

**SUPERVISORY  
ASSISTANT  
(Part Time)  
JOB  
INFORMATION**



RGS



# **SUPERVISORY ASSISTANT**

(Part time)

Newcastle upon Tyne Royal Grammar School  
Required from September 2023



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## **THE POSITION**

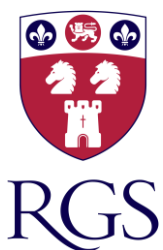
We have a fantastic opportunity for a professional and enthusiastic individual to join our supervisory team in providing a high quality and responsive supervisory service over the lunch time period.

This role will involve working closely with our students both to support their needs and to ensure good order in the Senior School. Applicants should therefore be comfortable to work in this environment and feel that they can actively support the ethos and aims of the school.



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Job Description: Supervisory Assistant  
Closing Date: 9.00am Monday 14<sup>th</sup> August 2023  
Contact: [jobs@rgs.newcastle.sch.uk](mailto:jobs@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. Most recently, RGS was awarded the Sunday Times' 2023 North East's Top Independent Secondary School for Academic Performance. 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.

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 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.



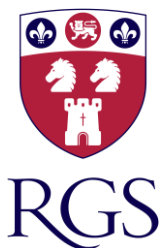
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## MAIN DUTIES AND RESPONSIBILITIES

- The Supervisory Assistant will join a team of staff undertaking supervisory tasks across the school.
- The Supervisory Assistant will report to the Senior Deputy Head.
- The principal duty will be to supervise Senior School students during the lunch period in social areas which may be inside and outside. This will include managing student behaviour in line with the school's policies and procedures.
- The role will also require the Supervisory Assistant to actively support the pastoral care needs of the students and to be on the lookout for any concerns that individuals may be struggling with.





## 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.
- A current First Aid qualification would be an advantage, but appropriate training will be provided if required.

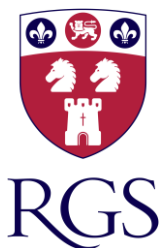
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## HEALTH AND SAFETY

An awareness of health and safety is essential. The post holder must perform their duties in accordance with the school's health and safety procedures and policies, taking remedial action and reporting hazards where additional action is required.

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## LIVING IN THE NORTHEAST

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.

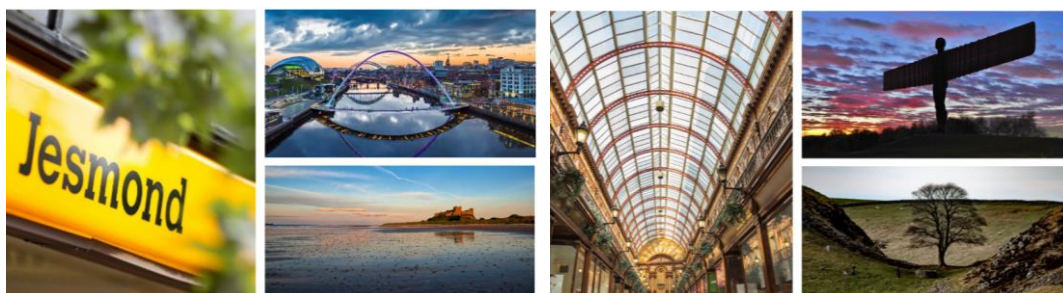
If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice 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.

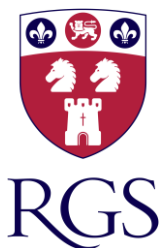
History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

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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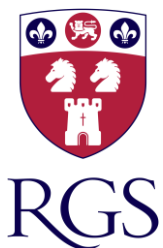


## MAIN TERMS AND CONDITIONS

- This is a permanent role with the school.
- This is a part time, term-time only role which is expected to start in September 2023.
- The normal working hours for this role will be 12.30pm-2.00pm per day, for up to 5 working days depending on the availability of the successful candidate (to be discussed during interview).
- The successful candidate will also attend work on the annual safeguarding training day at the start of each academic year (date varies each year). Payment for this day is included in the salary for this post.
- The full-time salary for this post will be in the region of £21k gross per annum (Full Time Equivalent) on the RGS Support Staff Salary Scale. As this role is part time and term only (+ a day for safeguarding training), the salary will be pro-rata'd to circa £3k gross per annum (based on 7.5 hours per week), equal to £11.15 per hour.
- RGS staff salaries are reviewed on 1<sup>st</sup> August each year.
- Holidays are pro rata'd to reflect the part-time nature of this role and must be taken during the school holidays. Given the nature of this role, holidays during term-time will not be permitted.
- The post will report to the Deputy Head.
- 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, Staff Behaviour and Health and Safety, a copy of which will be made available.



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## WHAT WE OFFER

- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). 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. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- 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 after a qualifying period. Details of the scheme will be provided on appointment.
- The school 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). 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.
- It is the school's policy 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.
- 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 after a qualifying period. Further information will be available upon starting in post.
- 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.

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- 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

Enquiries about this post should be made in the first instance to Tom Keenan (Deputy Head) [t.keenan@rgs.newcastle.sch.uk](mailto:t.keenan@rgs.newcastle.sch.uk).

During school holidays, please also forward any queries to [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk) or call 0191 281 5711.

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

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. 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 14<sup>th</sup> August 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](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.

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## 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

Tel: 0191 281 5711

General enquiries: Tom Keenan (Deputy Head) [t.keenan@rgs.newcastle.sch.uk](mailto:t.keenan@rgs.newcastle.sch.uk) or [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk), [communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk) or [www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)

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