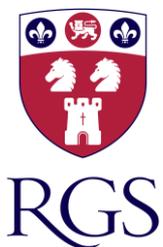




**GRADUATE  
SPORTS  
ASSISTANTS  
JOB  
INFORMATION**



RGS



## GRADUATE SPORTS ASSISTANT x 2 Posts

Newcastle upon Tyne Royal Grammar School

Fixed Term Appointment from late August 2023 – 5<sup>th</sup> July 2024



### THE POSITION

We have a fantastic opportunity for two outstanding sports graduates to work at the school from late August 2023 until 5<sup>th</sup> July 2024. If you are an enthusiastic, knowledgeable and skilled sportsperson who is looking to potentially move into teaching in the future, then we would like to hear from you.

The successful candidates will provide support across the sports department and work alongside the PE teaching team, working with students from Year 3 (age 7) to Upper Sixth (age 18). We would welcome applicants who have a strong background in team games particularly rugby, as well as strength & conditioning. In return, we offer valuable experience of working in one of the country's most successful schools and the opportunity to develop your knowledge in teaching, coaching and officiating sport.

You will also play a significant role in the coaching of major games across all age groups in the school and will work closely with the PE department assisting with lessons, along with other activities as required. There may be opportunities to accompany trips or tours within the school as well.

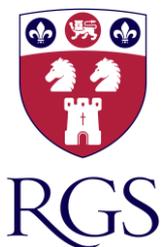


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Closing Date: 9.00am Monday 27 March 2023

Contact: Director of Sport, Angela Ponton, ([a.ponton@rgs.newcastle.sch.uk](mailto:a.ponton@rgs.newcastle.sch.uk))



## THE SCHOOL

Thomas Horsley, the original settlor of 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 2020, as well as school of the year 2021 and 2022. 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 extra-curricular activities, and our commitment to bursaries and partnerships.

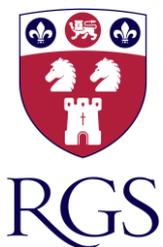
RGS has grown substantially in recent years. There are now some 1,350 students, over 270 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the independent sector. We became fully coeducational 20 years ago.

The school is based in the heart of the Newcastle, immediately opposite Jesmond Metro station giving students and staff easy access via the region's public transport network. The school occupies over 30 acres of land and has state-of-the-art facilities, including a major Sports complex which has a 25m swimming pool and rock-climbing wall, a Performing Arts Centre with professional standard theatre, a range of outdoor sports' pitches including the former County Cricket Ground.



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## THE SPORTS DEPARTMENT

The RGS Senior and Junior Schools offer a fantastic range of sports to girls and boys through curricular PE and swimming, timetabled games and co-curricular sports. All students are encouraged to represent the school and sport offers opportunities at all levels. Staff are multi-disciplined and work with teams across a full range of sports and all age groups.



The sports facilities include a six-lane 25-metre swimming-pool; two sports halls; strength and conditioning studios; dance facilities; a designated PE classroom and changing-rooms to accommodate all the school's foreseeable sporting needs. On-site the school has an excellent all-weather hockey (multi-use) pitch, netball courts, tennis courts and one rugby pitch. For cross-country running both Senior and Junior Schools use the adjoining Exhibition Park and Town Moor, on the edge of which we have three more rugby pitches and one football pitch. For cricket the school owns the Jesmond cricket ground which is a 5-minute walk away from main school and we regularly use the Northumberland Lawn Tennis club for tennis, squash and badminton facilities.

Students in Years 7 to 9 get one hour of timetabled PE a week, and an hour of swimming every fortnight. In Years 10 and 11 they get one hour of PE, or swimming on a rotation each week. All year groups have a games afternoon every week, giving the opportunity for all students to be involved in a comprehensive programme, as well as to play in competitive fixtures. Alongside curricular PE, swimming and games, the department delivers AQA A level PE and next year will be offering AQA GCSE PE for the first time alongside many opportunities to develop leadership skills in sports.

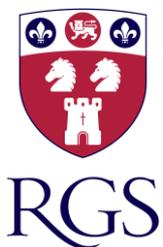
In sport we want all girls and boys to participate, whilst also aiming for excellence, and there are inter-house competitions and school teams for rugby, hockey, football, netball, cross-country running, swimming, cricket, rounders, athletics, basketball, badminton, squash, tennis and gymnastics. These sports have clubs during the week, before, during and after school. Teams compete at the highest levels and the school regularly reaches national finals. In 2022 our senior girls were Tier 2 National Hockey Champions putting them in Tier 1. The senior rugby team have recently won the prestigious invitational St Joseph's Festival and Rosslyn Park National 7s. Last year our senior netball team made National finals and this year our U14 and U16 teams have

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made National finals and are excited about competing this month. We regularly make National finals for cross country, swimming and athletics. We support many individuals who are in Academy Pathways across multiple sports and we currently have 7 Old Novos (former students) contracted with Newcastle Falcons. There are also many opportunities for students to participate on a more recreational level against local schools during games afternoons to ensure everyone gets to experience competitive sport at a level suitable for them.

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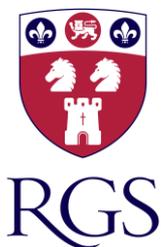
## PEOPLE

The Senior School Sports Department has nine full time and one part time members of staff, alongside a full-time swimming teacher who works across the Junior and Senior School. Senior School staff do teach Games in the Junior School where there is two full time and one part time members of staff. Specialist coaches visit the school to deliver certain activities and strengthen the provision in our major sports alongside staff outside the department, who contribute allowing us to put out as many teams in different sports as we do.



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## MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Director of Sport and working in collaboration with the wider PE Department, the Graduate Sports Assistant will:

- Coach and assist with lessons throughout the year for students of all ages and abilities.
- Coach practices before school, during lunchtimes, after school practices and match days (midweek and Saturdays).
- Select and accompany teams mid-week and on a Saturday to various fixtures.
- Support the PE staff, including Sports Centre staff, in the daily running of the Sports Centre and department.
- Specialist knowledge and experience of coaching/playing major games is essential.
- Specialist knowledge and experience of teaching/participating in dance is desirable.
- Specialist knowledge and experience in strength and conditioning.
- Referee/umpire school fixtures.
- Promote professional standards of punctuality, discipline and sportsmanship with all students, taking appropriate action where necessary.
- Assist the Director of Sport and Assistant Directors of Sport with administrative tasks as required.
- Ensure care is taken of sports equipment and that areas are left tidy and in good condition.
- Accompany various school trips and attend sporting events. These may take place outside term-time and on weekends.

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## PERSON SPECIFICATION

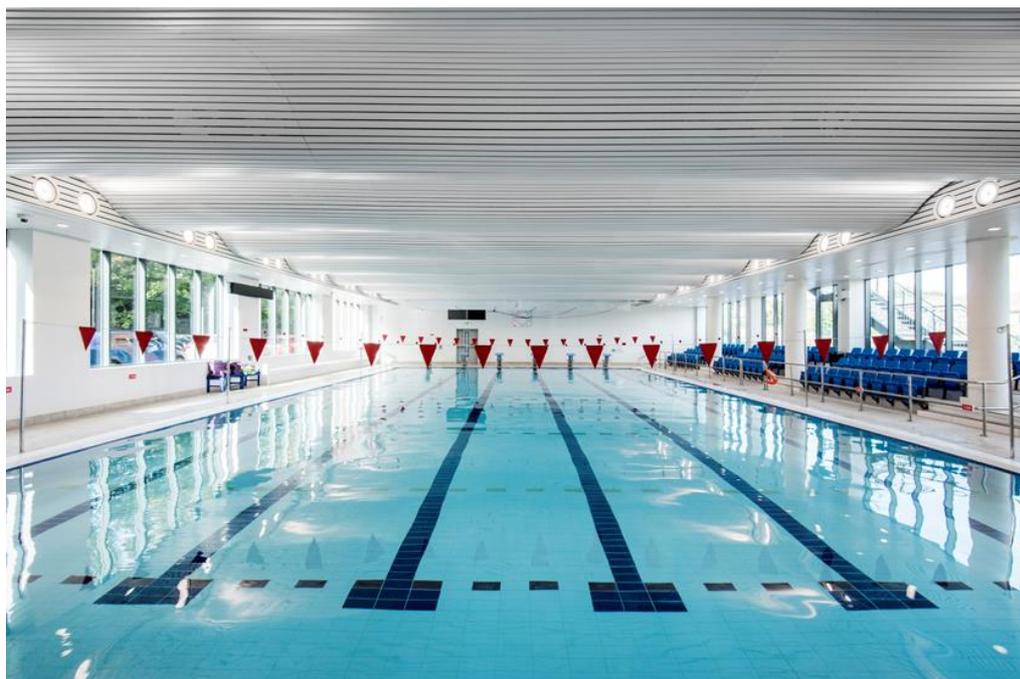
- A high level of playing and/or coaching experience.
- Coaching qualifications would be a significant advantage.
- Educated to degree level or equivalent in the areas of sport would be desirable.
- Experience of working with or training young people in a learning environment would be desirable.

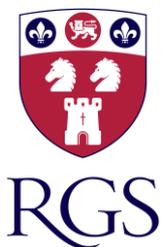
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## PERSONAL QUALITIES

- Ability to work independently and also as part of a team.
- Ability to develop rapport with students throughout the school.
- Strong organisational skills and ability to meet deadlines.
- A positive attitude towards professional development and their own learning.
- Display commitment to the protection and safeguarding of children and young people.
- Ability to be innovative, creative and work flexibly.
- Ability to manage own time effectively.
- Good level of IT literacy in Microsoft Office.





## 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.

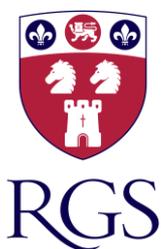
History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

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.



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## MAIN TERMS AND CONDITIONS

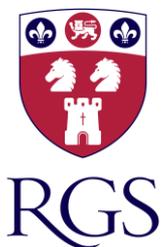
- This is a fixed term appointment which will run until 5<sup>th</sup> July 2024. The start date for this role will coincide with RGS pre-season activities and will be confirmed by the Director of Sport once pre-season dates have been set. The start date is likely to be mid to end August 2023.
- This role is term time only, plus all staff training days and 10 additional days to be worked at times agreed with the Director of Sport outside of normal term time (i.e., during the school holidays).
- Staff training days are spread throughout the year and will include the compulsory safeguarding training at the start of each academic year. Further details of staff training days will be shared with the successful applicant. Payment for these staff days has been incorporated into the annual salary.
- The days of work are Monday to Friday and includes Saturdays, as and when required for fixtures.
- The Graduate Sports Assistant will work 1460 hours across the fixed term period.
- Whilst exact working times will vary, the earliest start time would be 7.45am and the latest finish time would generally be 5.30pm, unless the Graduate Sports Assistant is involved in any sporting fixtures.
- The salary for this role is c£21K gross per annum (Full Time Equivalent). As this is a term time only role plus staff training days and 10 days, the actual salary for the role will be pro rata'd to c£18K gross per annum for the fixed term period and is inclusive of Saturday working.
- The salary is paid in equal monthly instalments across the period of the fixed term.
- RGS staff salaries are reviewed on 1<sup>st</sup> August each year.
- The employee will receive a 30-minute unpaid lunch break.
- During term-time, staff are provided with a free lunch, if on site.
- Holidays – This role is term time only. The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for all year-round support staff. These holidays are pro rata'd to reflect the term time only working pattern and fixed term contract period. Holiday pay is incorporated into the annual salary and is split evenly over the period of the fixed term. Given the nature of the role and the operational requirements of the school, requests for leave within term time will not be permitted.
- For non-teaching staff we offer a support staff pension scheme with Aviva and on receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The Graduate Sports Assistant will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme. Details of the scheme will be provided on appointment.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child protection and Health and safety, a copy of which will be made available.

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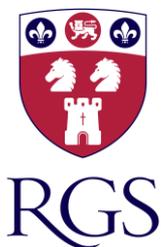
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- As with all RGS employees, the Graduate Sports Assistant will be encouraged to become involved in the wider life of the RGS community.
- It is the school's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- There is a staff car park on site with limited spaces available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses; specific needs to be discussed with Director of Sport and Assistant Director of Sport.
- We offer an interest free travel loan for a corporate Metro travel pass.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.
- Free use of a well-equipped gym, fitness suite and swimming pool.
- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.
- Supportive and friendly community.
- Opportunity to join in with RGS tradition and become a member of the Stowell, Collingwood, Horsley or Eldon House.



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## HOW TO APPLY

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

If you have any queries, please do not hesitate to email Angela Ponton (Director of Sport), details can be found below. If, having looked through the website ([www.rgs.newcastle.sch.uk](http://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:

1. A covering letter and
2. A fully completed RGS application form.

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](mailto:jobs@rgs.newcastle.sch.uk) by the closing date.

**The closing date for this role is 9.00am Monday 27<sup>th</sup> March 2023, however, early applications are encouraged as interviews may take place on an ongoing basis and appointments may be made before the closing date.**

### Expenses

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis [S.Ellis@rgs.newcastle.sch.uk](mailto:S.Ellis@rgs.newcastle.sch.uk) in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

### Safeguarding and Safer Recruitment

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2022).

### 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. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community.

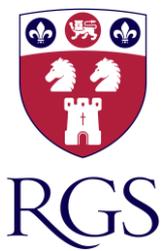
We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

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## CONTACT DETAILS

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Angela Ponton (Director of Sport) [a.ponton@rgs.newcastle.sch.uk](mailto:a.ponton@rgs.newcastle.sch.uk)

Tel: 0191 281 5711

General enquiries: [communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk)

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