

**SUPERVISORY
ASSISTANT
(Part Time)**

**JOB
INFORMATION**



RGS



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SUPERVISORY ASSISTANT (Part Time)

Newcastle upon Tyne Royal Grammar School
Required from March 2025



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.



Job Description: Supervisory Assistant (Part Time)
Closing Date: 9.00am Monday 6th January 2025
Contact: Tom Keenan (Deputy Head) t.keenan@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.

In 2023, RGS was named overall 'Independent School of the Year' in The Telegraph Group's national awards. RGS also consistently tops the region's academic league tables and was awarded the Sunday Times' 2024 North East's Top Independent Secondary School, both the overall winner and for Academic Performance. While we pride ourselves on academic excellence, we are just as well known for our 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 is fully co-educational with over 1,300 students aged 7-18 years (Years 3 to 13) and our academically selective places are highly coveted. We have more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Our Sixth Form is one of the largest in the independent sector with more than 340 students.

The school is based in the heart of the City, immediately opposite Jesmond Metro station and our excellent transport links attract students from far and wide. The school occupies over 30 acres of land and has state-of-the-art facilities, including a 25m swimming pool, two Sports Halls, five new art studios, a new library, a new Sixth Form Centre, a Performing Arts Centre with professional-standard theatre, several outdoor football/rugby pitches, an artificial turf pitch and the former County Cricket Ground.

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.



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MAIN DUTIES AND RESPONSIBILITIES

- The Supervisory Assistant will join a team of staff undertaking supervisory tasks across the school site.
- 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/EXPERIENCE

Desirable:

- Experience of working in a school or similar environment.
- A current First Aid qualification would be an advantage, but appropriate training will be provided if required.

Essential:

- The postholder 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.
- The postholder must:
 - be confident and courteous.
 - have excellent timekeeping.
 - have a tidy appearance.
 - Have excellent verbal communication skills.
- Show an understanding, or willingness to learn the issues associated with working among young people in a school. These include safeguarding, health and safety, security and handling confidential information.
- Be able to work as a member of a team in a busy environment.
- Have a strong commitment to quality standards and good practice as they relate to behaviour.
- Have a willingness to actively support the ethos and aims of the school.
- Have a personal commitment to professional development.





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.

MAIN TERMS AND CONDITIONS

- Start date: We expect the role to start March 2025 pending completion of the successful candidate's pre-employment checks.
- The post will report to the Senior Deputy Head.
- This is a permanent post with the school.
- The weekly hours will be 4.5 hours per week during term time.
- The normal daily hours for this role are as shown below, however, in time, the school may be able to offer additional hours:
 - Monday: 12.30pm - 2.00pm
 - Wednesday: 12.30pm - 2.00pm
 - Friday: 12.30pm - 2.00pm.
- The successful candidate must also attend work on the annual safeguarding training day at the start of each academic year (date varies each year).
- The full-time salary for this post will be in the region of £22k 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 £3.5k gross per annum (based on 7.5 hours/5 days per week), equal to £11.71 per hour.
- RGS staff salaries are reviewed on 1st August each year.
- As the successful candidate's employment will commence mid-way through the school academic year, there will be a shortfall on the holiday accrued to cover the holidays during the 2024/2025 school year. We will discuss options around how the holiday shortfall could be balanced at interview.
- Beyond the first academic year, the employee will be entitled to normal school holidays and payment for holidays will be incorporated into the annual salary.
- 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 Code 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 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.
- 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.
- We offer a Bike to Work scheme for qualifying members of staff. Terms and conditions apply. Details will be shared upon starting.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.



- 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.
- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.
- Supportive and friendly community.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.



HOW TO APPLY

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

Enquiries about this post should be made in the first instance to Tom Keenan (Deputy Head) in the first instance. For an informal chat about the post, contact Tom Keenan on 0191 281 5711 or email t.keenan@rgs.newcastle.sch.uk. **Please note that the school will be closed from 20/12/24 until 06/01/2025 and as such response times will be delayed.**

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. Please email all documents to jobs@rgs.newcastle.sch.uk by the closing date.

The closing date for this role is 9.00am Monday 6th January 2025.
Interviews are likely to be held w/c 13th January 2025.

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 Keeping Children Safe in Education Safer Recruitment procedures to all candidates including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. More information regarding the checks can be found in our Information for Applicants [here](#), and '[Keeping Children Safe in Education](#)' (September 2024)



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.

We strive to achieve a diverse workforce, fully representative of our pluralistic society and the ethnic make-up of the student population in the UK. People of colour are under-represented on our staff team. We are keen to attract applicants from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of Black, Asian, and ethnic minority heritage as well as White heritage.

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

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