



ROYAL GRAMMAR SCHOOL

Newcastle upon Tyne

HEAD OF ACADEMIC SYSTEMS

Required from September 2024

We have a unique opportunity for a highly organised, analytical, and detail-orientated individual to join us as Head of Academic Systems. This is a brand-new role at the school, from September 2024, which has been created to support and work in collaboration with the Deputy Head Academic to manage and coordinate the schools' key academic systems including academic reporting, timetabling, internal examinations, student academic tracking, and analysis of examination data.

This would provide an excellent opportunity for individuals who are seeking to gain experience of and exposure to whole-school initiatives, processes, and management. As such, it would be ideal for those seeking to move on to Senior Leadership roles in the future. However, we do encourage applications from both teaching and non-teaching backgrounds as the role could suit either depending on the experiences and skillset of the candidate.

Hours: This is a full-time position (Monday- Friday) during RGS term time plus 10 days outside of term time. The additional days will be worked during the summer holiday to support the exams results period, prepare for the next academic year and will include all staff training days. The normal core hours will be 8.30-4.30pm Monday to Friday, unless the Head of Academic Systems is involved in any role related duties which may incur after school hours, e.g., parent conferences, options evenings. Please see job information for further details.

Salary: RGS has a very competitive salary structure and will be offered based on the experience and skills offered by the successful candidate. The actual agreed salary will be determined by either the RGS Teacher Salary Scale or the RGS Support Staff Salary Scale, depending on the type of contract and salary review dates will be as set for each contract type- this can be discussed during interview.

RGS is 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 are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All posts are subject to pre-interview referencing, internet searches and pre-employment checks including an enhanced DBS check with children's barred list check.

CLOSING DATE

9.00am Friday 15th March 2024

TO APPLY

For full details please see www.rgs.newcastle.sch.uk/join-us/work-for-us

CONTACT DETAILS

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



@RGSNewcastle