

Deputy Head (Co-Curriculum)

Candidate Information Pack



RGS



Introduction

A very warm invitation to join us...

The Royal Grammar School in Newcastle is a remarkable school with a 500-year history of welcoming people from all backgrounds. From history's Vice Admiral Cuthbert Collingwood, to recent Nobel Prize molecular biologist Sir Gregory Winter, RGS has educated thousands of young people who have gone on to make an indelible mark on the world. It is an exciting place to learn, that is forward thinking and inclusive. We aim to create a sense of belonging, to foster a belief in each other, inspire a love for learning and encourage an ambition to succeed.

The RGS has a reputation for excellence across both academic and co-curricular activities, and our students benefit from the wide range of opportunities they can enjoy. We are equally dedicated to our pastoral care as we believe that happy children learn best. We encourage our students to be intellectually curious, to think creatively and to challenge themselves in everything they undertake.

We believe that core to a well-rounded education is a diverse, challenging and fun co-curricular programme. The new post of Deputy Head (Co-Curriculum) signals the high priority we place on this aspect of life at RGS. The breadth of co-curricular activities available is already immense and delivered by dedicated teaching and support staff. This new colleague will join our dynamic Senior Leadership Team to develop our Co-Curricular programme yet further, ensuring that the opportunities available are of consistently high quality and that participation is high. Every student in the school should have the opportunity to engage in activities that develop team and leadership skills, build confidence, explore new hobbies and have fun with contemporaries. The right candidate will also actively support the wider determination of the school to raise aspiration and attainment for bright children across the North East, through our established bursary and partnership programmes.

We hope to ensure that our young people leave school as kind, interesting, independent-minded individuals who are willing to take on responsibility and motivated to contribute to society. If you are committed to helping us develop the quality of our co-curricular offer to lay the strongest possible foundations for their future, then we would be delighted to hear from you.

Geoffrey Stanford
Headmaster





RGS

RGS Newcastle

There's more to life at RGS...

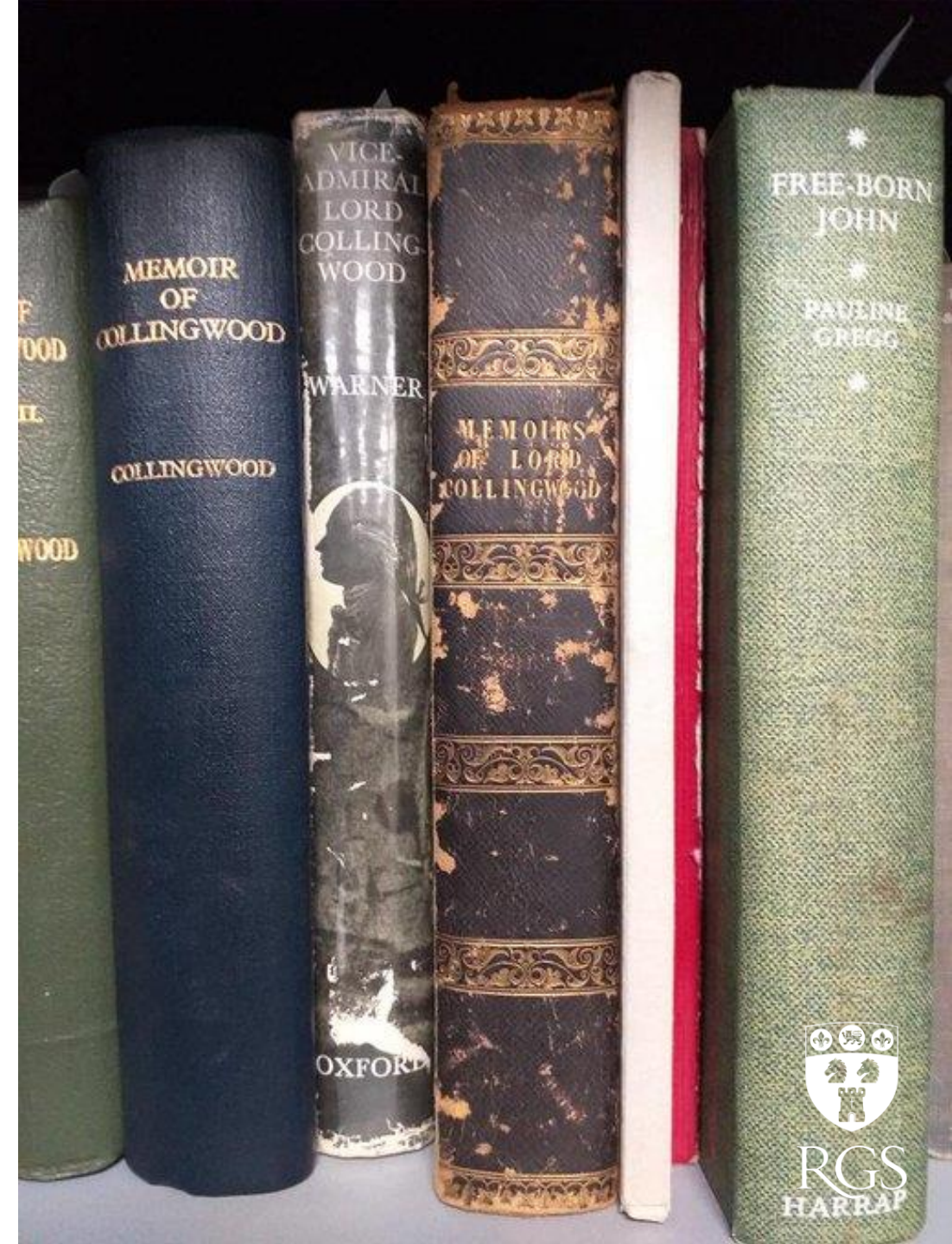
Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools, and the Sunday Times' North East Independent School of the Decade. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

The RGS has grown substantially in recent years. There are now some 1,340 students, over 260 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the independent sector. We became coeducational 20 years ago and girls now comprise 46% of the school.

The school is based in the heart of the City, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, 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.

Academically the school is highly selective. Students are assessed for entry at the key entry points (Y3, Y5, Y7 and a handful at Y9, plus sixth form). The biggest entry points are Y3 (60 students), Y7 (c.70 students) and Y12 (c. 45 students). Beyond the academics, in Junior School (Y3-6) entry is assessed through activity days whilst at Y7 students are assessed through written/online tests and an interview. Sixth form entry is through interview only. Students also sit baseline tests in Y7 and L6 – the average MidYIS score in current Y7 is 123 and the average ALIS score for L6 is 115.

Academic selection and excellent teaching means the school's results are exceptional. The published figures for 2019 are on the school's website. Both 2020 and 2021 were assessed through teacher judgement and these results are not published in detail. For 2020, 35% of A level grades were at A* whilst in 2021 this figure rose to 53%. At GCSE in 2020 the proportion of grade 9s was 44% whilst in 2021 this rose to 55%. In recent years, the A* percentage at A level has been around 29% whilst the A*B around 88%. At GCSE the proportion of grades at A* (8/9 has been around 62% rising from around 55% with A*A (7-9) at around 85%.





Our Vision and Ethos

We believe in inspiring young people and equipping them to make a positive contribution to society.

The RGS as a school aims to be a centre of excellence that is committed to raising aspiration and attainment across the North East.

By inspiring and nurturing hearts and minds, we can give those around us the freedom to create and shape their own future.

A future that is built on our sense of history and belonging in the city but is fueled by an ambition to succeed and evolve.

A place where freedom of expression, ideas and beliefs can be shared, exchanged and grow openly in our happy environment.

An environment where we look out for each other and treat everyone with care and respect, within and beyond our community.

A spirit to challenge, inspire and stretch the minds of everyone here so we feel free to explore, free to think, free to try, free to dream of possibilities and free to be ourselves.

The four pillars of our ethos are embedded in everything that we do:

- Belief in each other
- Ambition to succeed
- Sense of belonging
- Love for learning





RGS

The Co-Curriculum at the RGS

The emphasis on a broad co-curricular programme throughout the school is based on the conviction that individuals thrive in an environment in which their abilities and talents are recognised and nurtured. The excellent sporting and performing arts facilities enable a rich and diverse array of co-curricular activities, with the emphasis being both on opportunity and excellence. The scale of the RGS allows the provision of a wide range of opportunities, allowing pupils more scope to find activities they truly enjoy and learn life skills and develop confidence in themselves.



The Role

Deputy Head (Co-Curriculum) will be a new role at the RGS and the successful candidate will be a key member of the Senior Leadership Team.

This role is **responsible to** The Headmaster.

This role **works alongside** other members of the senior Leadership team, comprising the Senior Deputy Head, Director of Finance and Operations, Deputy Head (Pastoral), Deputy Head (Academic), Director of Development and Communications, Director of Partnerships, Head of Sixth Form and Head of the Junior School.

This role is **responsible for** (staff):

- Director of Sport
- Director of Music
- Head of Drama

The successful candidate will lead and be responsible for the co-curriculum of over 1300 students, boys and girls, aged 7-18. He or she will be responsible for the communication and implementation of co-curricular policies and procedures.

The successful candidate will have had some managerial experience either as a Deputy Head elsewhere or in significant middle leadership role and is likely to be hoping to move on to a Headship in due course.

By its nature, and in line with the expectations of senior leadership, the work of the postholder is not confined exclusively to term times.

The post brings with it the responsibility for overseeing a number of budgets, some very large.





Job Description

(The Job description of this role is subject to regular review)

Strategic

The Deputy Head (Co-Curriculum) is responsible, in consultation with the Head, for setting the strategic direction for the School in all aspects for the holistic education outside the classroom that is offered by the School. Working with others, s/he is tasked with ensuring excellence across all aspects of the co-curricular programme.

- Develop a broad, enriching and high achieving co-curricular programme, aiming to expand opportunities for student leadership and teamwork.
- Communicate the development of the co-curricular programme to pupils, staff, parents, Governors and the wider community as necessary.
- Take forward the sports, performing arts (music, drama and dance) outdoors education and other co-curricular activities to inspire, motivate and support all pupils throughout their journey and ensure an appropriate balance between breadth of participation and high performance.
- Work alongside the Director of Partnerships to develop service and community activity as a central experience for all pupils through the student co-curriculum and provision of our expertise and facilities.
- Contribute to the School development plan and support the development of school policies.

Operational

- Chair the following meetings and committees:
 - Co-curricular Committee meetings (tbc)
 - Calendar clash meetings (termly)
 - Event coordination meeting (weekly)
- Attend the following meetings and committees
 - Senior Leadership Team meetings (weekly)
 - Heads of Year meetings (half termly)
 - Heads of Department meetings (half termly)
 - Health and Safety Committee (termly)
 - The Governing Body's Education Committee (termly)
 - Any others as identified by the Headmaster
- Lead and manage all aspects of the co-curriculum, with overall responsibility for the performance and effectiveness of his/her direct reports and their management of structures and staff to ensure enriching opportunities for all pupils.
- Take responsibility for the school calendar process and priority structure to avoid or resolve clashes, planning a coherent programme of major public events and ongoing activities to ensure best use of our facilities for the benefit of our pupils and other key stakeholders
- Oversee day-to-day running of activities in school, ensuring calendaring is effective and that communication is clear between all areas of the school.
- Oversee the effective use of SOCS software for the co-curriculum and develop the systems for limiting clashes between activities.
- Propose term dates for discussion with the Senior Leadership Team.
- Act as the School's Educational Visits Coordinator (EVC), with overall responsibility for the organisation of all exchanges, residential visits and day trips including coordination, staffing and overseeing risk assessment.
- Provide oversight and control of the co-curricular budget delegated to co-curricular departments and trip leaders.



Job Description

Staff

- Staffing all aspects of the co-curriculum, with involvement in the interview and induction process for new teaching staff
- Ensure a fair allocation of staff involvement in the co-curriculum in conjunction with the school's wider workload analysis, monitoring and evaluating staff participation in the co-curriculum
- Supporting Heads of co-curricular departments in monitoring, evaluating and developing the quality of co-curricular provision
- Support Heads of co-curricular departments in the production and periodic review of departmental development plans

Pupils

- Monitor and evaluate student participation and performance in the co-curriculum both individually, developing systems to facilitate appropriate reporting to parents, and collectively.
- Ensure that the co-curriculum as a whole operates smoothly in the interests of the pupils, including acting as primary point of contact for pupil and parental concerns regarding the co-curriculum, identifying needs, acting on them and bringing solutions and ideas to the Senior Leadership Team
- Manage emerging talent list of pupils performing at a high level across the full range of co-curricular disciplines including organising mentoring in school and responding to requests for dispensations to miss school time.
- Adjudicate, where necessary, on the priorities of individual pupils in their co-curricular lives

General

- Teach approximately one quarter of a full timetable and take assemblies when necessary.
- Ensure the school meets the relevant Health & Safety requirements relating to co-curricular activities, working with the Senior Deputy Head and Director of Finance and operations on matters of compliance and ISI preparation
- Be an authoritative presence around the School throughout the day, support other members of the SLT in the efficient daily running of the school and share daily duties with other members of senior leadership team.
- Weekend presence during term time, particularly for Saturday sports fixtures, to provide senior oversight of co-curricular activities taking place on the school site and availability to act by rotation as the senior member of staff on call for issues relating to trips during holiday periods
- Attend as wide a range of school functions as possible, to support pupils and staff in their activities and endeavours
- Represent the School at external meetings and undertake any further tasks as directed by the Headmaster



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Person Specification

Educational Attainment

- A good degree in a subject that is part of the RGS curriculum
- Likely to be a qualified teacher
- Other relevant professional and/or management qualification(s) desirable but not essential

Knowledge and Experience

- Good understanding of developments in co-curricular education nationally and internationally
- Significant and successful experience at middle leader level (pastoral, academic or co-curricular)
- Enthusiasm for and understanding of all aspects of all aspects of the co-curricular programme, recognising and being excited by the opportunities presented at the RGS to develop the co-curricular programme even further
- Experience of delivering co-curricular activities to a high standard in a high performing school
- Have the highest professional standards of conduct, appearance and engagement with a commitment to personal professional development.
- Recognise and be excited by the opportunities presented at the RGS to develop the co-curricular programme even further
- Experience of enabling the successful development of staff
- Experience of reviewing and managing budgets
- Knowledge and experience in assessing risk
- A strong understanding of safeguarding requirements in the co-curriculum

Skills and Personal Qualities

- A dedicated team player, who strives for excellence and leads by example
- An appreciation of the importance of a holistic education involving both the academic curriculum and the co-curricular programme
- Active supporter of Equality and Diversity
- Excellent communication skills, both written and oral, with outstanding interpersonal skills to build strong relationships and enable effective dialogue with pupils, parents, staff, alumni and visitors
- Organised and able to prioritise workload, balancing decisiveness and consultation appropriately with problem solving skills to manage competing priorities and the judgement to manage sensitive and complex situations with clarity and care
- Reliable and stays calm under pressure to be able to offer stability and consistency to the school community
- Self-reliant and self-motivated, being able to work independently and as part of a team while being adaptable and flexible with working patterns to meet the needs of the school community
- Able to articulate and deliver a broad and deep understanding of the benefits that cocurricular activities bring to developing well-being and mental health of pupils and staff
- Understanding of the role in the context of safeguarding children



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 the 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.

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 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!





Terms and Conditions

Hours and Benefits

- Working Hours - Normal working hours will be those necessary to carry out the duties of the post.
- Salary - The salary will be commensurate with the seniority of the role.
- Pension - The School is part of the Teachers' Pension Scheme and all teachers are automatically included in the Scheme.
- Lunch - School lunch is provided during term time.
- Education - At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
- Car Parking - Car parking is provided during term time.



Terms and Conditions

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 beliefs 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.

Safer Recruitment

RGS Newcastle is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. You must 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) The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain Children's Barred List clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.



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 covering letter of application. You must complete the application form, even if you want to also attach a CV. You are welcome to apply electronically, please email all documents to jobs@rgs.newcastle.sch.uk.

The closing date for this vacancy is **9am on Monday 1st November, 2021**.

Please read the Information for Applicants with particular care before applying. Please note that the RGS is committed to the safeguarding of children and applies the Government's Safer Recruitment procedures, which will include:

- Checking that the submitted application form provides a continuous record of education and employment from age 16 and that any gaps are fully accounted for;
- 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;
- Evidence of your right to work in the UK;
- Verification of your identity; and
- A satisfactory enhanced level disclosure check from the Disclosure and Barring Service (DBS) including a Children's Barred List check.
- An overseas police check (if applicable)

Longlist interviews will be held shortly after the closing date. 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.

If you have any queries please do not hesitate to email or to call the Headmaster Geoffrey Stanford at hm@rgs.newcastle.sch.uk or on 0191 281 5711.





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