

**INFORMATION
FOR
APPLICANTS
TEACHING STAFF**



RGS



INFORMATION FOR APPLICANTS – TEACHING STAFF

Newcastle upon Tyne Royal Grammar School

THE SCHOOL

Although the exact date is a matter of argument, tradition has it that the Royal Grammar School was founded in 1525. 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. Over the centuries the school has moved five times but has occupied its present site in Jesmond, Newcastle upon Tyne, since 1906.

The RGS has grown substantially in recent years. There are now some 1320 students, 264 of whom are in the Junior School. The Sixth Form of 342 is one of the largest in the independent sector. The school has a strong tradition of welcoming students from all backgrounds; the school used to have over 300 students on Assisted Places and has introduced a bursary scheme to replace them in some measure. The efforts of the bursary campaign and the support from its benefactors has made it possible to provide financial assistance for some 80 students, the great majority of whom receive support at a level of 90% or above.

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; they now comprise 43% of the school.

The school's philosophy is centred on its dedication to high-quality education. Boys and girls flourish in an atmosphere of academic endeavour and success. Staff and students alike share high expectations and teachers are dedicated to helping and encouraging their students to succeed. As a result, the RGS has an academic record consistently high in the national league tables. In 2019, 28% of all A level entries gained the A* grade, 86% at A*/B. At GCSE, in 2019 62.5% of grades were at A*, 83.4% A*/A. In those subjects where the new number grades were used, 39.9% were at 9, 83.4% were grade 7 or better. It was pleasing, though not entirely surprising, that the *Sunday Times* named the RGS *Best School in the North* in both 2014 and 2015. In 2017, RGS was named *Best School in the North East* and in December 2020, we were named as the *North East Independent School of the Decade* by the *Sunday Times*: you have to go a long way to find a school outperforming us.

Half of our Year 7 cohort comes up every year from our own Junior School. They certainly gain excellent learning habits there: the Junior School's record in Key Stage 2 tests is both excellent and consistent. In 2019, 99% of RGS students met or exceed expectations in Maths and Reading, completely bucking the national trend. Over the last decade, the aggregate score for SATS performance has put the Junior School routinely in the top ten nationally in the *Sunday Times Parent Power* league tables for Independent Preparatory and Junior Schools.

Extra-curricular involvement and excellence feature prominently at the RGS. There are constant examples of outstanding performance in such disparate areas as chess and rugby, gymnastics and music, football and drama, hockey and debating. In the Senior School, there are more than 110 sporting teams and more than 30 musical ensembles; annual trips abroad that normally include a musical group, a battlefields trip to the Western Front, two or three skiing trips, modern languages trips, World Challenge expeditions, classicists to Greece, art trips to New York or Madrid, rugby and hockey to South Africa, netball, cricket and tennis all over the world! There is an active Duke of Edinburgh Award Scheme, a wholly voluntary and popular CCF and a highly effective local Voluntary Service group and many other clubs and societies. All colleagues are expected to make an appropriate contribution to this rich part of school life which is held in esteem equal to the purely curricular: we constantly need more help with an ever-growing programme of debating, Duke of Edinburgh expeditions and the CCF. Naturally sport (rugby, football, netball, hockey for both boys and girls) always needs more pairs of staff hands or feet.

Further information about the school is available on our website: www.rgs.newcastle.sch.uk



EQUAL OPPORTUNITIES

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing behaviours and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. To help us achieve this, please submit the equal opportunities form with your application. This will be sent directly to the HR team for monitoring purposes.

FACILITIES

The RGS's excellent facilities are based around a fine 1906 building. The last two decades have seen a vigorous programme of building and development, creating a new Science and Technology Centre, sports hall, dining hall, Junior School (on-site) and Performing Arts Centre (with spectacular 300-seat theatre) as well as numerous refurbishments of older buildings. On site the school has an excellent all-weather hockey (multi-use) pitch, netball courts and one rugby pitch. Within walking distance it has other grass pitches and, for cricket, it holds the historic Jesmond (Northumberland County) Cricket Ground on a long lease. Other facilities are hired in at need, but it is remarkable that a city centre school has such facilities immediately available without having to bus students out to them.

We recently completed our multi-million building and development programme, Project XL, which will take the school forward to the year 2040 with outstanding facilities matched by few independent day schools. In 2015, we completed a major new sports facility fitting between the school's existing sports hall and all-weather pitch: this comprises a new six-lane 25-metre swimming pool; a second sports hall above it; new fitness, weights and aerobic dance facilities; and changing rooms to accommodate all the school's foreseeable sporting needs.

In September 2019, phase 3 of Project XL opened. The building is home to a new state-of-the-art library, art studios, maths classrooms, a pastoral suite and an assembly space. January 2020 saw the opening of our new Sixth Form centre - the combination of the old sixth form and old library into a modern, and much larger area. The open-plan style centre comprises individual study pods, a Sixth Form only bank of computers, a space for collaborative working, printing and photocopying facilities and a new coffee bar, serving hot and cold barista style drinks and snacks.

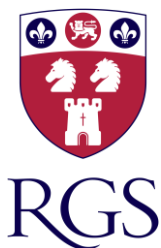
THE STAFF

There are currently 97 full-time and 22 part-time teaching staff in the Senior School; numbers of men and women are fairly equal. The Junior School has 15 full-time staff, six men and twelve women and four teaching assistants. There is some staff cross-over into the Junior School from Senior School staff in French, music, dance, drama and PE/sport. The average age of the staff as a whole is a little over 40, with a good spread of ages.

The RGS has its own salary scale, significantly above the national scale. Teaching staff contribute to the Teachers' Pension Scheme. Help with removal expenses is available. Full-time staff receive a 50% discount on school fees.

Induction leading to confirmation of QTS happens in the normal way, through an arrangement with Newcastle LEA (see below).

PROFESSIONAL DEVELOPMENT AND GENERAL SUPPORT



RGS runs an active development programme in which the needs of new staff are fully catered for. There is an induction day just before the start of the Autumn term. We have a full in-house CPD programme for staff new to teaching (NQT/PGCE) and anyone else who wants to attend. Where necessary, we fulfil NQT/QTS requirements and regularly put trainee teachers through an in-service PGCE or equivalent teaching qualification. New teachers are also allocated a mentor from within their department to allow them to discuss all aspects of teaching as well as the day to day life of the school: at least one non-teaching period a week is set aside as dedicated time together for this purpose.

On the day before most terms, INSET is provided through a Staff Day which involves the whole staff. This can include both internal training and outside speakers (there is potential for a wide range of relevant issues here from dyslexia to pension updates, safeguarding to drug abuse but, above all, the sharing and development of best teaching practice – see below). INSET is also provided through other channels: department meetings are held on a regular basis; there is an annual appraisal system; and there is a very generous budget for attending courses, both relating to subject issues and on a wider basis (eg First Aid training, or more personal areas of development that could help an individual member of staff). Colleagues who wish to gain an MEd, or other further qualification, are actively encouraged in this and half their fees are usually paid for by the school.

An exciting feature of current development is the way in which teachers are very much driving the spreading of skills and best practice. After-school teach-meets are now a regular event, dealing with issues of differentiation, classroom management and learning strategies and IT applications. Sharing good practice is a fixture on departmental agendas.

The school also runs a programme of activity to support development of all our middle leadership to help them develop in their role. This is tailored to their needs and focussed on activities that the Heads of Department and Sections feel best supports the important work they do. Recent examples of sessions include: Coaching Skills and Effective Appraisal. As the programme continues to develop, we expect to extend this opportunity (from September 2020) to aspirant middle leaders too.

WHAT ARE WE LOOKING FOR IN OUR TEACHING STAFF?

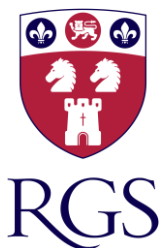
- Personality and the ability to enthuse students.
- Subject knowledge – we are looking for someone who is a specialist in their subject area, who puts their heart and soul into developing curriculum expertise and constantly strives to improve what they know and commit to regular and consistent CPD as life-long learners.
- A desire to contribute to the rich extra-curricular life of the school and a conviction that school extends way beyond the classroom. A ready willingness to be involved (within reason!) outside school hours, including evenings, weekends and parts of the holidays.
- A desire to be actively involved in a collegial atmosphere, where colleagues are mutually supportive.

LOCATION AND DIRECTIONS

The RGS is in Jesmond, close to Newcastle city centre and Newcastle and Northumbria Universities. It is 70 yards from Jesmond Metro station, three stops from Central Station and eight from the Airport. There is parking for staff, though it is limited: train/metro is easier.

CONDITIONS OF APPOINTMENT

Any offer of appointment made to a successful candidate will be conditional until the necessary safer recruitment checks have been satisfied. We advise candidates to read

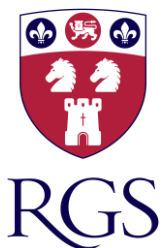


through the following information carefully and refer to the [DISCLOSURE POLICY](#) and [STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS](#) found on our website for detailed information. Our safer recruitment checks include:

- A satisfactory enhanced DBS certificate which includes a Children's Barred List check. The school is obliged to see this under arrangements introduced for the protection of children. All information given by you, or received from the police, will be treated in the strictest confidence. The failure by you to declare any conviction or other Court Order may disqualify you from appointment or, if appointed, result in the immediate termination of your contract. All considerations and decisions relating to matters of information provided by you are in the absolute discretion of the Governors and the Headmaster, having regard to the duty of care they owe to the students at the school.
- *Please note:* A criminal record is not necessarily a bar to appointment; (see [STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS](#)). Each case will be carefully reviewed and individual circumstances considered, but a failure to disclose any conviction in an application will be an absolute bar. Such a disclosure should be made in a separate sealed covering letter to the Headmaster marked *Private and Confidential*.
- A declaration signed by you that you have not been involved in any court proceedings, or a statement signed by you detailing any such proceedings, and the outcome. Because a teaching post at RGS involves substantial opportunity for access to children, it is exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act (see [STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS](#)). You can do this either by attaching a statement to that effect to your application or, if you are offered the post, by signing such a statement at that point. This statement must say:

I confirm that I am not on the DBS Children's Barred List or disqualified from working with children. I further declare that I have no convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

- Verification of your identity upon presentation of valid **original** copies of photographic identification and proof of address. More information about the accepted forms of identification is available on request.
- Verification of your right to work in the UK.
- An overseas police record check, if you have ever lived or worked outside the UK for a period of three months or more during the last ten years. You will be required to source and provide evidence of a valid overseas criminal record check. More information about this can be found via the Home Office guidance on GOV.UK
- The completion by you of a confidential 'Declaration of Health' form (following offer of appointment) to verify your mental and physical fitness to carry out the responsibilities of the role and, if necessary, a satisfactory report following a medical examination.
- Evidence or other verification of your professional qualifications including university degree and Qualified Teacher Status (QTS).
- A full and continuous employment history. This should have been submitted as part of your application for the role using our application form. Any gaps in employment will be discussed with you.
- Two satisfactory references: **one must be from your current or most recent employer** (your *employer*, not your immediate line-manager)
- Teachers and others in the profession will be subject to a 'Prohibition from Teaching



Check' to confirm that you are not subject to a prohibition order issued by the Secretary of State.

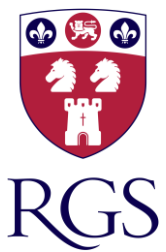
- Candidates appointed to management positions, including those promoted internally, are subject to a Section 128 direction. This includes headteachers, members of the senior management team (including non-teaching positions), teaching positions with departmental headship and proprietors.
- The completion of a Contract of Employment in the standard terms offered by the Governors. This will be issued with your appointment letter and confirmed when all our safer recruitment checks are complete.

In addition, if the position involves supervising children under the age of eight outside normal school hours or managing the supervision of children under the age of eight you will be further required to confirm that you have not:

- Been barred from working with children i.e. included on the Children's Barred List.
- Been cautioned for, convicted of or charged with a violent and sexual criminal offence against children or adults, at home or abroad.
- Been issued with an order against you relating to my care of children.
- Had your registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering.

You will also be required to confirm that you do not, to your knowledge, live in the same household as anyone to whom those categories apply.

If you cannot sign such a declaration, you are not necessarily disbarred from applying and being offered a post at RGS. Please read the [STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS](#) carefully and, if in doubt, call the Headmaster to discuss the matter in the strictest confidence.



CONTACT DETAILS

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