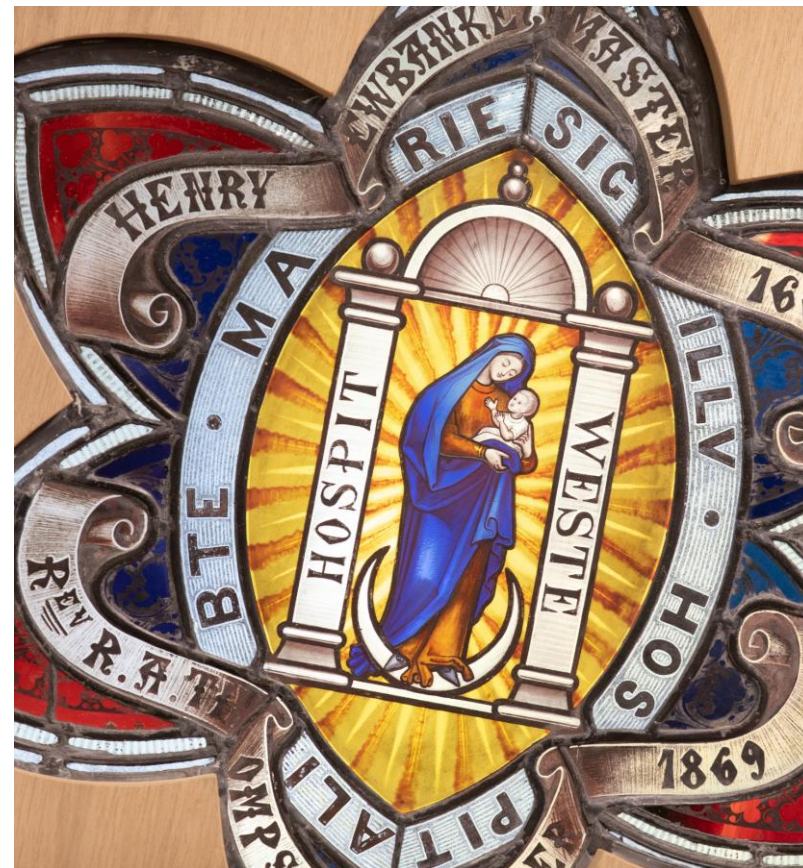




Head of Business Studies

Candidate Information Pack



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 winning 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 and it is testament to our students' commitment and teachers' dedication that we are ranked as one of the highest performing schools in the country.

The RGS was the Sunday Times' North East Independent School of the Decade in 2021 and we were the Telegraph Media group's overall Independent School of the Year for 2023 following winning the category for Outstanding Educational Partnerships. RGS was awarded the Sunday Times' North East's Independent Secondary School of the Year for Academic Performance for 2024 as well as overall Independent Secondary of the Year for the North East. In 2025 the school won Independent Senior School of the Year at the TES awards.

The Head of Business Studies is a tremendous opportunity for an innovative and energetic teacher to establish a new department and subject offering in the school. If you are committed to helping us develop our academic journey and apply the latest thinking in teaching and learning to lay the strongest possible foundations for our students, then we would be delighted to hear from you.

Geoffrey Stanford - Headmaster





RGS Newcastle

There's more to life at RGS...

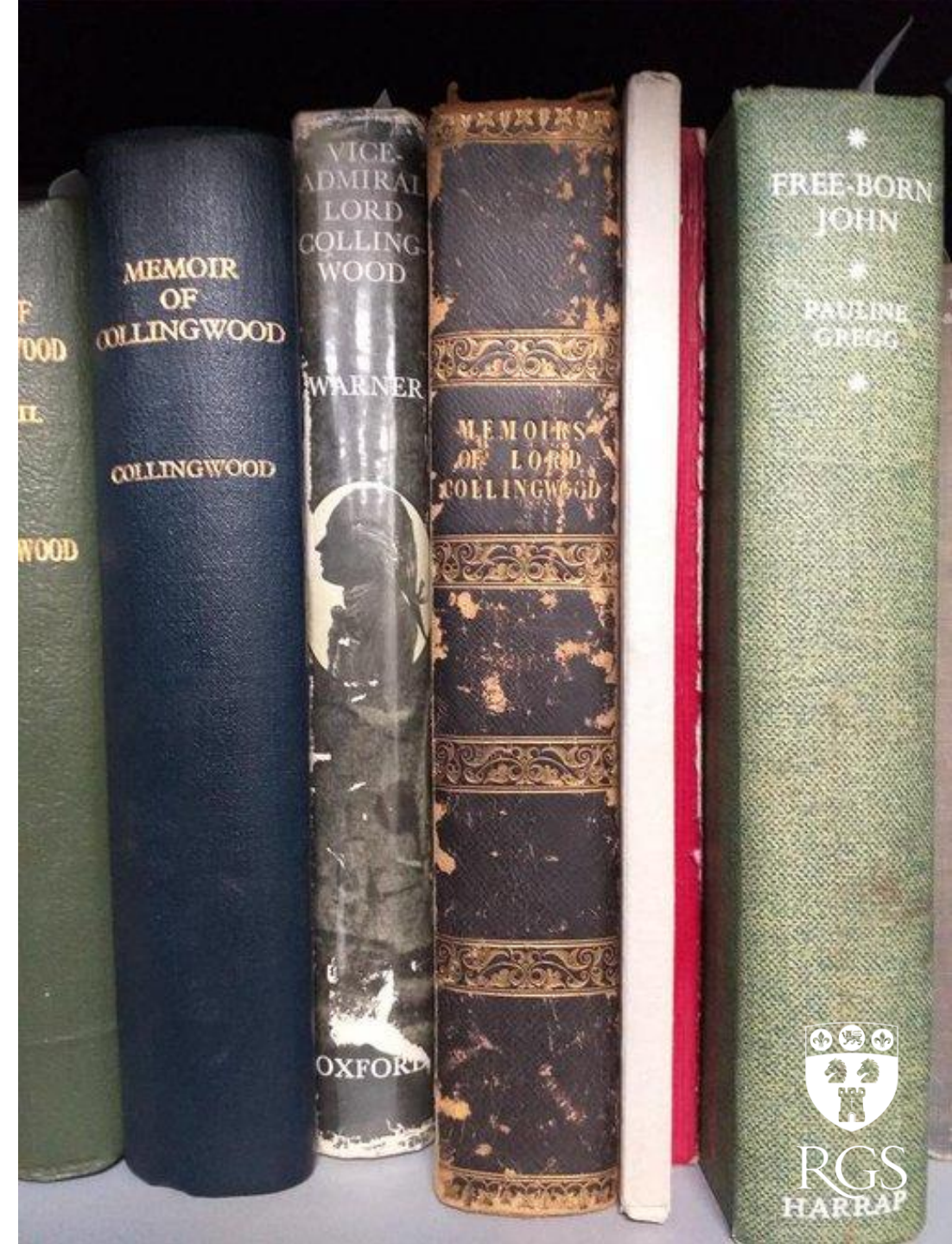
In 1525, the Mayor of Newcastle, Thomas Horsley, wrote his will, in which he generously gifted his estate to fund a grammar school. Five centuries later, Horsley's vision lives on in the Royal Grammar School Newcastle's corridors and classrooms, and his philanthropic spirit drives the RGS's commitment to education.

Few schools can claim a 500-year history. Over the years, the RGS, has continued to flourish as the premier independent school in the North East of England and as one of the country's leading schools - consistently topping the regional table for academic excellence.

Today, RGS is a fully co-educational school with over 1,300 students aged 7-18 (Years 3 to 13). Its academically selective places are highly sought after. The school has more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Its Sixth Form is one of the largest in the independent sector, with more than 340 students.

While RGS prides itself on academic excellence, the school is also known for its emphasis on a holistic education. The school's 'There's More to Life' approach informs its holistic education, which is central to students' success, health and happiness.

RGS is based in the heart of Newcastle, 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 modern 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 aims to promote excellence and 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



Academic Success

RGS is a special place, known and respected throughout the whole country as well as the North East. It's a place where aspirations are high, results are outstanding, and opportunities are endless. Our students go on to study highly selective courses at the most sought-after universities but also leave the school realising that life outside the classroom has been equally beneficial.

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.75 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 online tests and an interaction day. Sixth Form entry is through interview only.

Students sit baseline tests in Y7, Y10, and Y12 – the average GLA CAT score for both the current Y7 and Y12 is 117. We have several students who have the assistance of our dedicated Learning Support Team, which works across Junior and Senior School.

Value added is strong with Alps Education placing the school in the top 10% nationally for A level and the top 1% for GCSE. SEND students perform in the top 1% across both A level and GCSE.

Pastoral Care

We understand that all of our students are unique and different, and we strive to treat them as individuals, aiming to tailor our care to meet their needs.

That is why pastoral care is another critical cornerstone of RGS's holistic approach. Student well-being is embedded throughout school life, from a dedicated Form Teacher and an allocated Tutor to easy access to the school Medical Team and counsellors who work together to help students reach their full potential.





Co-Curricular Activities

At RGS, students can choose from over 170 co-curricular activities, ranging from music, drama, and sports to unique options like e-sports and knitting. All students are encouraged to discover what excites and inspires them.

Sport is also a central part of life at RGS, with students actively participating in a variety of activities including hockey, cricket, and basketball, from early morning until late afternoon. RGS views sport as a fundamental vehicle for students to develop lifelong skills, character, resilience – and, above all, a love for daily movement.

While it may seem tricky to balance schoolwork with so many exciting co-curricular and sporting activities, RGS has found that students actively engaged outside the classroom often perform even better academically. Both programs are designed to help students develop essential life skills, from self-awareness to decision-making and self-organisation.



The Role

This position arises following a decision to introduce Business Studies as a new A-Level subject in the Sixth Form.

The successful candidate will be a subject lead, initially sitting within the Economics faculty though with the expectation that it may develop into a separate department in due course, with the potential for the subject to be offered to different Key Stages in the school.

This role will initially report to the Head of Economics and is responsible to the Deputy Head Academic, working alongside other members of the Heads of Department body and wider school team.

This role has responsibility for the development and implementation of teaching resources and outcomes for Business Studies. In time, it might be that the role has line management of other members of the subject department.

The successful candidate will have experience of teaching Business Studies A-Level and in preparing students for university entrance for Business-related courses. They will be adept in creating resources, tracking performance, and maximising student outcomes.

The post brings with it the responsibility for overseeing a small budget.





Job Description

(The job description for this role is subject to regular review)

Head of Department as subject teacher

The Head of Department should play a full part in the school as a subject teacher.

Leadership of teaching and learning

The Head of a Subject Department exercises leadership of learning and of teaching in the department and therefore has responsibility for all aspects of management of the department; the deployment of staff and resources, conducting appraisals, providing regular positive encouragement where due and being willing to address tough issues on the occasions where necessary (seeking advice on employment law where necessary); the teaching and thus the quality of learning, attainment and progress of the students and the monitoring of these; the academic care of students; health and safety issues and the general welfare and professional development of the teachers in the department. The Head of Department naturally has a duty to lead the department in (and ensure departmental colleagues' contribution to) the furtherance of the school's ethos and vision and the declared educational aims and priorities.

Programmes of study

It is the responsibility of the Head of Department to ensure that programmes of study, schemes of work, syllabuses etc are fully planned, reviewed and developed as appropriate and effectively taught in order both to allow students to achieve their potential and to meet external (generally examination board) requirements. The Head of Department is also responsible for the accurate and timely submission to the Exams Officer of external exam entries.

Differentiation

The department should lay a strong emphasis on appropriate differentiation of work according to students' abilities.

Setting and marking work

The Head of Department should ensure that the department has coherent and useful policies for the setting and marking of work and homework, for expectations of standards that should be achieved and for assessment.

Reporting

The Head of Department must ensure that reporting to parents is consistent within the department and follows any whole-school policies in operation.

Induction and professional development

The Head of Department is responsible for the induction of new colleagues and also has a part to play in the continuing professional development and career planning of all members of the department.

Monitoring performance

The Head of Department should ensure that students' progress is tracked, and that intervention is agreed and implemented by the department where underperformance (potential or actual) is identified. It is also the responsibility of the Head of Department to monitor the performance of the department through value added and any other appropriate indicators.

Deployment of staff and resources

The Head of Department arranges with the Deputy Head Academic the deployment of members of the department so that the teaching requirements of the department are covered, in suitable accommodation and with adequate resources and facilities. The Head of Department has overall responsibility for any health and safety issues within the department, even if the routine management of such issues is delegated to a member of the department, and day-to-day management of any technical support staff attached to the department.

Planning and resources

It is the Head of Department's responsibility to manage and take care of the department's resources and to work with the Deputy Head Academic and Director of Finance each year to produce an appropriate annual budget for the department and to play a part in the school's strategic planning for the provision of IT throughout the school. The Head of Department is also responsible for the effective control of the budgets allocated to the department.

Communication and sharing good practice

Heads of Department should ensure that good practice is shared beyond, as well as within, the department. They should promote good communication within and between departments and with the school's senior leadership, both through formal Heads of Department meetings (at which the feelings of their department on school issues should be expressed and from which decisions and discussion should be relayed back to the department) and through informal means of keeping in touch with colleagues at all levels.

Co-curricular leadership

At the RGS it is also expected that Heads of Department will themselves be very active in the co-curricular activities that the school believes have a very positive impact on curricular learning, and that they encourage and support members of their department in doing the same.



Person Specification

Educational Attainment

- An outstanding academic record including a good degree in a subject that is part of the RGS curriculum.
- Qualified teacher.

Experience

- teaching in a highly academic context
- teaching another subject may be an advantage
- teaching the full 11-18 age range
- Experience as a subject leader would be an advantage.

Skills

- **Strong people management skills and the** ability to manage a team of professionals with clear direction and sensitivity
- Inspirational teaching in their own classroom
- The ability to inspire professional teachers to really push themselves in developing innovative teaching and learning strategies using technology where appropriate
- Excellent organisational skills in managing complex administrative tasks to tight deadlines
- The ability to delegate and develop the skills and professional aspirations of the members of the team
- Financial acumen in managing a budget
- The ability to recognise and develop skills of the members of the team in constructing a departmental timetable bid
- Flexibility, tact and diplomacy in dealing with teachers, non-teachers and senior leaders
- A clear understanding of the role of middle management in progressing the school's development plan and the department's place within that

Skills and Personal Qualities

- A dedicated team player, who strives for excellence and leads by example, with the ability to work as part of the SLT, contributing to effective strategic and operational decision making in a school setting.
- High professional standards of conduct, appearance and engagement with a commitment to personal professional development.
- Active supporter of Equality and Diversity.
- Confident and experienced public speaker 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 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.
- A keen eye for detail.



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 is culture and arts in the form of the award-winning BALTIC Art Gallery and The Glasshouse performance venue, alongside several theatres that attract national touring productions. There is 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 is 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 and 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

- The role will commence in September 2026
- **Salary** - The salary will be commensurate with the seniority of the role.
- For Teachers, the school offers an alternative to the TPS, The Aviva Pension Trust for Independent Schools (APTIS) which is a defined contribution and salary exchange scheme administered by AVIVA. There is provision for life assurance and income protection under the APTIS scheme and increased flexibility regarding employee contributions and fund management. Further information on the APTIS scheme and salary exchange will be made available on appointment.
- The employee will become eligible for sick pay under the RGS Teachers Staff Sick Pay Scheme. Details of the scheme will be provided on appointment.
- This is a permanent post with the school.
- This is a full-time post
- Working hours will be those necessary to carry out the duties of the post, including attendance at parent conferences, RGS Open Day and special whole school events.
- The Head of Business Studies will, initially, be line managed by the Head of Economics and report to the Deputy Head Academic.
- They will be required to comply with a range of RGS policies, in particular, those regarding Data Protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.



What we offer

- During term-time, staff are provided with a free lunch, if on site.
- The school offers an optional healthcare plan for staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply). Further information will be available to the employee once in post.
- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- 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.
- 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.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.





RGS Sport

Sports Reception



RGS

What we offer

- We offer an interest free travel loan for a corporate Metro travel pass after a qualifying period. Further information will be available upon starting in post.
- We offer a Bike to Work scheme for qualifying members of staff. Terms and conditions apply. Details will be shared upon starting in post.
- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.
- Access to our onsite confidential counselling service.
- Access to the school's library service and a wide range of reading materials.
- 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.





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 neurodivergence, 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.



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 Safeguarding 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

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

The closing date for this vacancy is 9.00am on Monday 17th November.

Please visit www.rgs.newcastle.sch.uk/join-us/work-with-us to access our application form and further information for applicants.

Applications should be sent directly to jobs@rgs.newcastle.sch.uk and include the following:

- A covering letter and,
- A fully completed RGS application form.

Note: You must complete the application form, even if you want to also attach a CV.

Please note that the RGS is committed to the safeguarding of children and applies the Government's Keeping Children Safe in Education Safer Recruitment procedures.

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 arrange a call with the Chris Quayle (Deputy Head Academic) on 0191 281 5711.





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RGS