

# Deputy Head (Co-Curriculum)

Candidate Information Pack



RGS



# 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 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, 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 both 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 core to a well-rounded education is a diverse, challenging and fun co-curricular programme.

The post of Deputy Head (Co-Curriculum) signals the high priority we place on this aspect of life at RGS. The breadth of co-curricular activities available is already immense and delivered by dedicated teaching and support staff. The successful candidate will join our dynamic Senior Leadership Team to develop our Co-Curricular programme yet further, ensuring that the opportunities available are of consistently high quality and that participation is high. Every student in the school should have the opportunity to engage in activities that develop team and leadership skills, build confidence, explore new hobbies and have fun with contemporaries. The right candidate will also actively support the determination of the school to raise aspiration and attainment for bright children across the North East, through our established bursary and partnership programmes.

We hope to ensure that our young people leave school as kind, interesting, independent-minded individuals with real strength of character, who are willing to take on responsibility and motivated to contribute to society. If you are committed to helping us develop the quality of our co-curricular offer to lay the strongest possible foundations for their future, then we would be delighted to hear from you.

Geoffrey Stanford  
Headmaster







RGS



# RGS Newcastle

## There's more to life at RGS...

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. 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 RGS is consistently awarded the Sunday Times' North East's Top Independent Secondary School for Academic Performance. While we pride ourselves on academic excellence, we are 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.

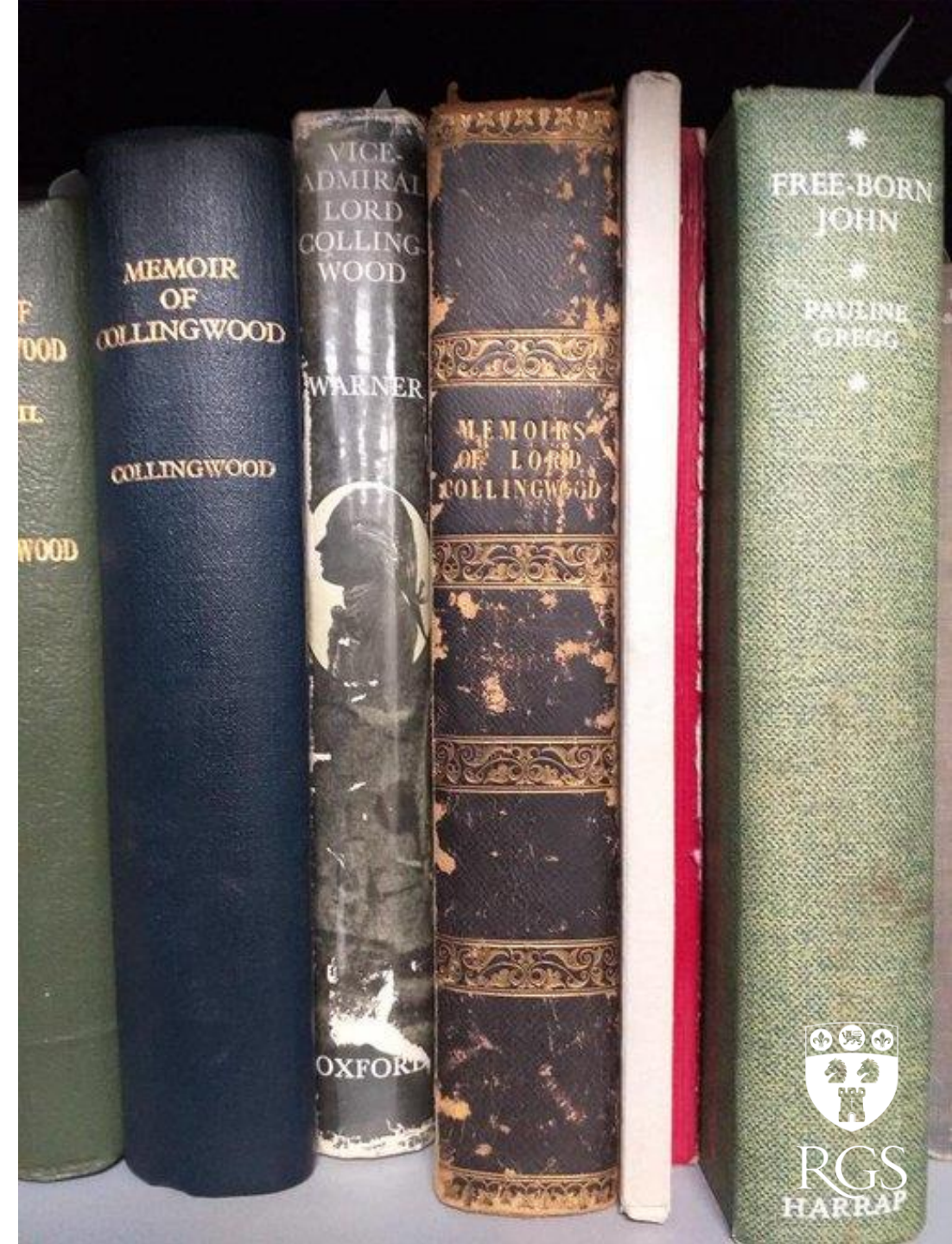
Today RGS is fully co-educational with over 1,300 students aged 7-18 years (Years 3 to 13), including more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Our Sixth Form is one of the largest in the independent sector with more than 330 students.

The school is based in the heart of the City, immediately opposite Jesmond Metro station. We benefit from over 30 acres of land with 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.

RGS is a special place, known and respected throughout the whole country as well as the North East. It is 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 in this country and internationally. Importantly, they 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, Y9 and Sixth Form). The biggest entry points are Y3 (60 students), Y7 (c.75 students) and Y12 (c.45 students). Beyond the academic, 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 admissions test and interview. 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 students who have the assistance of our dedicated Learning Support Team, which works across Junior and Senior School.

Academic selection and excellent teaching mean that the school's results are exceptional. The published figures for 2024 are on the school's website. For A-Level, 37.1% of A-Level grades were at A\*; 71% A\*- A; and 91.1% A\* - B. For GCSE, the proportion of grade 9s was 44.7%; 9 – 8 was 70.1%; and 9 – 7 was 85.6%. In 2023, our results placed the RGS 51st nationally in The Sunday Times Parent Power league tables, up from 73rd place in 2022. Additionally, Top School Guide ranked the RGS 16<sup>th</sup> nationally for co-educational schools; and overall, 37<sup>th</sup> for A-Levels and 48<sup>th</sup> for GCSEs. Furthermore, School Sports Magazine recently ranked the RGS as the 27<sup>th</sup> best sports school (independent and state) in the UK.









# 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









# The Co-Curriculum at the RGS

The emphasis on a broad co-curricular programme throughout the school is based on the conviction that individuals thrive in an environment in which their abilities and talents are recognised and nurtured. The excellent sporting and performing arts facilities enable a rich and diverse array of co-curricular activities, with the emphasis being both on broad participation and high performance. The scale of the RGS allows the provision of a wide range of opportunities, allowing pupils more scope to find activities they truly enjoy, learn life skills and develop confidence in themselves.





# The Role

This position arises following the appointment of the current postholder, Andrew McBride, to be Headmaster of Rossall School.

The successful candidate will be a key member of the Senior Leadership Team.

This role is **responsible to** The Headmaster.

This role **works alongside** other members of the Senior Leadership Team, comprising the Senior Deputy Head, Director of Finance and Operations, Deputy Head (Pastoral), Deputy Head (Academic), Director of External Relations, Director of Partnerships, Head of Sixth Form and Head of the Junior School.

This role has responsibility for all staff leading or participating in cocurricular activities, including educational visits, and directly line manages:

- Director of Sport
- Director of Music
- Head of Drama
- CCF Contingent Commander

The successful candidate will lead and be responsible for the co-curriculum of over 1300 students, boys and girls, aged 7-18. They will be responsible for the communication and implementation of co-curricular policies and procedures.

The successful candidate will have had some managerial experience either as a Deputy Head elsewhere or in a significant middle leadership role and may be hoping to move on to a Headship in due course.

By its nature, and in line with the expectations of senior leadership, the work of the postholder is not confined exclusively to term times.

The post brings with it the responsibility for overseeing a number of budgets, some very large.







Sports Reception

RGS Sport





# Job Description

(The Job description of this role is subject to regular review)

## Strategic

The Deputy Head (Co-Curriculum) is responsible, in consultation with the Head, for setting the strategic direction for the School in all aspects for the holistic education outside the classroom that is offered by the School. Working with others, they are tasked with ensuring excellence across all aspects of the co-curricular programme.

- Develop a broad, enriching and high achieving co-curricular programme, aiming to expand opportunities for student leadership and teamwork.
- Communicate the development of the co-curricular programme to pupils, staff, parents, Governors and the wider community as necessary.
- Take forward the sports, performing arts (music, drama and dance) outdoors education and other co-curricular activities to inspire, motivate and support all pupils throughout their journey and ensure an appropriate balance between breadth of participation and high performance.
- Work alongside the Director of Partnerships to develop service and community activity as a central experience for all pupils through the student co-curriculum and provision of our expertise and facilities.
- Contribute to the School development plan and support the development of school policies.





# Job Description

(The Job description of this role is subject to regular review)

## Operational

- **Chair the following meetings and committees:**
  - Co-curricular Committee meetings (as needed)
  - Calendar clash meetings (termly)
  - Event coordination meeting (weekly)
- **Attend the following meetings and committees**
  - Senior Leadership Team meetings (weekly)
  - Heads of Year meetings (half termly)
  - Heads of Department meetings (half termly)
  - Health and Safety Committee (termly)
  - The Governing Body's Education Committee (termly)
  - Any others as identified by the Headmaster
- Lead and manage all aspects of the co-curriculum, with overall responsibility for the performance and effectiveness of his/her direct reports and their management of structures and staff to ensure enriching opportunities for all pupils.
- Take responsibility for the school calendar process and priority structure to avoid or resolve clashes, planning a coherent programme of major public events and ongoing activities to ensure best use of our facilities for the benefit of our pupils and other key stakeholders
- Oversee day-to-day running of activities in school, ensuring calendaring is effective and that communication is clear between all areas of the school.
- Oversee the effective use of SOCS software for the co-curriculum and develop the systems for limiting clashes between activities.
- Propose term dates for discussion with the Senior Leadership Team.
- Act as the School's Educational Visits Coordinator (EVC), with overall responsibility for the organisation of all residential visits and day trips including coordination, staffing and overseeing risk assessments through the Evolve trip management software.
- Provide oversight and control of the co-curricular budget delegated to co-curricular departments and trip leaders.







# Job Description

## Staff

- Staffing all aspects of the co-curriculum, with involvement in the interview and induction process for new teaching staff
- Ensure a fair allocation of staff involvement in the co-curriculum in conjunction with the school's wider workload analysis, monitoring and evaluating staff participation in the co-curriculum
- Supporting Heads of co-curricular departments in monitoring, evaluating and developing the quality of co-curricular provision
- Support Heads of co-curricular departments in the production and periodic review of departmental development plans

## Pupils

- Monitor and evaluate student participation and performance in the co-curriculum both individually, developing systems to facilitate appropriate reporting to parents, and collectively.
- Ensure that the co-curriculum as a whole operates smoothly in the interests of the pupils, including acting as primary point of contact for pupil and parental concerns regarding the co-curriculum, identifying needs, acting on them and bringing solutions and ideas to the Senior Leadership Team
- Manage the spread of activities across the week to limit clashes, monitor the load of commitments on students and adjudicate, where necessary, on the priorities of individual pupils in their co-curricular lives
- Manage emerging talent list of pupils performing at a high level across the full range of co-curricular disciplines including organising mentoring in school and responding to requests for dispensations to miss school time.
- Promote the philosophy of student leadership and develop systems to encourage and track engagement in cocurricular activities.

## General

- Teach approximately one quarter of a full timetable and take assemblies when necessary.
- Ensure the school meets the relevant Health & Safety requirements relating to co-curricular activities, working with the Senior Deputy Head and Director of Finance and operations on matters of compliance and ISI preparation
- Be an authoritative presence around the School throughout the day, support other members of the SLT in the efficient daily running of the school and share daily duties with other members of senior leadership team.
- Weekend presence during term time, particularly for Saturday sports fixtures, to provide senior oversight of co-curricular activities taking place on the school site and availability to act by rotation as the senior member of staff on call for issues relating to trips during holiday periods
- Attend as wide a range of school functions as possible, to support pupils and staff in their activities and endeavours
- Represent the School at external meetings and undertake any further tasks as directed by the Headmaster





RGS



# Person Specification

## Educational Attainment

- A good degree in a subject that is part of the RGS curriculum
- Likely to be a qualified teacher, but this is not a necessity
- Other relevant professional and/or management qualification(s) desirable but not essential

## Knowledge and Experience

- Good understanding of developments in co-curricular education nationally and internationally
- Significant and successful experience at middle leader level (pastoral, academic or co-curricular)
- Enthusiasm for and understanding of all aspects of the co-curricular programme, recognising and being excited by the opportunities presented at the RGS to develop the co-curricular programme even further
- Experience of delivering co-curricular activities to a high standard in a high performing school
- Have the highest professional standards of conduct, appearance and engagement with a commitment to personal professional development.
- Recognise and be excited by the opportunities presented at the RGS to develop the co-curricular programme even further
- Experience of enabling the successful development of staff
- Experience of reviewing and managing budgets
- Knowledge and experience in assessing and managing risk
- A strong understanding of and commitment to safeguarding requirements in the co-curriculum

## Skills and Personal Qualities

- A dedicated team player, who strives for excellence and leads by example
- An appreciation of the importance of a holistic education involving both the academic curriculum and the co-curricular programme
- Active supporter of Equality and Diversity
- Excellent communication skills, both written and oral, 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 stays 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
- Able to articulate and deliver a broad and deep understanding of the benefits that co-curricular activities bring to developing well-being and mental health of pupils and staff
- Understanding of the role in the context of safeguarding children





RGS



# 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

- **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 evenings and weekend activities. It will also include SLT after school duty on rotation and sharing with other SLT colleagues the responsibility for being on call when residential trips are away over holiday periods.
- The Deputy Head Co-curriculum will report to the Head.
- 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.





# 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 28th April 2025

Please visit [www.rgs.newcastle.sch.uk/join-us/work-with-us](http://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](mailto: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.

Longlist 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 Headmaster, Geoffrey Stanford, at [hm@rgs.newcastle.sch.uk](mailto:hm@rgs.newcastle.sch.uk) or on 0191 281 5711.

It may also be possible to organise the opportunity to visit the school prior to the end of the spring term.







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