

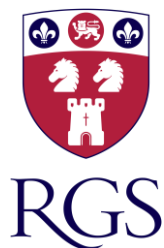
AFTER SCHOOL SUPERVISOR (Junior School)

(Part time, permanent)

JOB INFORMATION



RGS



AFTER SCHOOL SUPERVISOR (Part-Time, permanent)

Newcastle upon Tyne Royal Grammar School
Required from September 2023 or earlier



THE POSITION

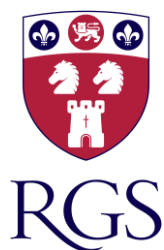
We are looking for an enthusiastic and vibrant person to work as part of a team to provide daily supervision for students aged between 7 – 11 years old from 3.30pm until 5.30pm in our Junior School, Monday to Friday, during term time.

The job entails being part of an existing team of 3 After School Supervisors helping to run calm craft activities, greeting parents and connecting them to their children for safe departure.

You will need to be student/parent focused and must actively support the school's ethos and vision.



Job description: After School Supervisor
Closing Date: 9.00am Monday 5th June 2023.
Contact: Junior School Head, James Miller (j.n.miller@rgs.newcastle.sch.uk)



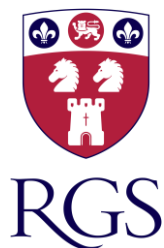
THE SCHOOL

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 2020. 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 260 of whom are in the Junior School. The Sixth Form of approx. 350 students is one of the largest in the independent sector. We became coeducational 20 years ago and girls now comprise 43% 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.





THE JUNIOR SCHOOL

Coursing through the veins of the Junior School community are our 4 Superpowers. We expect the children, the staff and the parents to practice and demonstrate these qualities as often as they can in their everyday lives:



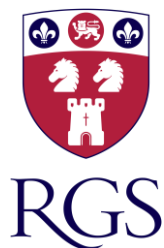
Sharing the site of the Senior School, the Junior School caters for boys and girls aged 7-11 with three parallel classes in Year 3 and Year 4 (approx. 20 per class) and three classes in Years 5 and 6 (approx. 24 per class), to give a total school roll of 270 presently. Selection is based on performance during Assessment Days for Year 3 entrants and an entrance Examination and Activity Day for Year 5 applicants.

The majority of the teaching takes place in the purpose-built buildings of Lambton House, for Years 3 and 4, and Brandling House for Years 5 and 6. Dedicated art & design technology rooms in Lambton House and a science lab and computer suite in Years 5 and 6 before transfer (without further assessment/selection) to the Senior School.

We aim to nurture a love for learning which helps our pupils make excellent progress across KS2, but more importantly, helps them to develop qualities that are crucial in the real world: curiosity, open-mindedness, resilience, resourcefulness collaboration and reflection.

In the Junior School, we encourage children to develop their abilities through active participation, and we pride ourselves on the wide range of activities and extra-curricular opportunities on offer. Sometimes it seems as if Junior School students are never in school!





We have a comprehensive programme of outdoor activity. Currently Year 5 have a residential visit to the North Pennines, whilst Year 4 have a wonderful week in the stunning location of Patterdale in the Lake District. Year 6 spend the second week of the autumn term under canvas up in the Cheviots, at Kirknewton near Wooler and Year 3 have an overnight stay in the Centre at the same place in the summer term. Further afield students travel at Easter to ski in the French Alps and we are hoping to launch a Year 6 Sports Tour in the near future.

In sport, we want all boys and girls 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, chess and gymnastics. These sports have clubs during the week (before, during and after school) and there are further clubs for fitness, fundamental movement and fencing. Teams compete at the highest levels. The school regularly has National Champions at gymnastics and swimming, and regional and HMC champions in rugby, hockey, chess and athletics.

Performing Arts in the Junior School are also of major importance, and the quality of music and dance performers and performances is tremendous. For example, the annual Dance Championship provides opportunity for display in all genres for boys and girls to celebrate their keenness for artistic movement; and the House Music event always showcases phenomenal individual talent.

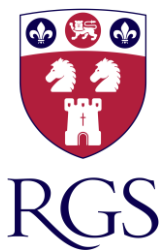
The RGS Junior School has 19 members of teaching staff, and three teaching assistants. There is some staff cross-over into the Junior School from Senior School staff in Music, Dance, and PE/Sport. Junior School staff are supportive, and the Staff Room is friendly and mixed in outlook with male and female colleagues of all ages. There is a very strong team spirit: this extends beyond the Junior School to the whole RGS staff which regularly comes together for staff training days and social events.



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MAIN DUTIES AND RESPONSIBILITIES

Junior School Duties include:

- On arrival at 3.45pm, reporting to Late Room to commence supervision. Late room begins at 3.45pm.
- Assisting with and creating activities for the students each evening in the junior school.
- Welcoming parents as they arrive to collect their children.
- Making notes of any particular discussions that need to be passed on to the school's management the next day.
- Attending to minor first aid matters as necessary.
- Completing the register of attendance in Late Room.
- A current First Aid qualification would be an advantage, but appropriate training will be provided, if required.

QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

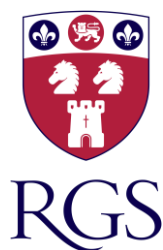
The following are desirable:

- 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.
- 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.

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TERMS AND CONDITIONS

- This is a part-time, permanent position to commence in September 2023 or earlier
- The employee will report to the Junior School Assistant Head (Pastoral)
- The employee will work 10 hours per week Monday to Friday during term time, i.e., 2 hours per day, from 3.30pm to 5.30pm.
- A salary based on the RGS Support Staff Pay Scale of c.£22k (FTE), pro rata'd to an actual salary of c£5k per annum.
- RGS staff salaries are reviewed on 1st August each year.
- During term-time, staff are provided with a free lunch, if on site.
- The employee will be entitled to normal school holidays and payment for holidays has already been incorporated into the salary.
- 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 employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme. Details of the scheme will be provided on appointment.
- The school also offers an optional healthcare plan for all staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply).
- 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.
- As with all RGS employees, the employee 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, and our middle leaders training programme for existing and aspiring managers.
- 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 James Miller (Head of Junior School), details can be found below. 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:

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 by the closing date.

The closing date for this role is 9.00am Monday 5th June 2023

Interviews will be held shortly after the closing date. We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

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 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).

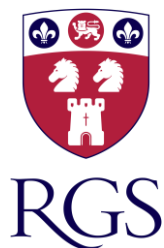
Equal Opportunities

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

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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.

CONTACT DETAILS

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

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

www.rgs.newcastle.sch.uk

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