

Head of Science & EDT

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 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 academic results should be the consequence, not the purpose, of an outstanding and well-rounded education. That said we are immensely proud of the academic achievements of our community which outstrip Independent and State schools in the region. It is testament to our students' commitment and teachers' dedication that we are ranked as one of the highest performing schools in the country and the Sunday Times' North East Independent School of the Decade.

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 apply the latest thinking in teaching and learning to lay the strongest possible foundations for their future, then we would be delighted to hear from you.

Geoffrey Stanford

Headmaster



Candidate Information Pack: **Head of Science & EDT** Royal Grammar School Newcastle





RGS

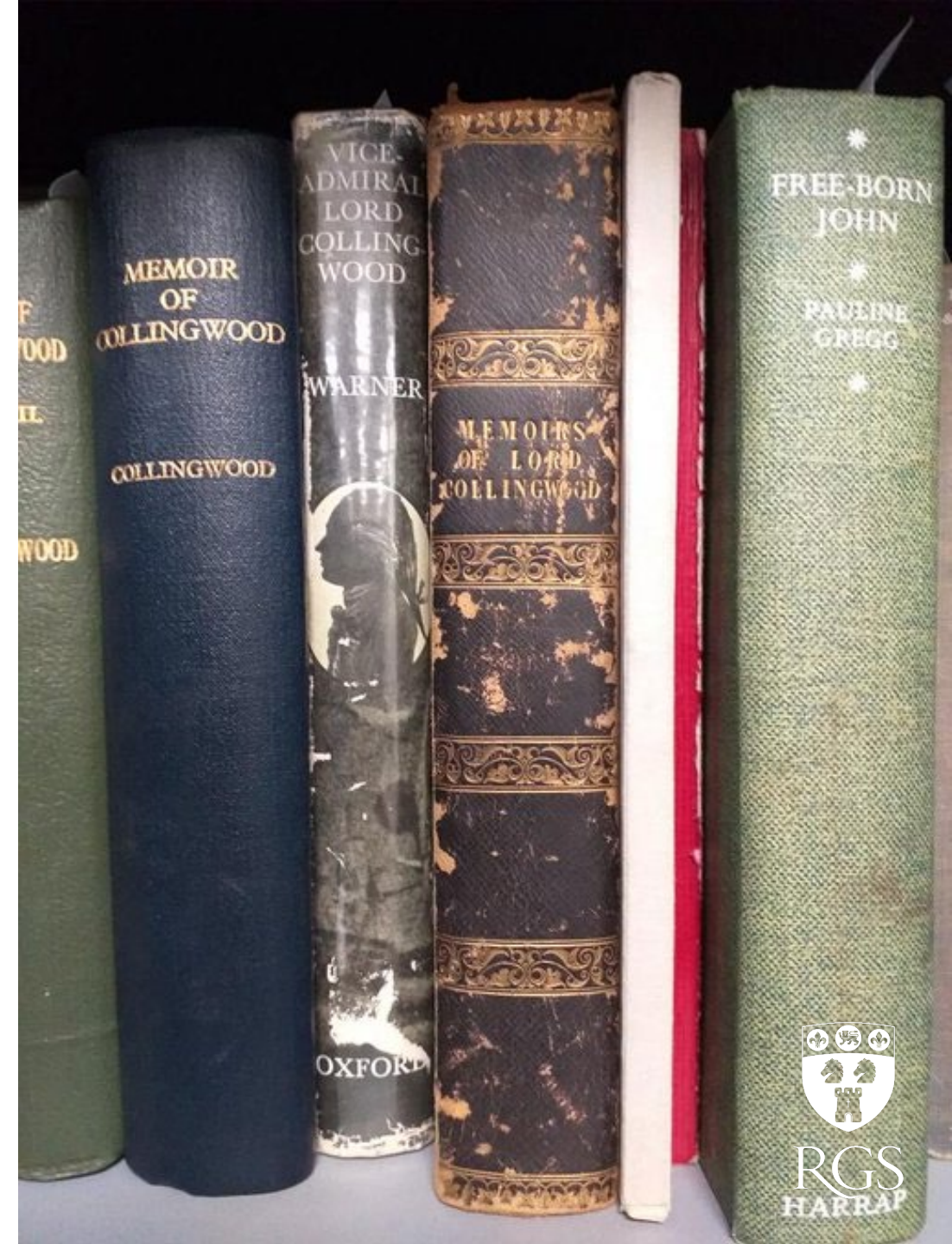
RGS Newcastle

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.





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:

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





The role

Start date – September 2022

We have a rare and exciting opportunity for someone to lead our excellent science and technology faculty. You must be an excellent science or technology specialist with the ability to inspire and lead a large team of teachers and technicians. You must also inspire our enthusiastic students from Year 7 through to A Level and Oxbridge. If you are a highly resourceful, collegiate and forward-thinking practitioner then we want to hear from you.

Being 'willing to go the extra mile' is a major part of the role for all teachers at the RGS, not merely in specialist activities, but in a huge range of extra-curricular sporting, artistic and cultural work. We are keen to invite applications from those who would like to make their own distinctive contribution to this ethos. We very much value colleagues who are willing to contribute to our co-curricular programme.





The Science Department

The Science and Technology Centre (STC built in 1997) houses Chemistry and Biology upstairs, with Physics, Engineering and Design Technology (EDT) downstairs. In addition we have a new lab and EDT room in the first floor of the adjoining new building.

All the departments are superbly resourced and have excellent teaching spaces. The sciences are separate core subjects from year 7 to GCSE, whilst EDT is taught in years 7 and 8 and is a popular option from year 9 (27 in year 11 and 29 in year 10).

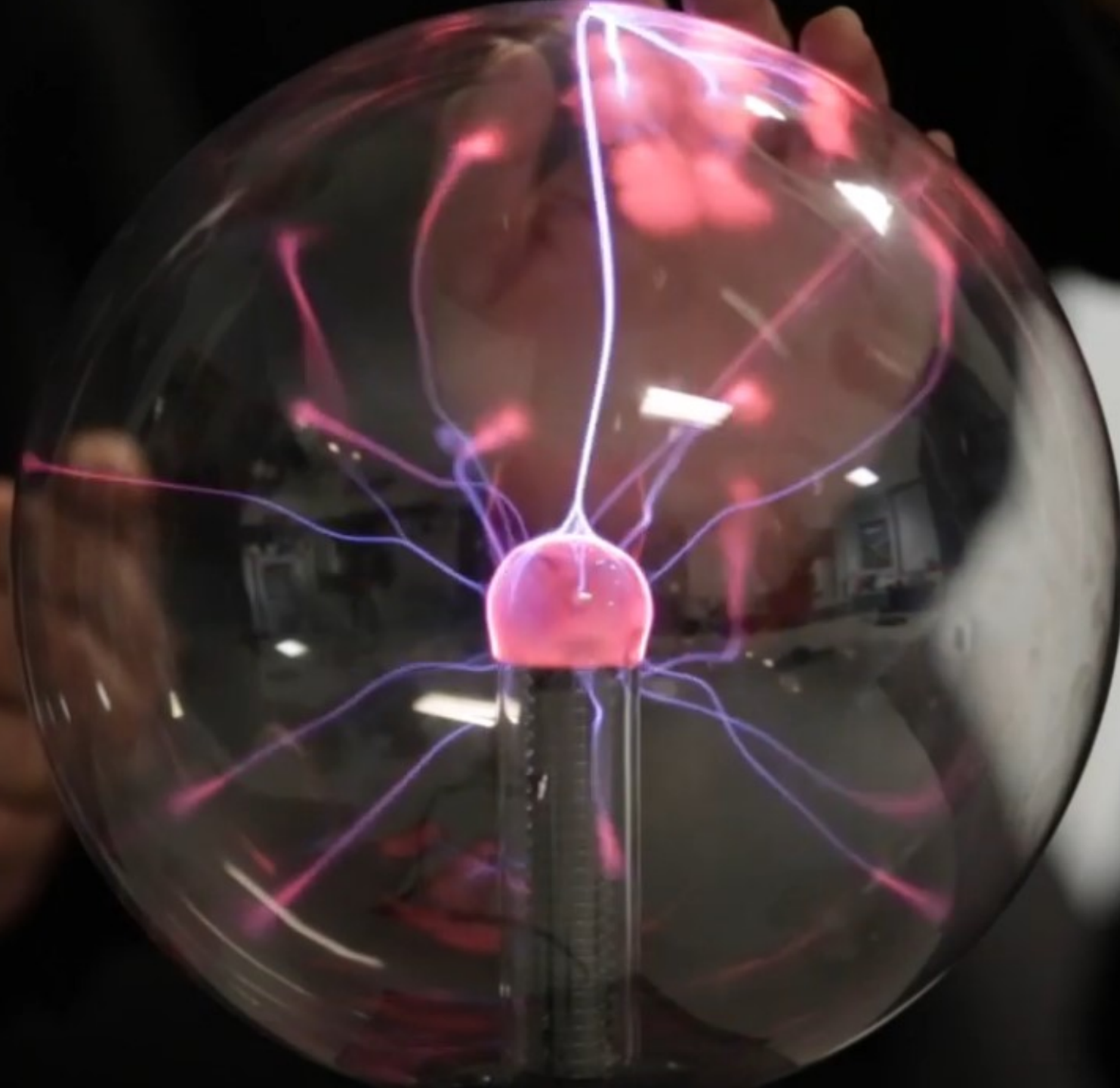
Heads of individual departments report to the Director of Science and EDT and are free to choose exam boards and courses at their discretion. The sciences currently offer separate science Edexcel IGCSE and EDT follow OCR GCSE courses.

The following table shows the situation at A level:

	Chemistry (AQA)		Biology (Edexcel)		Physics (AQA)		EDT (OCR)	
	Sets	Pupils	Sets	Pupils	Sets	Pupils	Sets	Pupils
Year 12	8	83	6	70	4	47	1	3
Year 13	6	63	5	47	4	40	1	7

The departments are large and include a mix of full time and part time staff, some of whom have additional responsibilities across the school. Lessons are taught predominantly by subject specialists and all teachers are expected to teach across the full age range.





RGS

Job Description

Strategic

- To promote science, engineering and design technology (EDT) as a related group of subjects and ensure, through working with the Heads of Biology, Chemistry, EDT and Physics, that information is exchanged, discussed and agreed upon where appropriate.
- To forward plan and coordinate the curriculum across science & EDT in the Senior School and liaise with the science & EDT curriculum leads in the Junior School. To have a short and long term overview of science & EDT issues in the Science & Technology Centre (STC).
- To establish and maintain effective and positive working relationships with parents, staff and students.
- To monitor, evaluate and improve the quality of teaching and learning in science & EDT through effective leadership and management.
- To maintain and improve standards in the department by observing lessons, mark books, reports etc. and encouraging other staff to do likewise and exchange good practice with others in the science & EDT department.
- To report on science & EDT related matters to SLT and to lead the science & EDT development planning.
- To be a point of reference for the science & EDT HoDs and be able to mentor or assist in mentoring staff and support HoDs or other staff at a higher level when required.

Operational

- To deal with staff, pupil and parental concerns with consideration and empathy.
- To hold biweekly meetings with the HoDs to discuss issues within their departments and whole school initiatives.
- To identify weak candidates across the sciences & EDT, via HoDs and other staff and suggest/support appropriate strategies for improvement.
- To hold meetings with the HoDs in science & EDT to discuss issues of importance and maintain regular contact with each HoDs to identify individual issues.
- To hold a short weekly meeting with the Head Technician to discuss issues arising and report these to HoDs or staff as appropriate.
- To hold weekly meetings with the Head of Science Line Manager to discuss STC issues and whole school initiatives.
- To promote appropriate courses and university lectures to pupils.
- To represent the school at the '59 Club' meetings and other science & EDT based conferences.
- Carry out Reece scholarship interviews with the Head.
- To oversee preparation for Oxbridge candidates and other potential medical students required to sit BMAT.

Job Description

People Management

- To support STC staff and promote a good work/life balance to ensure their emotional and mental wellbeing.
- To act as line manager for the HoDs in science & EDT.
- To act as line manager for the STC technicians.
- To lead performance management of all teaching and support staff in science and EDT, and to support the HODs / Head technician in managing any related issues.
- To oversee and co-ordinate the deployment of staff across the sciences and EDT to ensure fairness and efficiency.
- To oversee professional development in the sciences and EDT and ensure that both staff and technicians are aware of suitable courses for professional development and that they report back to others when they have attended them.
- To oversee induction and training routes to QTS or equivalent.
- To appraise HoDs in Science & EDT.
- To appraise the Senior Technician.
- To be involved in all staff appointments to the science & EDT departments.
- To advise the Headmaster and Academic Deputy Head about science and EDT staffing requirements.

Resource Management

- To encourage and promote the use of ICT and new technologies in the science & EDT departments.
- To coordinate the yearly staff timetable in the STC to check for clashes, equality and fairness of timetables across the sciences & EDT before they are sent to the Academic Deputy Head.
- To discuss the annual science & EDT budget with the Academic Deputy Head and have an overview of each department's budget and capital items. To approve all requisitions and invoices in science & EDT.
- To order equipment/resources for the STC outside specific department requirements.
- To take responsibility for all aspects of Health and Safety across the science & EDT disciplines and report to the DFO any areas for concern.
- To attend and represent the STC at all H&S meetings.
- To co-ordinate the use of STC premises (including outside use, eg outreach).
- To implement procedures which will minimise energy use without compromising the quality of teaching or the wellbeing of staff or pupils.
- To liaise with the Facilities Manager over maintenance, repairs and improvements.



RGS

Person Specification

(The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are required of the candidates being interviewed.)

Educational Attainment

- An honours degree in a relevant subject
- Courses of further study relevant to the post

Knowledge and Experience

- Experience of teaching in a highly academic context
- Experience of teaching the full 11-18 age range
- Experience of leading a science department and preferably managing both teachers and technicians

Skills

- Ability to manage a large team of teachers and technicians across the full range of sciences and technology
- Ability to inspire young people to develop a love of science and technology
- Ability to think originally and creatively and show initiative
- Commitment to high standards of teaching and learning
- Ability to teach high quality lessons
- Excellent organisational abilities
- Excellent project management skills
- High levels of IT competency

Personal Qualities

- Ability to cope with pressure
- Ability to communicate effectively with parents, students and staff in a variety of ways
- Understanding of, and commitment to equality of opportunity for all
- Understanding of, and commitment to the ethos of the school as a community
- Tact, discretion and diplomacy
- A genuine liking of people and the ability to show warmth, good-humour, empathy and sensitivity



RGS

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!





RGS

Terms and Conditions

Hours and Benefits

- Start date – September 2022
- Working Hours - Normal working hours will be those necessary to carry out the duties of the post.
- Salary - The salary will be determined by the RGS Teachers' Scale.
- 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, subject to their children meeting the academic entry requirements and subject to a place being available.
- Car Parking - Car parking is provided during term time.





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 29th 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 (including education, employment and voluntary work) with reasons for leaving. Any gaps must be accounted by the applicant.
- Provision of at least two satisfactory references, one of which must be from the applicant's current or most recent employer. In addition, the school will seek a reference from the relevant employer from the last time the applicant worked with children. Internal references will be sought where appropriate.
- Completion by the applicant of a confidential form of declaration of physical and mental health (after offer of appointment) and, if necessary, a satisfactory report following a medical examination.
- Evidence or other verification of the applicant's qualifications; For teachers, verification of any award of qualified teacher status (QTS) and the completion of teacher induction or probation. For support roles, evidence of qualifications relevant to the role or those listed on the application form must be provided.
- Obtaining a satisfactory Enhanced Disclosure Report from the DBS (via the applicant) including children's barred list information for those who will be engaging in regulated activity with children.



How to apply

- Verification of an applicant's right to work in the UK.
- Verification of the applicant's identity including a check of photographic ID, proof of address and a check of the applicant's birth certificate. The applicant must present official documentation to evidence any change of name or surname.
- For teaching roles or anyone involved in teaching, a check that the applicant is not subject to a prohibition order issued by the Secretary of State.
- For management roles (headteachers, senior leadership team (including non-teaching roles,) teaching positions with departmental headship, governors and trustees, proprietors) a check to ensure that the applicant is not subject to a section 128 direction made by the Secretary of State. This applies to any relevant internal applicants.
- If the individual has lived or worked outside of the UK for more than 3 months in the last 10 years, an overseas police check/s must be obtained (via the applicant) and any other checks deemed appropriate by the school, i.e., obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the individual has worked.
- If the role, involves supervising children under the age of eight outside teaching hours or managing the supervision of children under the age of eight outside of teaching hours, applicants must complete a self-declaration to confirm that they are not disqualified from providing childcare under the Childcare (Disqualification) Act 2006 and Regulations 2018.

Interviews will be held shortly afterwards. 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.

If you have any queries please do not hesitate to email or to call the Headmaster on 0191 281 5711 (hm@rgs.newcastle.sch.uk) or the current Head of Science, Andy Pulham, is available on a.pulham@rgs.newcastle.sch.uk (same phone number).



Self-Declaration of Criminal Record

Applicants who are invited for interview will be asked to complete a self-declaration of their criminal record or, of information that would make them unsuitable to work with children. Further information about self-declaration can be found on GOV.UK. Please note that if applicants electronically sign this declaration, they will be asked to physically sign a hard copy of the declaration at interview.

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. Shortlisted candidates 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) via the self-declaration form. The successful applicant must obtain Children's Barred List clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.



References

In keeping with the current Keeping Children Safe in Education regulations, references will be sought to support any appointment decisions that the school may make. Further information for applicants:

- the school will seek references for all teaching vacancies ahead of interview, one of which must be the individual's current or most recent employer.
- For support roles, it is a requirement for the school to request a reference from your current employer. It is our preference that we request references including one from your current employer before interview. Should you prefer for the school **not** to contact your current employer before an interview, you must supply details of an additional referee who is able to comment on your suitability for the role applied for. We will then contact your current employer at the point of making an offer of employment.
- In addition, the school will seek a reference from the relevant employer from the last time you worked with children, if you are not currently working with children in regulated activity.
- Internal references will be sought where appropriate.
- References must be completed by a senior person with appropriate authority. For teaching roles, this must be the head of a school. For support roles, this should be the employer, HR or senior level manager.
- Open references will not be accepted.





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

T: 0191 281 5711

W: www.rgs.newcastle.sch.uk

E: communications@rgs.newcastle.sch.uk

