



Information for Applicants

Academy	<i>Riddlesdown Collegiate, Croydon</i>
Required	ASAP
Salary	TCT S21 – S24 £24,278 - £28,357 (Pro rata salary £17,723 - £20,700 pa)
Closing Date	Thursday 26 th September 2019 – 9.00 am
Interviews	tbc



Welcome

July 2019

Dear Applicant

Thank you for your interest in the post of Senior Science Technician. 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.

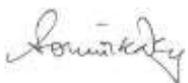
Riddlesdown Collegiate is an **outstanding** school (OFSTED, May 2016) with a clear vision to deliver successful outcomes and positive futures for all of our students. They are bright, well-motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves 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.

Science has played an important part in the curriculum and in our extra-curricular provision for many years and has been enhanced by specialist Science College status. The academic success that students enjoy is a consequence of great teaching, great facilities and a high level of engagement with practical science. As the Senior Science Technician, your role in supporting this success and quality of learning experience would be significant and you would lead a team of dedicated technicians.

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 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, please contact Nicole Williams, Deputy Principal who will be pleased to speak with you; please feel free to telephone her at the Collegiate.

Yours sincerely



Mr S Dey
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 1st March 2018. A second secondary, *The Quest Academy* (in Croydon), joined on 1st June 2018 and two further primaries, *Courtwood Primary* and *Gilbert Scott Primary* (both in Croydon) joined on 1st 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.

Value each other

Aim high

Lead by example

Use and develop our talents

Excel in our efforts

Stick 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.



Science at Riddlesdown

The Science team is very strong and delivers very high standards; GCSE results are within the top 10% of all schools nationally for value-added, with A Level results also very strong.

The main aim of the Science teaching programme is to excite and inspire students, encouraging them to question the world around them and opening their minds to the possibilities afforded by learning to think in a scientific way. With this aim in mind, students are encouraged to become independent learners, which enable them to become competent in the theory and practice of Science and to understand its relevance to everyday life. Students are expected to develop confidence in their ability to analyse evidence, think critically and solve problems in a practical way. Teachers are expected to ensure that students find their lessons enjoyable, interesting, stimulating and relevant. In time, students should be able to make informed, responsible decisions about scientific matters that affect such things as their health, their society and their future.

At Key Stage 3, students are taught a full Science curriculum covering Organisms, Behaviour and health, Chemical and material behaviour, Energy, Electricity and forces, The Environment, the Earth and the Universe and How Science Works.

At Key Stage 4, all students choose to follow a Science course that is suited to their individual ambitions. They can opt to take Triple Science or Combined Science. We currently follow the Edexcel 2016 specification.

At Key Stage 5, Biology, Chemistry and Physics are offered at AS and A2 level. Biology follows the OCR specifications and Chemistry and Physics follow AQA. Take up on these courses is high and results are good and improving.

The Science team is comprised of sixteen full time Science teachers, including the Director of Science, two Assistant Directors of Learning, two Curriculum Leaders and four technicians. Science is extremely well resourced; several of the laboratories contain ICT facilities and most have recently been refurbished to a high standard. All laboratories contain interactive whiteboards and practical work is encouraged. With the award of Specialist Science status in 2004, Science is at the heart of the Collegiate's development.

Schemes of work, based on the programmes of study in the National Curriculum, are outlined using a uniform format applied throughout the Collegiate. Although these are a great help when planning lessons, they are not prescriptive. Regular assessments are made and records are kept of students' progress through the years in order to set targets for individual students.

The Science staff work closely as a team holding monthly planning meetings to develop schemes of work and to exchange ideas and information. The team is very supportive and friendly. Teachers will never feel that they are working alone.

Senior Science Technician

Administrative and support staff are appointed to assist the teachers and the students in the Collegiate. The priority for such staff is to free teachers from routine tasks so that they are able to concentrate on the quality of their teaching. Preparation of materials and equipment for lessons in good time is an essential part of the support role. All staff share the responsibility for ensuring that rooms and equipment are safe for students to use.

The post of Senior Science Technician is a part time post working term time only working 31.25 hours per week, 38 weeks per annum. Administrative and support staff are employed mainly to work in term-time, but occasional work may be required in the Collegiate holidays even when the basic hours do not include this on a regular basis. Staff on site for more than four hours per day are required to take an unpaid lunch break at a time determined by the Collegiate. All appointments are subject to an initial six month probationary period.

If you are interested in committing yourself to this work and in joining Riddlesdown Collegiate please complete the online application form and submit a letter of application via the website as soon as possible.

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.

Job Description

Salary TCT S21 – S24 £24,278 - £28,357
(Pro rata salary £17,723 - £20,700 pa)

Term Time, 8.00am – 3.00pm (31.25 hours per week)

Responsible to: Director of Science

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. In all cases such changes will only be implemented after consultation with the Principal. All colleagues appointed to the Science Technician Team 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.

DUTIES AND RESPONSIBILITIES:

- To lead a team of Technical Support Assistants
- To liaise between teaching staff and technical support staff
- To hold regular team meetings with the team of technical support staff and represent them at appropriate meetings
- To undertake recruitment, induction, appraisal, training and mentoring of other Technical Support Assistants
- To evaluate the level and nature of technical support in Science and to implement procedures for improving its quality
- To undertake key responsibilities and activities as outline in section 6.5.4. of CLEAPPS publication L228.
- Preparation of KS3 up to A Level experiments

Dimensions of the Role:

Support for Students

- To use specialist skills and experience to support students

Support for the Teachers

- To be responsible for the creation and maintenance of a purposeful, orderly and productive working environment
- To be responsible for the timely and accurate preparation and use of specialist equipment, resources and material
- To manage records, information and data, producing analysis and reports
- To promote and ensure the health and safety and good behaviour of students at all times

Support for the Collegiate

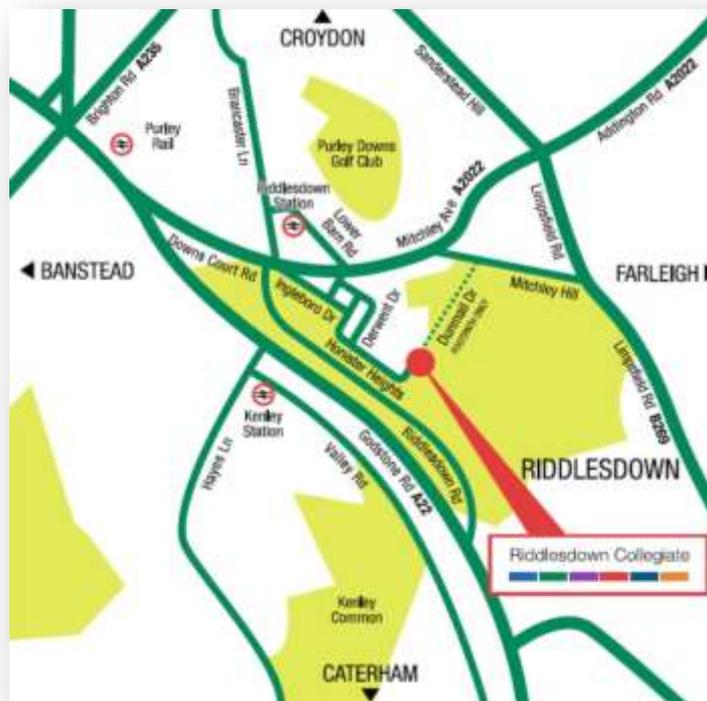
- To be responsible for the management of stock levels, including the ordering of all Science supplies and the regular audit of resources
- To be responsible for the maintenance, quality and safety of specialist equipment
- To provide highly specialist advice and guidance as required
- To contribute to the overall ethos of the Collegiate

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.

Person Specification

Science Technician	
	Qualifications
1	Good basic education to A Level standard or equivalent Entitled to live and work in UK
	Experience
2	Working in a school, Laboratory or other Science background
	Skills & Attributes
4	Knowledge and experience of IT systems Excellent knowledge of public examination processes and procedures
5	Ability to plan and organise, with a high attention to details and accuracy Commitment to maintaining high standards
6	Excellent interpersonal and communication skills Flexible and reliable Team Player
7	Work effectively and efficiently under pressure and have the ability to deal calmly with emergencies
8	Self-motivation and willingness to learn new skills Demonstrated practical approach to work
9	Understanding of safeguarding issues and promoting the welfare of students and young people
10	Well-developed communication skills, including high level of written and oral literacy
11	Enjoy working and suitability to work with young people.

How to Find Us



By Car:

Please see the map. Parking is available on and off site.

By Train

A direct train from Victoria to Riddlesdown station takes 24 minutes. Riddlesdown Station is short walk from the school. 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:

Bus routes: 407, 412, 612.

Riddlesdown Collegiate
Honister Heights, Purley, CR8 1EX

☎ 020 8668 5136

✉ admin@riddlesdown.org

💻 www.riddlesdown.org