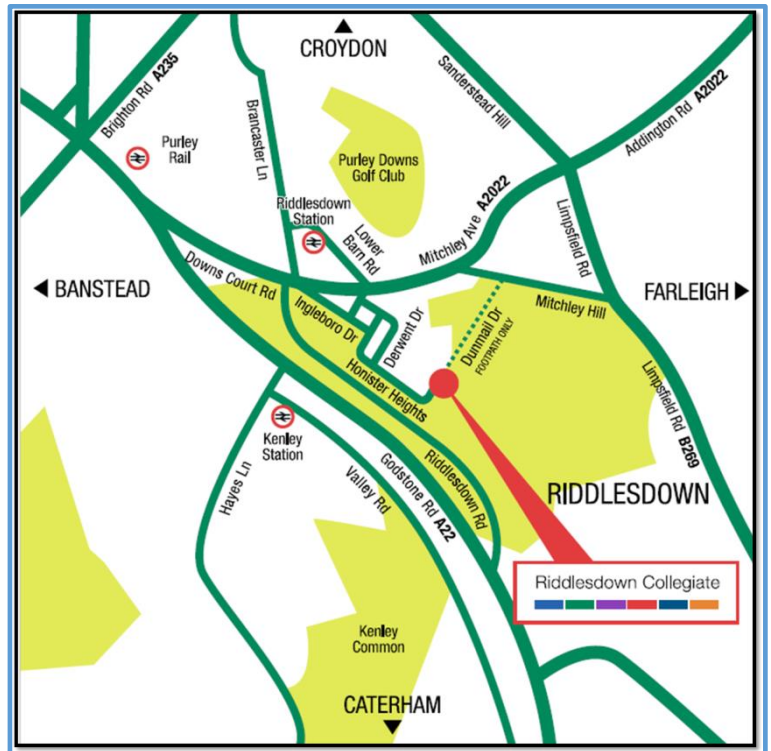
Parking is available on and off site.

### 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.



**A** Riddlesdown Collegiate  
Honister Heights, Purley, CR8 1EX  
**T** 020 8668 5136  
**E** [admin@riddlesdown.org](mailto:admin@riddlesdown.org)  
**W** [www.riddlesdown.org](http://www.riddlesdown.org)