

# Information for Candidates

Appointment of

## Director of Sport/Performance Director

from September 2018



# Introduction

Reigate Grammar School is an independent co-educational day school for pupils aged 11 to 18. It is a highly successful, happy and exciting school which aims to provide a broad and balanced education to boys and girls that will prepare them for the modern world. It has a distinctive character which combines high academic standards with a wide range of extra-curricular activities, strong pastoral care, and a relaxed and unpretentious atmosphere which is unusual for such a high performing school. We aim to educate the whole child and to offer a broad range of experiences for all. In its 2016 ISI Inspection RGS was awarded the rare accolade of “Exceptional” for the overarching aspect of Achievement & Learning and “Excellent” in all aspects – the first co-educational day school to achieve this rating.

## HISTORY

The school was founded in 1675 as a free school for boys and became an independent grammar school during the nineteenth century. After the 1944 Education Act Reigate Grammar School came under the control of Surrey County Council, however, on the abolition of the direct grant in 1976, the school reverted to independent status. At the same time girls were admitted for the first time, initially in the Sixth Form, but throughout the school from 1993; and in September 2003, the school merged with Reigate St Mary's Preparatory and Choir School. Reigate Grammar School now numbers 950 pupils, of whom 250 are in the Sixth Form, with another 330 at Reigate St Mary's.

## LOCATION

The school occupies three adjacent sites near the centre of Reigate in Surrey. Reigate is a pleasant and thriving market town, just outside the M25 yet with easy transport links to London, Gatwick and the Channel Tunnel. The majority of pupils live in Reigate, Redhill and their surrounding villages, but many come from further afield, including Horsham, Crawley, Horley, Dorking, and Guildford.

## FACILITIES

The school boasts superb facilities which have been improved considerably in recent years, including a new music school, indoor swimming pool, a new humanities building comprising classrooms and science laboratories, fitness suite, reception area and dining hall. In addition to the main school sites, the sports ground at Hartswood, two miles from the school, provides some 32 acres of playing fields, outdoor cricket nets and a floodlit all-weather pitch. In 2017 the school will open a new state-of-the-art university-style library and resource centre, central to the senior school site.



## ADMISSIONS

Pupils are normally admitted at the ages of 11 and 13 via our own entrance examination, with a small number joining the Sixth Form. The school is academically selective. Approximately half our pupils come from primary schools and half from the preparatory sector. The school has a wide social mix, thanks, in part, to the generous bursary schemes, which provide financial assistance to families – sometimes up to 100% of fees.

## CURRICULUM

The school has maintained its grammar school ethos and puts academic achievement as its first priority – the 2016 ISI inspection report states, “the needs of pupils are at the centre of every decision”. The curriculum is broad and balanced incorporating traditional and modern elements. For example, all students in the First and Second Forms (Years 7 and 8) study Latin, but also take Food Technology. In addition to the six core subjects at GCSE including separate sciences, English Language and Literature and Maths, students are able to choose GCSE subjects from a wide range of options. The school builds the curriculum around the child with most students taking ten GCSEs or IGCSEs; and three, four or five A Levels, chosen from a wide range of subjects. The Extended Project is also available.

## EXAMINATION RESULTS

RGS has successfully maintained its ranking as the Top Co-educational Independent School in Surrey for fourth year in a row (Daily Telegraph and Sunday Times Parent Power) and was rated EXCEPTIONAL by the ISI in 2016. RGS was also recently named as a “Destination School” in the Tatler School Guide.

2017 once again saw amazing results at A Level and GCSE. At A Level:

93% A\* to B grades

The typical Reigatian secured three A grades

Two thirds of all grades were A or A\* at A Level

100% success for medical school applicants - five years running

93% A\* to B three year average – higher than any similar school

whilst at GCSE:

96% A\* to B grades

Over 80% of grades were A\* to A

Over half (54%) of all grades were A\*

The typical Reigatian achieved 5 A\* and 5 A grades

Record numbers of pupils achieved ten or more A\* grades

# Introduction

## BEYOND THE CLASSROOM

Reigate Grammar School's extra-curricular provision is second to none. It provides an impressively wide range of opportunities, while ensuring that academic potential is fulfilled. We have an enviable reputation in sport, music and drama; large numbers of pupils participate in the CCF and in the Duke of Edinburgh's Award; and clubs and societies abound, including (to name but a few) Model United Nations, chess, Japanese, Eco-Committee, Pyrotechnics and Indoor Rowing. Students of all ages are encouraged to help those less fortunate than themselves, by taking part in our Community Service scheme, or by raising money for charity – last year the school's Charity Committee raised nearly £25,000 for local and national charities.

Trips and expeditions are a major feature of life at RGS. These range from visits to local sites of interest such as Bodiam Castle, London Zoo or the Imperial War Museum; outward bound expeditions (often as part of the DofE

Peer Support service and members of the Upper Sixth Form act as mentors to First Form students from the day they arrive. For those in difficulty, there is an informal counselling service available through the Chaplain, in addition to an independent counsellor who visits the school twice each week.

## RELIGIOUS AFFILIATION

The school has no formal religious affiliation, and accepts pupils of all faiths or none. However, it has close links with St Mary's Church (next door to the school) and all pupils attend a Church Assembly each week.

## THE STAFF

There are around 120 members of the teaching staff and approximately 80 support staff. All are highly committed and give freely of their time to help students to achieve their potential.

The school is organised so that each department shares a suite of classrooms or laboratories with a departmental office, normally adjacent to its teaching space. Departments are extremely well resourced, all classrooms and laboratories are equipped with interactive whiteboards and all teachers are provided with laptops. Most departments have either a technician or an administrative assistant who assist teachers with a variety of tasks. Departments have access to the well-stocked library, assistance provided by the IT Helpdesk and the in-house reprographics department.

There are rarely more than 24 students in a class at Key Stage 3, 20 at GCSE or 12 at A Level (and often less). The maximum teaching load for a main scale teacher is 75% and less for staff with additional responsibilities. RGS provides full induction for newly qualified teachers enabling them to gain Qualified Teacher Status. Professional development is strongly encouraged and generously financed and staff are frequently successful at gaining promotions to other leading schools.

There is a lively Common Room, with frequent social events and a good balance of age and experience. All teaching staff are expected to involve themselves fully in the extra-curricular life of the school. There is no teaching on Saturday mornings, but many sports fixtures and other activities – such as Duke of Edinburgh expeditions, play rehearsals and conferences – take place at weekends. Reigate Grammar School is a non-smoking environment.



Award) to places such as the Brecon Beacons and Dartmoor; and more ambitious overseas trips including Italy, Greece, France, Germany, Holland, Moscow and St Petersburg, Washington and New York, Belize and Iceland. Language trips and exchanges are encouraged and hugely successful. Sports and music tours are frequent occurrences and regularly include visits to Jersey, Ireland, Italy, Belgium, Canada, South Africa, Dubai and Barbados.

## PASTORAL CARE

RGS values all members of the school community as individuals and our aim is that all pupils are happy at school, in the belief that by being happy, they are more likely to be successful. The 2016 ISI inspection report states, "based on mutual respect, the excellent and positive relationships observed by inspectors between staff and pupils and amongst the pupils themselves firmly underpin the strong sense of community within the school." Within each year group, pupils are under the daily care of their Form Tutor who works closely with other staff, as well as the Heads of Year and Heads of Section, to ensure a co-ordinated and supportive approach. There is a



## Sport at RGS

Reigate Grammar School Sport has seen success at national level in a number of sports in recent years. We are investing heavily in Sport and are determined that the reputation for RGS being excellent at sport will be maintained and grow.

Sport is a major feature of life at Reigate Grammar School. The school has a long tradition of excellence in Sport for both boys and girls, and large numbers of students are involved in our extensive Sporting programme.

For boys, the major sports are rugby, hockey and football (Sixth Form only) in the winter, and cricket, tennis and athletics in the summer; for girls, the winter games are hockey and netball, with rounder's, tennis and athletics in the summer. All students also have the opportunity to represent the school at golf, swimming, squash and cross-country if they have a talent in these areas. These areas have grown in their importance at RGS considerably in recent years. All students have one games afternoon each week, with team practices at lunchtimes and after school. Most fixtures are played on Saturdays, with occasional mid-week matches. In the course of a year, around 500 pupils will represent the school at sport, and a substantial number go on to represent their county at these various sports and some progress to play at regional or even national level. The school has a long tradition of overseas sports tours, and recent destinations have included Ireland, Jersey, Barcelona, Vienna, Canada, South Africa and Dubai.

A large number of staff are involved in the games programme. The Sports department comprises 15 members of staff. In

addition, many other staff help by coaching teams and refereeing or umpiring, and we often employ additional coaches from outside school.

The school's sports facilities are split between the main school site and the Hartswood sports ground, located about two miles from the school. The main school site includes a sports hall (with indoor cricket nets), a dance studio, four floodlit netball courts, and a 25m indoor swimming pool. The Hartswood sport ground provides some 32 acres of playing fields, two floodlit all-weather AstroTurf pitches, outdoor cricket nets, and a pavilion with changing facilities. In addition, the school uses facilities at our prep school, Reigate St Mary's, and at a local sports centre.



## The Post

### THE PERSON

The right person will have the vision, drive, work ethic and personal qualities to lead RGS to be even more successful and known for sporting excellence in the future. A great deal has been achieved in recent times at RGS and there is support from the Headmaster and Governors to now take things on to the next level.

We are looking for an outstanding individual/role model that will lead, inspire and continue to transform the culture of sport at RGS. He/she will be a strategic thinker and have a sophisticated understanding of performance programming, development and management. As the public face of sport at RGS, the Director of Sport/Performance Director will possess the necessary commitment, drive and enthusiasm to drive forward our sporting vision and deliver its core objectives.

The successful candidate will lead from the front; have an outstanding sporting CV (whether through individual performance and/or through coaching success); have a strong interest in a range of sports and have the ability to inspire those around them through excellent communication skills and an engaging personality.

Through fluency and persuasion, he/she will be able to handle difficult situations and actively solve problems in a sensitive and mature manner.



# The Post (continued)

The Director of Sport/Performance Director is directly responsible to the Headmaster for the delivery and management of sport at RGS. He/she will receive support and guidance from the Senior Leadership Team (SLT).

## Responsibilities/Accountabilities

- Coach and lead by example;
- Manage and be responsible for all staff involved with sport at RGS, including: Heads of Sport; PE staff; coaching and support staff;
- Work with and inspire the student body;
- Plan, coordinate and manage the coaching programme and develop our performance language, philosophy and culture at RGS that achieves success;
- Ensure that a strategic plan delivers sporting excellence at RGS;
- Liaise and collaborate with our junior schools, Reigate St. Mary's (RSM) and Chinthurst to help create a 'joined-up' strategy for sport from 3-18;
- Understand the need to develop elite athletes and teams, though with an appreciation for the need to encourage participation and enjoyment for all;
- Develop a staffing structure and framework (roles & responsibilities);
- Direct, manage and support Heads of Sport and individual coaches in their roles, ensuring coaching programmes, schemes of work and session plans are coherent as well as sport administration;
- Manage sports staff (full-time/part-time) sensitively and through partnership and collaboration enable professional development and advancement to flourish;
- Develop and be responsible for the Sports Scholarship Programme (mentoring) and work closely with Admissions, PR & Marketing to develop strong links within the community and our feeder schools;
- Develop strategies to market and promote RGS Sport, including website etc.;
- Develop an outreach and scouting programme to identify and attract top athletes to RGS;
- Look to create an RGS Sports Academy;
- Create, coordinate and manage an elite athlete programme as well as coaching pathways to include personal development plans, conditioning, mentoring and performance review;
- Coordinate and be responsible for our sport-events programme;
- Be responsible for the Sport Budget and liaise with The Bursar;
- Review fixture lists and set targets for all sport and individuals;
- Be responsible for the strategy and decision-making with sport tours and external visits to ensure that they fit with the coaching and sports development programme;
- Be responsible for sport equipment and facilities, particularly Hartswood and the development of this and other school sites;
- Lead the 'Hartswood Group' which manages this sport facility;
- Ensure that we are compliant with Health & Safety;
- Investigate ways of increasing commercial income from the use of our sporting facilities and to include opportunities for holiday camps;
- Liaise with professional bodies and external agencies;
- Be responsible for the corporate sports brand and liaise with the DD, Kukri Sports Ltd. and SWOTs (High Street shop – sportswear);
- Work closely with the Head of Foundation to identify and deliver possible fundraising initiatives and income streams;
- Work with the Headmaster, Bursar and Head of Foundation on the successful delivery of the Vision for Sport plan and future facility provision and use at RGS;
- Additional tasks as appropriate, with the requirement for out of hours and weekend commitments, that is in the spirit of this appointment.

## Personal Profile

We are looking for the following characteristics:

### Essential

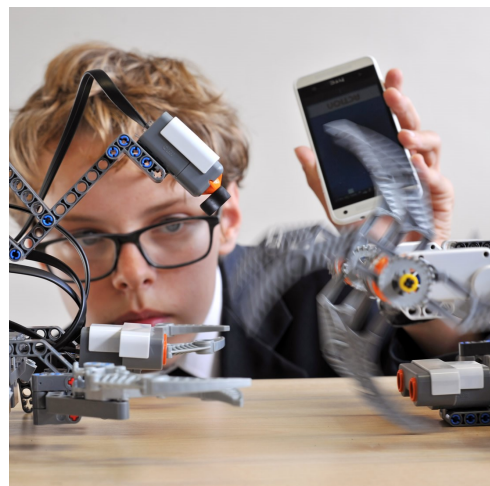
- To have performed/coached at a very high level;
- To have relevant qualifications and experience relevant to this position;
- To have a successful record of achievement with coaching programmes and performance;
- To be highly professional, diligent, organised and trustworthy;
- To be passionate about sport and the transformational impact it can have on young people;
- Good people skills with ability to influence and persuade;
- Competent use of IT;
- The ability to present and project ideas effectively to an audience.
- To have a degree or equivalent (relevant) professional qualifications and experience;
- To have experience and worked with young people in an educational or coaching environment;

### Desirable

- To have performed at representative level in youth and adult life;
- To have professional recognition and standing.

## Terms and Conditions

- Reigate Grammar School has its own salary scale, which is substantially above the national scales.
- All teaching staff are automatically members of the pension scheme run by the Teachers' Pensions Agency, which is transferable between all UK schools.
- Children of staff may be educated at either Reigate Grammar School or Reigate St Mary's Preparatory School for substantially reduced rates. Candidates are invited to enquire about this at interview.
- There is a one year probationary period, with notice of one term on either side, after which the post will be confirmed as permanent.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure by the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.



## Safeguarding

Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Safeguarding policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

## Equal Opportunities

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

## Applications

Applicants are asked to complete the **Teaching Application Form** and **Supplementary Form** (which are also available on our website) and send them with a supporting statement addressed to the Headmaster as soon as possible and by **9.00am on Wednesday 28 February 2018** at the latest. Please do not send a separate curriculum vitae. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES Publications, the TES Online, Eteach or another source.

Short-listed candidates will be invited for interview, at which they will be asked to teach a lesson. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.



Applications should be addressed to the Headmaster and sent (by letter or by email) to the address below.

Mrs Dawn Holmes  
Head of Human Resources  
Reigate Grammar School  
Reigate Road  
Reigate  
RH2 0QS

Tel: 01737 222231  
Email: [hr@reigategrammar.org](mailto:hr@reigategrammar.org)



## How to find us



**By Road:** Reigate Grammar School can be found on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill. The simplest route is via the M25: exit at Junction 8 and join the A217 south; after the level crossing, turn left to join the one way system; stay in the left hand lane at the first lights (signposted A25 Redhill) and go straight across at the next. Reigate Grammar School is on the A25 about 500 metres on the right.

For satellite navigation systems, the school's postcode is RH2 0QS.

On arrival, please park at the main entrance and report to Reception.

**By train:** The school is approximately ten minutes' walk from Reigate station, which is served by trains from London Victoria, London Bridge and East Croydon (Southern Railway) and from Reading and Guildford (First Great Western). There are also frequent connections to Redhill station (about one mile away) which is on the main London Victoria to Brighton line, giving fast connections to Croydon, Crawley, Horsham and other towns to the south.

On arrival, please report to Reception.

**For further information on Reigate Grammar School please look at our website:  
[www.reigategrammar.org](http://www.reigategrammar.org)**