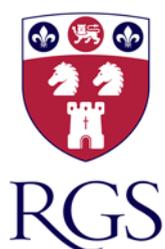
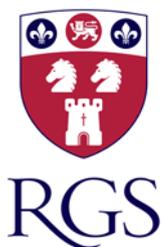




**INFORMATION  
FOR  
APPLICANTS  
Support staff**





## INFORMATION FOR APPLICANTS (Support Staff)

Newcastle upon Tyne Royal Grammar School

---

### THE SCHOOL

Although the exact date is a matter of argument, tradition has it that the Royal Grammar School was founded in 1545. The RGS continues to flourish today as the premier independent school in the North-East of England and as one of the country's leading schools. Over the centuries the school has moved five times but has occupied its present site in Jesmond, Newcastle upon Tyne, since 1906.

The RGS has grown substantially in recent years. There are now some 1300 students, 250 of whom are in the Junior School. The Sixth Form of 360 is one of the largest in the independent sector. The school has a strong tradition of welcoming students from all backgrounds; the school used to have over 300 students on Assisted Places and has introduced a bursary scheme to replace them in some measure. The efforts of the bursary campaign and the support from its benefactors has made it possible to provide financial assistance for some 80 students, the great majority of whom receive support at a level of 90% or above.

In September 2001 we welcomed our first group of girls into the sixth form and girls have been represented in all year groups since 2008; overall, they now comprise 41% of the school. Coeducation is thus well advanced and developing all the time: but we're not complacent, and keep working at it.

The school's philosophy is centred on its dedication to high-quality education. Boys and girls flourish in an atmosphere of academic endeavour and success. Staff and students alike share high expectations and teachers are dedicated to helping and encouraging their students to succeed. As a result, the RGS has an academic record consistently high in the national league tables. In 2018, 26.1% of all A level entries gained the A\* grade, 87.4% at A\*/B. At GCSE, in 2018 63.7% of grades were at A\*, 83.7% A\*/A. In those subjects where the new number grades were used (six subjects), 54.2% were at 9, 90.9% were grade 7-9. It was pleasing, though not entirely surprising, that the *Sunday Times* named the RGS *Best School in the North* in both 2014 and 2015, and in 2017 RGS was named *Best School in the North East*: you have to go a long way to find a school outperforming us.

Half of our Year 7 cohort comes up every year from our own Junior School. They certainly gain excellent learning habits there: the Junior School's record in Key Stage 2 tests is both excellent and consistent. In 2018, 100% of RGS students met or exceed expectations in Maths and Reading, completely bucking the national trend. Over the last decade the aggregate score for SATS performance has put the Junior School routinely in the top ten nationally in the *Sunday Times Parent Power* league tables for Independent Preparatory and Junior Schools.

Extra-curricular involvement and excellence feature prominently at the RGS. There are constant examples of outstanding performance in such disparate areas as chess and rugby, gymnastics and music, football and drama, hockey and debating.

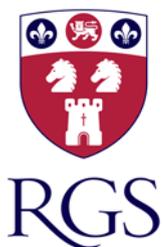
Further information about the school is available on our website: [www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)

---

### EQUAL OPPORTUNITIES

The RGS is an equal opportunities employer, actively seeks applications from candidates of both genders and all backgrounds and strives always to live up to the demands of good practice in *Equal opportunities and race equality policy*.

---



## FACILITIES

The RGS's excellent facilities are based around a fine 1906 building. The last two decades have seen a vigorous programme of building and development, creating a new Science and Technology Centre, sports hall, dining hall, Junior School (on-site) and Performing Arts Centre (with spectacular 300-seat theatre) as well as numerous refurbishments of older buildings. We are currently half-way through a multi-million building and development programme, Project XL, taking the school forward to the year 2040 with outstanding facilities matched by few independent day schools. In the latest phase we completed a major new sports facility fitting between the school's existing sports hall and all-weather pitch: this comprises a new six-lane 25-metre swimming pool; a second sports hall above it; new fitness, weights and aerobic dance facilities; and changing rooms to accommodate all the school's foreseeable sporting needs.

On site the school has an excellent all-weather hockey (multi-use) pitch, netball courts and one rugby pitch. Within walking distance it has other grass pitches and, for cricket, it holds the historic Jesmond (Northumberland County) Cricket Ground on a long lease. Other facilities are hired in at need, but it is remarkable that a city centre school has such facilities immediately available without having to bus students out to them.

In September 2019, our phase 3 of Project XL will open. The building will be home to a new state-of-the-art library, art studios, maths classrooms, a pastoral suite and an assembly space.

---

## LOCATION AND DIRECTIONS

The RGS is in Jesmond, close to Newcastle city centre and Newcastle and Northumbria Universities. It is 70 yards from Jesmond Metro station, three stops from Central Station and eight from the airport. There is parking for staff, though it is limited: train/metro is easier.

---

## THE APPOINTMENT

The appointment will be offered subject to the conditions of appointment which follow. These include satisfactory DBS child protection checks: evidence of good health; proof of qualifications/degree certificate etc. Legal and official matters are dealt with below and in the *Disclosure policy* and *Statement on the recruitment of ex-offenders* elsewhere on the website. Please read these lengthy but necessary additional notes carefully. We regret that they are not as 'user-friendly' as the preceding information, but hope you'll understand the necessity to be very precise: we are obliged by the DBS to follow certain procedures and to have particular policies in place. Besides, we take child protection (safeguarding) very seriously and do all we can to ensure that our procedures are effective, safe and carefully followed.

A criminal record is not necessarily a bar to appointment; (see *Statement on the recruitment of ex-offenders*). Each case will be treated on its merits, but a failure to disclose any conviction in an application will be a bar. Such a disclosure should be made in a separate sealed covering letter to the Headmaster or Bursar marked "Private and Confidential". As mentioned above, all new members of staff are also required to submit a medical declaration to the School Medical Officer (after the offer of the job) and to give proof of identity and qualifications before their appointment can be confirmed.

---

## CONDITIONS OF APPOINTMENT

Any offer of appointment will be subject to the following pre-conditions:

- The completion by you of a confidential form of declaration of health (after offer of appointment) and, if necessary, a satisfactory report following a medical examination.



- Evidence or other verification of your qualifications.
- Two satisfactory references: **one must be from your current or most recent employer** (your *employer*, not your immediate line-manager).
- The completion of a Contract of Employment in the standard terms offered by the Governors (this is however issued after you take up the appointment: in the meantime the letter of appointment will offer you the employee protection that you need).
- A satisfactory disclosure form for you from the Disclosure and Barring Service (DBS). The school is obliged to see this under arrangements introduced for the protection of children. All information given by you, or received from the police, will be treated in the strictest confidence. The failure by you to declare any conviction or other Court Order may disqualify you from appointment or, if appointed, result in the immediate termination of your Contract (see 5 below). All considerations and decisions relating to matters in paragraphs 4 and 5 are in the absolute discretion of the Governors and the Headmaster, having regard to the duty of care they owe to the students at the school.
- A declaration signed by you that you have not been involved in any court proceedings, or a statement signed by you detailing any such proceedings, and the outcome. Because a support staff post at the Royal Grammar School involves substantial opportunity for access to children, it is exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to 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) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act (see *Statement on the recruitment of ex-offenders*). You can do this either by attaching a statement to that effect to your application or, if you are offered the post, by signing such a statement at that point. This statement must say:

*I confirm that I am not on the DBS Children's Barred List or disqualified from working with children. I further declare that I have no 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).*

In addition, if the position involves supervising children under the age of eight outside normal school hours or managing the supervision of children under the age of eight you will further required to confirm that you have not:

- Been barred from working with children i.e. included on the Children's Barred List
- Been cautioned for, convicted of or charged with a violent and sexual criminal offence against children or adults, at home or abroad
- Been issued with an order against you relating to my care of children
- Had your registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering.

You will also be required to confirm that you do not, to your knowledge, live in the same household as anyone to whom those categories apply.

If you cannot sign such a declaration, you are not necessarily disbarred from applying and being offered a post at RGS. Please read the *Statement on the recruitment of ex-offenders* carefully and, if in doubt, call the Headmaster or Bursar to discuss the matter in the strictest confidence.

---

---

## CONTACT DETAILS

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

Tel: 0191 281 5711

General enquiries: [hm@rgs.newcastle.sch.uk](mailto:hm@rgs.newcastle.sch.uk)  
or [communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk)

[www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)

