



The Collegiate Trust  
Exceptional Education for All

**PRINCIPAL**

## Information for Applicants

<b>Academy</b>	<b>Riddlesdown Collegiate, Croydon</b>
<b>Required</b>	<b>1<sup>st</sup> September 2022</b>
<b>Salary</b>	<b>L37 £105,509 – L43 £120,512</b>
<b>Closing date</b>	<b>9.00am, 31<sup>st</sup> January 2022</b>
<b>Interviews</b>	<b>9<sup>th</sup> &amp; 10<sup>th</sup> February 2022</b>





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Exceptional Education for All

## Our Partnership of Schools

The Collegiate Trust exists to improve education in Crawley, Croydon and surrounding areas. We work in partnership with schools whose values and approaches align with ours, and who want to work collaboratively within a forward thinking and ambitious organisation.

### Schools in The Collegiate Trust



- maintain a strong individual identity within a powerful local partnership
- work collaboratively to improve education in each of our partner schools
- achieve value-for-money on highly cost-effective services delivered through the Trust
- have the opportunity to contribute to the development of outstanding new provision where it is needed, through the free schools programme
- drive forward standards within their school under a well-supported but autonomous Principal and a strong Local Governing Body
- deliver our mission of **Collaboration to Deliver Exceptional Education** and achieve our vision of **Exceptional Education For All**



### Our Vision

Our vision for The Collegiate Trust is to deliver **Exceptional Education for All** in safe and nurturing environments.

Such an exceptional education has three features:

- A rigorous academic education which makes sure young people have a rich understanding and knowledge of a wide and relevant curriculum
- A set of creative learning experiences which involves all young people in (and develops an appreciation and understanding of) the creative, performing and physical arts
- The building of personal qualities and skills through the rich curricular and extra-curricular work in the school and beyond, developing successful adults who respect each other and their surroundings





Dear Applicant

## ***Appointment of Principal at Riddlesdown Collegiate***

Thank you for your interest in this post which arises as a consequence of the appointment of the current postholder to the post of Chief Executive Officer of *The Collegiate Trust*. 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 and leading 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. We are very proud of what we do and what we have achieved at Riddlesdown and, as a World Class School, we 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 Principal of the Trust's host school, you will lead a very large and very successful community and will make an important contribution as part of the Executive Leadership Group. You will be an outstanding leader whose ambition and philosophy align with The Collegiate Trust's vision of delivering an exceptional education for all. At the same time, you will be forward-thinking and have the necessary qualities to build on our school's successes and drive its further improvement.

The person specification identifies the experience, skills and attributes we are seeking, but in short, we are looking for:

- an inspirational role model who is entirely committed to delivering an exceptional education for all
- a strong and confident public figurehead who will positively and effectively engage with our community
- a strategic and emotionally intelligent leader who enjoys working collaboratively

In applying to this post, you will need to embrace our "small schools" model, understanding how to make the most of our small learning communities, whilst maintaining the benefits of being a large school. Our VALUES underpin the way in which we work and describe our high expectations and our emphasis on positive relationships across the school. 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. Naturally, there will be high quality support in the role through the CEO, the Executive Team, an experienced Local Governing Body and a highly skilled Senior Leadership Team.

We would be delighted to receive an application from you if, upon consideration, you feel that this role and Riddlesdown 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 outlining:

1. Your suitability for the post and readiness for Headship
2. Your understanding and experience of leading students and staff to successful outcomes

Applications must be submitted by 9.00am on Monday 31<sup>st</sup> January 2022. We expect to hold initial interviews on Wednesday 9<sup>th</sup> February 2022 and final interviews on Thursday 10<sup>th</sup> February 2022.

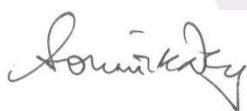
If you would like to visit the Collegiate or have an informal discussion about the post prior to application, please contact Linda Bowman, Professional Assistant to the Principal, either by email [linda.bowman@riddlesdown.org](mailto:linda.bowman@riddlesdown.org) or telephone 020 8668 5136. She will be pleased to make an appointment for you to speak with or meet with Soumick Dey, current Principal and CEO Designate of The Collegiate Trust.

Thank you again for your interest and we wish you the best of luck for your next steps.

Yours sincerely



Vernon Rapley  
Chair of Governors



Soumick Dey  
CEO Designate



## Our Approach

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 us at the following websites:***

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

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

## 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 to 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 Riddlesdown 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 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 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.

## Senior Leadership Team

All schools need a strong leadership and management structure to ensure that the quality of education delivered is focused and effective. Our motto, *"Learners of today, Leaders of tomorrow"*, gives an indication of the emphasis we place on developing leadership with all members of our community. To make sure standards across our very large school are consistently high, we have an ambitious, able and committed Senior Leadership Team (current responsibilities are outlined below).

<b>Principal &amp; CEO-Designate</b>	Mr Soumick Dey (until 31.8.2022)	Leadership of Riddlesdown Collegiate Vision & Values Finance & Resources, Premises & Governance
<b>Deputy Principal</b>	Mrs Nicole Williams	Personnel, Wellbeing Care, Support & Guidance Support Services Staff Duties & Student Supervision Day-to-Day Operational Management
<b>Deputy Principal</b>	Mr Daniel Osborne	Achievement & Standards Staffing, Recruitment & Curriculum Planning Appraisal & Staff Performance Curriculum Development Development Plan & Self-Evaluation
<b>Head of Teaching &amp; Learning</b>	Miss Philippa Bigden	Development of Teaching & Learning Collegiate Development Time (CDT) Assessment, Marking & Feedback Independent Learning Quality Assurance
<b>Assistant Principal, Achievement</b>	Miss Abi Ogunseye	Raising Standards Leader Assessment Data, Tracking & Reports Head of Centre & Exams Target Setting & Quality Improvement Plans (QIPs)
<b>Assistant Principal, Professional Learning</b>	Miss Rhea Madon	Early Career Teachers (ECTs) Initial Teacher Training (ITT)
<b>Assistant Principal, Inclusion</b>	Mrs Fiona Langan	KS2-3 Transition & Primary Liaison Disadvantaged & SEN Students Safeguarding
<b>HT Aquila College</b>	Mr Lee Chapman	Student Voice & Leadership Community Engagement
<b>HT Orion College</b>	Mr Thomas Harriott	KS3-4 Transition More Able Programme
<b>HT Pegasus College</b>	Mr Lee Harkness	SMSC & Parental Engagement Technology & Work Related Learning
<b>HT Phoenix College</b>	Mr Jack Vass	Student Behaviour Tutoring / Personal Development Time (PDT)
<b>HT CPA College</b>	Miss Theresa Ward	Extra-Curricular Programme & Visits Educational Visits
<b>HT College VI</b>	Mr Mike Smith	Staff Absence Management Marketing Post-16 Recruitment

## Our Trust

The *Collegiate 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)

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.

There are currently seven schools in our family:

<b>Name</b>	<b>Range</b>	<b>Size</b>	<b>Principal</b>	<b>OFSTED</b>
<b>Riddlesdown Collegiate</b> <i>(founding school)</i>	11-18	2068	Mr Soumick Dey (until 31.8.2022)	Outstanding
<b>Gossops Green Primary</b> <i>(1.11.2016)</i>	4-11	558	Mrs Sarah Dunne	Good
<b>Waterfield Primary</b> <i>(1.3.2018)</i>	3-11	345	Dr Harry Hope	Good
<b>The Quest Academy</b> <i>(1.6.2018)</i>	11-18	900	Mr Andrew Crofts	Good
<b>Courtwood Primary</b> <i>(1.9.2018)</i>	4-11	217	Mrs Natasha Grant	Good
<b>Gilbert Scott Primary</b> <i>(1.9.2018)</i>	3-11	156	Mr Paul Thomas	Not inspected*
<b>Kenley Primary</b> <i>(1.9.2021)</i>	4-11	185	Mrs Denise Dixon	Good

[\*consecutive RI judgements prior to joining the Trust in 2018]

Each school is overseen by a *Local Governing Body*, which operates through the Trust's *Scheme of Delegation*. Governance is supported by the Governance Manager. The Chairs of the LGBs meet termly with the Chair of the Trust in a *Chairs' Forum*; safeguarding leads on each LGB also meet in our *Safeguarding Network*.

The Principals are supported by the central executive team in planning and implementing all aspects of work.

# Job Description

## Purpose of the Post:

Under the direction of TCT (the Trust), in partnership with the Local Governing Body (LGB), with oversight of the work of all staff and students; to lead the development of Riddlesdown Collegiate

To deliver high quality teaching and learning, excellent personal and social development of students, and outstanding outcomes

To implement all legal and Trust requirements to maintain a safe and secure learning and work environment

To implement the Trust's *Scheme of Delegation*

## Accountable to:

The CEO and the LGB

## Key areas of responsibility:

To carry out the duties of a Principal as required by the Trust and as part of the Senior Leadership Team of the Trust.

### 1. Leading the Senior Leadership Team

- a) communicating vision and direction and ensuring that the school's aims are implemented through its structure
- b) developing the aims and objectives of Trust policies, managing the resources, monitoring progress and ensuring consistency throughout the school
- c) anticipating future developments in education and ensuring that the Senior Leadership Team is kept fully informed of national policies and proposals
- d) monitoring, evaluating and improving teaching and learning, thus raising standards of achievement
- e) developing systems of care to support the personal development of all students, ensuring equal opportunities are available to all
- f) developing and monitoring the school's behaviour policy, promoting common high standards of courtesy and conduct and dealing with major disciplinary problems, including exclusions
- g) ensuring effective safeguarding systems, processes and behaviours are established and maintained

### 2. Whole School development planning

- a) working with and being accountable to the CEO and the Trust in the preparation of policy and planning and contributing to the strategic vision of the Trust
- b) taking responsibility for the production of the Development Plan
- c) understanding the MAT context in which the school operates and making sure that Riddlesdown Collegiate makes an active and positive contribution to the Trust

### 3. Staffing planning and staffing structure

- a) recruitment, selection and retention of teaching and support staff
- b) appointment of staff in accordance with the Trust's policies, legal requirements for safeguarding, the delegated budget and the terms and conditions of the current Trust contract
- c) managing the efficient and effective deployment of staff
- d) creating and maintaining good working relationships with the staff
- e) promoting staff development through induction, in-service training and continuing professional development



- f) implementing the Trust Appraisal Policy
- g) monitoring staff performance, including that of senior staff, and taking remedial or disciplinary action where appropriate

#### **4. Curriculum and timetable planning**

- a) maintaining a comprehensive knowledge and understanding of current trends and developments in curriculum and assessment, and briefing the LGB
- b) taking overall responsibility on behalf of the LGB for the school's curriculum policy and for the quality of teaching and learning
- c) with the staff determining, implementing and reviewing the curriculum, ensuring breadth, balance and relevance to all pupils whatever their abilities, aptitudes and needs

#### **5. Financial planning and resource management**

- a) taking overall responsibility with the LGB for the Collegiate's delegated resources
- b) within the remit set down by Trust in the *Financial Handbook and Procedures* and the *Scheme of Delegation*, to manage funding, including preparing and monitoring the budget, matching the needs of the staffing and curriculum to the budget; at all times operating within the requirements of the Academy Trust Handbook
- c) overseeing the school's teaching and learning facilities

#### **6. Provision of professional advice to the LGB**

- a) keeping abreast of current trends and developments in education and assessment, including legislation and briefing the LGB
- b) providing the LGB with a written report of the school's activities each half-term
- c) assuring the LGB of value for money from Trust support and services

#### **7. Riddlesdown Collegiate in the Community**

- a) acting as the public face of the school
- b) promoting good public relations through communication with parents and the local community
- c) promoting the interests and the work of the school and the Trust in the wider community
- d) establishing and developing effective links and liaison with other schools within the Trust.



## Person Specification

<b>Qualifications</b>	1	Good honours degree + Qualified Teacher Status
	2	Evidence of further formal professional learning, e.g. NPQH, Masters degree
<b>Experience</b>	3	Highly effective Headteacher or Deputy Headteacher in a successful or improving school
	4	Improving outcomes for learners
	5	Improving teaching across a staff team
	6	Effective implementation of whole school policies and procedures
	7	Budgetary and financial management that delivers best value
	8	Leading and managing a significant staff team to deliver high quality learning
	9	Working in partnership
<b>Knowledge</b>	10	Effective teaching, learning and wider school improvement strategies to deliver excellent progress, including for vulnerable groups
	11	Secondary curriculum, pedagogy and assessment mechanisms
	12	OFSTED processes
	13	H&S and other statutory processes
	14	Safeguarding
	15	SEN
<b>Understanding</b>	16	The wider educational policy environment
	17	Funding rules and mechanisms
	18	HR requirements and systems
<b>Qualities</b>	19	Evaluative skills to assess the quality of a school's work
	20	Innovative and creative problem-solver
	21	Exceptional oral and written communication skills
	22	Strong, confident and engaging public figurehead
	23	Emotionally intelligent
	24	Exemplary role model
	25	Committed to an exceptional education for all

***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.**

## 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 (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
- ✓ Contribution to cost of Masters in Education
- ✓ Superb *ECT Induction Programme* including two-week paid training in June/July
- ✓ The Collegiate Trust's delivery of NPQs for aspirant and developing 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.

## How To Find Us

### By Car

Please see the map.

M25 J6 or J7 are 10-15 minutes drive.

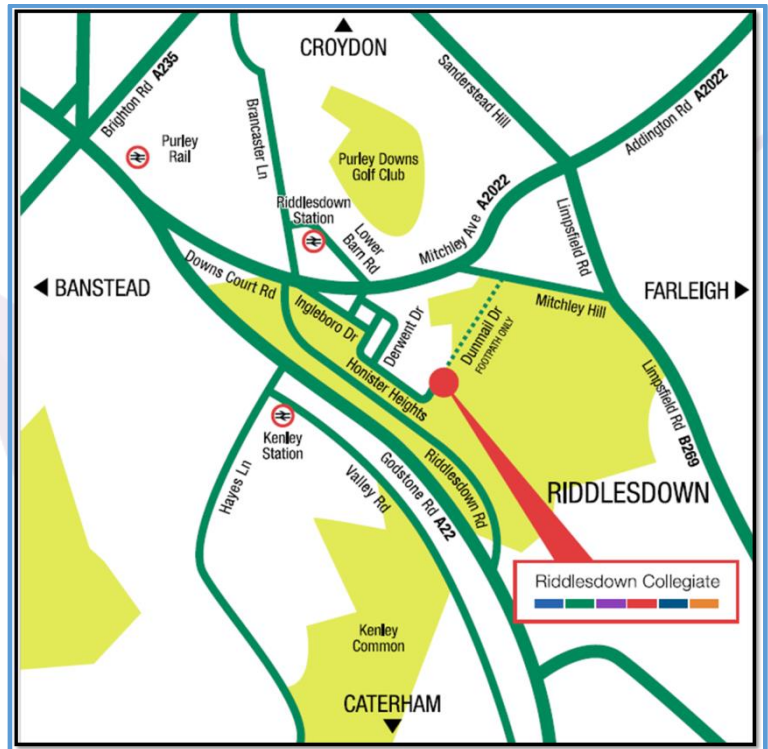
Parking is available on and off site.

### 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.



**Riddlesdown Collegiate**  
Honister Heights, Purley, CR8 1EX

☎ 020 8668 5136

✉ [admin@riddlesdown.org](mailto:admin@riddlesdown.org)

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