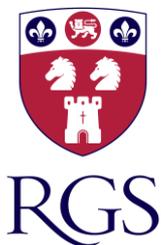




**SUPERVISORY
ASSISTANTS
JOB
INFORMATION**



RGS



SUPERVISORY ASSISTANTS

Newcastle upon Tyne Royal Grammar School

We seek to appoint professional and enthusiastic individuals to join our supervisory team in providing a high quality and responsive supervisory service. There are various types of post available; before school, mid-morning, lunchtime posts and after-school posts, all of which are term time only positions.

THE SCHOOL

Tradition has it that the Royal Grammar School (RGS) was founded in 1545. The RGS continues to flourish today as the premier independent school in the North East of England and as one of the country's leading schools. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support and involvement in a wide range of sports and other extra-curricular activities.

The RGS has grown substantially in recent years. There are now some 1,320 students, 250 of whom are in the Junior School. The Sixth Form of 360 students is one of the largest in the independent sector. In September 2001, we welcomed our first group of girls into the Sixth Form and girls have been represented in all year groups since 2008; overall, they now comprise 41% of the school.

The school is based in Jesmond, Newcastle and facilities in addition to classrooms and science laboratories include; a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground in Osborne Avenue, which is just a short distance from the school.

For more details about the school, please see the Information for Applicants for Support Posts (which you must read before applying so that you are aware of the legal Conditions of Appointment).

JOB DETAILS

- The Supervisory Assistant will join a team of staff undertaking supervisory tasks across the school.
- The Supervisory Assistant will report to the Senior School Deputy Head.
- The principal duty will be to supervise students either before school, mid-morning and/or during the lunch period in social areas which may be inside and outside. After-school hours are also available. This will include managing student behaviour in line with the school's policies and procedures.

QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

The following are desirable:

- Good verbal communication skills.
- A strong commitment to quality standards and good practice as they relate to behaviour.
- Experience of working in a school or similar environment.

Job description: Supervisory Assistant

Contact: HR Officer, Louise Ledger (l.ledger@rgs.newcastle.sch.uk)

- A willingness to actively support the ethos and aims of the school.
- The post holder must show a professional, positive and enthusiastic approach to work and be flexible and sensitive to the needs of a wide range of school users.
- They must:
 - be confident and courteous
 - have good timekeeping
 - have a tidy appearance.
- Show an understanding, or willingness to learn the issues associated with working among young people in a school.
- An ability to work as a member of a team in a busy environment.
- A current First Aid qualification would be an advantage, but appropriate training will be provided if required.



HEALTH AND SAFETY

An awareness of health and safety is essential. The post holder must perform their duties in accordance with the school's health and safety procedures and policies, taking remedial action and reporting hazards where additional action is required.

MAIN TERMS AND CONDITIONS

- For term time positions the pre-school hours of work are 7.45am – 8.45am (5 hours per week) and lunchtime hours are 12noon – 2pm (10 hours per week) on school days. Mid-morning and after-school hours TBC.
- Salaries are paid in 12 equal monthly instalments and the equivalent rate of pay is £9.18 per hour.
- Holidays are pro rata and must be taken in school holidays.

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- There is no collective agreement in place affecting this employment.
- RGS contracts of employment have attached Disciplinary and Grievance Procedures, which are in line with current employment law and good practice.
- The Supervisory Assistant will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme (details of which will be provided).
- All RGS staff are required to work in accordance with the school's Health and Safety policy, Safeguarding and use of Communication and IT facilities, copies of which will be made available.
- RGS has a Sick Pay scheme, which is broadly in line with Local Authority practice, whereby entitlement to paid sick leave increases with length of service.
- New employees are required to complete a medical questionnaire, to be submitted in confidence to the School's Medical Officer (SMO), and the appointment is subject to a satisfactory report from the SMO.



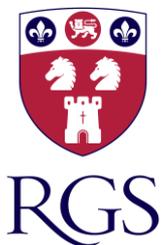
LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of award-winning BALTIC Art Gallery, and The Sage, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

If you like sport then there's certainly no shortage of top class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

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The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.



There are some really excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.

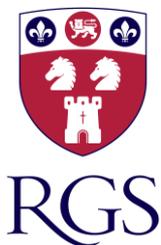
The RGS is on the edge of the city centre, a ten-minute walk from the main shopping areas. The leafy, affluent suburbs of Jesmond and Gosforth are close by with housing ranging from purpose-built flats in terraced streets and conversions of bigger houses to terraced houses, post-war semis and large, family-sized detached houses with big gardens. All of this is within walking distance of the school so no commute is needed. Properties are very affordable both within the city and the surrounding area. If you want to travel to work then you could wake up with a sea view, hop on the Metro and be at school just half an hour later. The region wins tourism and lifestyle awards for very good reasons!

HOW TO APPLY

If, having looked through the website (www.rgs.newcastle.sch.uk) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in a letter of application. You must complete the application form and cover sheet, even if you want to also attach a CV (the forms are available as Word documents). You are welcome to apply electronically, please email all documents to

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Please read the Information for Applicants with particular care before applying. And please note that the RGS applies the Government's Safer Recruitment procedures, which will include:

- Checking that the submitted CV provides a continuous record from age 16;
- provision of two satisfactory references, at least one of which must be from the applicant's current or most recent employer;
- completion by you of a confidential form of declaration of health (after offer of appointment) and, if necessary, a satisfactory report following a medical examination;
- evidence or other verification of your qualifications;
- a satisfactory Enhanced Disclosure Report from the DBS.

We will hope to make the appointment on the day, offering the post and gaining acceptance, so applicants should arrive for interview with a clear idea of what would be involved in moving to the area (if necessary) and working at the RGS. Potential candidates are welcome to come and visit the school: partners will also be welcome to have a look round in advance or on the day.

If you have any queries please do not hesitate to email or to call our HR Officer (Louise Ledger) on 0191 281 5711 or l.ledger@rgs.newcastle.sch.uk or our HR Advisor (Siobhan Forster) on s.forster@rgs.newcastle.sch.uk

CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: hm@rgs.newcastle.sch.uk
or communications@rgs.newcastle.sch.uk

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