



# Royal Grammar School

Amersham Road, High Wycombe, HP13 6QT

Website: [www.rgshw.com](http://www.rgshw.com)

A selective day and boarding school for 1375 boys

## Part time teacher of geography (approx. 0.6)

Single accommodation available

Applications should be made to the headmaster, Philip Wayne, by **Sunday 18 June**,  
by email to ([dmc@rgshw.com](mailto:dmc@rgshw.com))

The selection process is outlined within this pack.

**The Royal Grammar School is committed to promoting the safety and welfare of all pupils.**

**Appointment is conditional upon at least two satisfactory references.**

**All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.**

## Information for Candidates





## FROM THE HEADMASTER

Thank you for your interest in RGS, High Wycombe – a selective day and boarding school for 1375 boys.

With its origins in the 13th Century, the Royal Grammar School, High Wycombe, was granted a Royal Charter by Queen Elizabeth I in 1562. Much has changed since, but RGS continues to enjoy a reputation as one of the leading state selective schools in the country having been consistently rated 'outstanding'.

I feel very privileged to lead RGS, a school offering an outstanding all-round education for able boys aged 11–18 years. We have high academic standards, excellent examination results and consistently feature as one of the top 60 state schools in England. Almost all students progress to university with 18–20 attending Oxford or Cambridge each academic year. We offer a huge range of co-curricular experiences, the extent of which is, I believe, unparalleled in the state sector. This is achieved due to the commitment of staff and we expect our colleagues to play their part.

We are seeking to appoint innovative teachers who will deliver a high quality classroom experience underpinned by our RGS Ethos of Learning. We pride ourselves on exceptional pastoral care which ensures that, in a large school, every boy is known as an individual.

We encourage all Wycombiensians to be self-confident, positive, healthy and inquiring young men acquiring the qualities of tolerance and respectfulness embodied through a modesty of manner. This is, in part, achieved by the role models that our staff become.

Most of our students are day boys. Boarding, however, has a unique capacity to shape the lives of young people and RGS offers this provision to 70 boys as one of 40 state boarding schools. Full, weekly and day boarding is on offer and plays a significant role within the life of the School.

Above all, we seek to give our boys the tools to be the inspirational leaders of tomorrow as they embark on careers of distinction, influence and service.

I am delighted that you are considering joining us.

Best wishes

Philip Wayne

[Media Video](#)





## Departmental Information

The department is based in its own building consisting of three large teaching rooms, a smaller one for Sixth Form teaching together with an office and a store room. All rooms are equipped with projectors and whiteboards. Department resources are centrally stored on the school network.

There are currently six members of staff teaching Geography. The department is led by Jane Gazard who has been at the school for 22 years. The Subject Leader is supported by a Key Stage Leader who is taking responsibility for Teaching and Learning in Key Stage 3. In addition we have a Head of Year, the Deputy Headmaster, a Psychology teacher and a Boarding Master who is now moving on to become Joint Head of Boarding at a local Prep school, hence the vacancy.

The successful applicant will be joining a strong and vibrant team of specialists. Typically 150-160 out of 193 opt to take Geography at GCSE with results at or slightly above the school average. Numbers at A level have fluctuated over recent years between 65 and 25 but results are consistently some of the best in the school at 80 - 85 % A\*/B. It has been a popular course for boys who go on to Higher Education including Oxbridge.

As an academy we have flexibility to design our own Key Stage 3 curriculum broadly in line with the National Curriculum but playing to the strengths and interests of our staff and boys. The emphasis is on developing their thinking skills in line with the school's Ethos of Learning attributes. There are detailed schemes of work and lesson plans available but teachers are encouraged to play to their strengths in engaging and enthusing the boys and instilling a love of learning in the context of Geography.

At Key Stage 4 we have recently changed to the EDEXCEL B specification for the new GCSEs and OCR at A level which the boys are currently taking and we await the results in August.

We regard fieldwork as an integral part of a geographical experience. In Key Stage 3 we are developing virtual tasks and opportunities to gather and process data in and around the school site. In Year 10 we have 2 fieldwork days in the local area, within walking distance of school, one investigating flood risk on a river and the other investigating environmental quality. We then run an optional four-day, long weekend trip to Skerne Lodge in North Devon where we undertake field studies through surfing, kayaking and rock climbing. In the Sixth Form we run a four-day, long weekend trip to the Field Study Centre at Blencathra in the Lake District to deliver the four days of fieldwork required by the Exam Boards and supporting the study of Space and Place, Glaciation and Earth's Life systems. In recent years members of the department have also organised several trips to Iceland and South West USA.

It is expected that the new member of staff will have a strong academic background to support the boys in achieving their full potential and to move on successfully to university, including Oxbridge. We regularly have boys returning to tell us that the broad based, yet rigorous teaching they receive from us has made their transition to university learning much easier than for most of the people they meet.

It is expected that all staff will teach throughout the age groups employing varied teaching styles and have a willingness to share ideas and welcome lesson observations. The school believes in giving all staff the opportunities to develop their skills so that they can be excellent practitioners. We pride ourselves on being a close knit and supportive team and are looking for an outstanding individual to join us.



## Job Description Classroom Teacher

**Accountable to:** Subject Leader

### As a classroom teacher:

To undertake a proper share of class teaching and associated preparatory, assessment and recording work, in a subject specialism and/or curriculum areas as appropriate. You will be allocated PPA time.

- To seek to impart skills, knowledge and attitudes to each pupil by following planned Schemes of Work within the programmes of study for each subject.
- To act as a member of the department team working under the guidance and direction of department management.
- To contribute to the planning and preparation of courses within the department.
- To review periodically the methods of teaching and programmes of study in consultation with other members of the department.
- To use ICT as appropriate in the teaching of your subject.
- To contribute as appropriate to department resources.
- To follow the School's policy on assessment and recording.
- To set and mark work in accordance with department and school policy, making use of the MTD procedure.
- To set and mark examinations as required.
- To use all available information to identify the abilities of pupils.
- To provide pupils of all abilities with the opportunity to fulfil their full potential.
- To set, record and monitor individual pupil progress.
- To attend parents' meetings within the agreed RGS Reporting and Assessment Policy.
- To endeavour, in the case of absence, to forward work to the relevant subject leader or cover manager for the classes that will be missed.
- To encourage appropriate standards of behaviour, appearance, attendance and punctuality through the application of the RGS Behaviour Policy.
- To undertake CPD in order to keep abreast of current educational thinking and developments.
- To follow the RGS Performance Management Policy.
- To carry out a share of duties, eg library and the timetabled cover rota.
- To participate in the usual meetings that relate to the curriculum or the organisation and administration of the School.
- To follow Child Protection/Safeguarding procedures.
- To be aware of Health and Safety responsibilities.
- To follow School policies as agreed by the governing body.
- To undertake other duties of an appropriate nature as may be reasonably required by the Headmaster.

### Teaching staff are form tutors, for which a separate job description applies

*This job description is written at a specific time and is subject to change as the demands of the governors and needs of the School change. The role requires flexibility and adaptability and employees of the School need to be aware that they may be asked to perform tasks and given responsibilities not detailed in this job description.*



## Core Values

1. **Passion for Learning** – staff are passionate about their subject which can powerfully affect boys. Boys learn it is OK to work hard, to go beyond the expected and to be driven by their passion
2. **Co-curricular** – the benefit for boys is obvious. Staff also benefit from being given a breadth of opportunity outside their subject area. This helps to attract and retain staff
3. **Collective Effort** – the School achieves its goals as a result of collective effort. A successful member of staff at the RGS contributes to the overall breadth of school life beyond core responsibilities
4. **Empowerment** – for boys it allows them to become independent learners in a safe environment. For staff it allows them to try things, to take personal responsibility for the way they approach their subject. This, in turn, can attract and retain staff
5. **Support** – not just academic and support staff but also sixth formers who provide role models for younger boys. Parents and boys, in general, want to support what RGS stands for because they have chosen the School
6. **Going Beyond Expectations** – we achieve and go beyond government targets and expectations. It is not all about exam results. Staff encourage boys to go beyond the core curriculum in line with the 'Ethos of Learning'
7. **Inclusive of All** – regardless of background (race, colour, religion, "character") all boys are valued and can flourish
8. **Common Room** – is not just a physical hub for staff but also an area of support and social activity
9. **Respectful, Rounded Students** - who are courteous and polite with strong inter-personal skills
10. **Challenging and High Expectations** – nurturing the boys' competitive spirit
11. **Traditional (values) but Innovative** – celebrate the traditional but not stuck in the past
12. **Self-Assurance and Confidence** – with a modesty of manner



## General Information

This is general information for all who apply for a post at RGS. Some of it will not be relevant to this post, but I trust that you will find it useful in forming a picture of the School.

### Teaching at RGS

There are approximately 90 teachers at the Royal Grammar School. RGS teachers are hardworking, gifted professionals who are able to inspire pupils with their enthusiasm and subject knowledge. They are committed to providing high-quality teaching as well as playing a full and purposeful role in the School's extensive co-curricular programme.

Our teachers are specialists in their subjects and most have postgraduate teaching certificates. Those arriving without a PGCE are encouraged and supported to gain such a qualification soon after appointment. Continuing professional development is strongly-encouraged and the School has good links with local universities, teaching schools and industry. We are associated with the Astra Alliance Initial Teacher Training programme, offering 'on the job' training in certain subjects, some with bursaries. Further details on request.

The School also follows the Buckinghamshire induction programme for Newly Qualified Teachers, led by the professional tutor. We have a healthy balance of staff, from NQTs to very experienced teachers, as well as a wide spread across the age range. This mix of experience and background provides for a happy, stimulating and rewarding environment. The staff common room, in School House, is a busy and vibrant place.

### Opportunities at RGS

As a teacher at RGS, you will also be expected to contribute in some way to the School's extensive co-curricular life. You will be encouraged to use your personal strengths and interests, and may even wish to become qualified in areas previously unimagined. Sport, music and drama are significant strengths as is the Combined Cadet Force and the Duke of Edinburgh scheme. The vast array of clubs and societies take place each week and RGS members of staff are rich in experience and expertise, which helps to maximise the wealth of activities on offer to our boys. The vast amount of world-wide travel involved in our expeditions, sports and musical tours and subject based visits provides an unparalleled opportunity for both staff and students to broaden their horizons.

Perhaps most importantly, you will join our strong pastoral team as a form tutor which gives all staff the opportunity to get to know a group of boys well and outside your teaching subject.

### Support staff at RGS

Support staff at RGS provide a vital role in ensuring that the School not only runs smoothly but continues to develop. Whether joining one of the administration teams, being a technician, a support assistant, gap student, and working on the finances or around the extensive school estate, RGS welcomes colleagues from all backgrounds to bring an added dimension to our staff body. A range of roles exists from part time, term time only to full time and support staff have excellent opportunities to contribute towards school life. Although we do not ask our support staff to undertake teaching roles, we warmly encourage participate in school trips and co-curricular activities as identified above.

### Facilities at RGS

- All-weather sports facilities.
- Rolling programme of classroom and laboratory refurbishment into 'state of the art' learning spaces
- Purpose-built language and music suites.
- The Rennie Mathematics Building with extensive, modern facilities
- Purpose-built Fraser Youens Boarding House for 70 boarders [Boarding video](#)



We are fortunate in having all our teaching facilities and games fields on a single estate, and all academic departments are housed in their own separate areas with specialist equipment and technical support where appropriate.

Computers are in extensive use throughout the school, and all teachers are given the use of a laptop and an iPad with appropriate training, supported by an effective wifi system.

Sports facilities, which have recently been upgraded, include 33 acres of playing fields, a 25 metre indoor heated Swimming Pool, Cricket nets, Eton Fives courts, a modern Fitness Suite, Sports Hall and Cricket Pavilion. The most recent acquisitions are a brand new, floodlit all-weather surface and a new rugby pitch.

### Accommodation

The governors are able to offer low-cost accommodation on the school estate. We have around eight teachers living on site, some of whom joined us as NQTs and are therefore able to help and encourage new entrants to the profession and 'away from home' teachers. This house is just two minutes' walk from the RGS and ten minutes' walk to the mainline railway station.

### Salary and benefits at RGS

Teachers' and leadership salary scales broadly follow the National Pay and Conditions, fully reflecting qualifications, responsibility, experience and performance. The School participates in the Teachers' Pension Scheme. Support staff are paid on the RGS scales which are closely related to the locally negotiated Buckinghamshire County Council pay range. For the benefit of support staff the School participates in the Local Government Pension Scheme. Staff at RGS can participate in the Cycle to Work, childcare voucher and phone/tech schemes. In addition, there are staff discounts on Microsoft products and computer hardware via our suppliers. All staff are entitled to free membership of the School's Fitness Suite. We are a mutually supportive team and endeavour to ensure that all staff have a healthy work / life balance.

### Common Room at RGS

The Common Room exists as a formally constituted body of the teaching and support staff within the School. The committee consists of a Chairman, Treasurer and Secretary. The Common Room provides a cohesive, stimulating and enjoyable environment and a variety of social functions are organised throughout the year.

The Common Room is well equipped and includes tea and coffee making facilities, provided free of charge to all staff, a lounge, kitchen area and staff shower rooms. The Common Room subscribes to a range of national and local newspapers and journals. On a day-to-day basis, the Common Room acts as an important facility for staff to meet socially, collect mail and circulars, share information with others and relax!

### Appointment

The Royal Grammar School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to:

- the obtaining of an enhanced DBS clearance;
- confirmation of your eligibility to work in the UK;
- view of original degree and teaching certificates;
- receipt of two satisfactory references.

The School is an equal opportunities employer and a non-smoking establishment.

### High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe which has a large shopping centre, several out-of-town shopping areas, a theatre, two multiplex cinemas, new sports centre with a 50m competition pool and a large Waitrose. High Wycombe is 25 minutes from London Marylebone on a fast train, the station being 10 minutes' walk from the school. The town is well served by cultural and sporting activities.

There is little housing in the town itself though within a short distance the suburbs, with a range of housing stock, commence in all directions. High Wycombe is surrounded by attractive villages which offer a range of housing from idyllic cottages to large detached properties in the countryside. The town of Marlow, an attractive riverside market town, is a few minutes' drive and Oxford is easily reached via the M40 or the new railway link.

Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools.

## Results

Our results speak for themselves. We do not, however, rest on our laurels and set ourselves ambitious targets.

- GCSE A\*/A 70 %
- A Level A\*/B 78 %
- 70 % of boys attend Russell Group universities with 15-18 going to Oxford or Cambridge most years

## Our vision for RGS

- For RGS to become a world-class school in all respects
- To be the boys' school of choice in south Buckinghamshire where young men are nurtured to become the inspirational leaders of tomorrow.

## Our commitment to your development

Staff at RGS are dynamic, talented and innovative. We have an excellent reputation in preparing colleagues for the next stages of their career whether as teachers or support staff. We pride ourselves in attracting and retaining staff of the highest quality, supported by outstanding provision of professional development.

It is difficult to encapsulate the spirit of RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. Alongside a commitment to excellence is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues. To see the full range of activities undertaken at the school, we would encourage you to visit our website ([www.rgshw.com](http://www.rgshw.com)).

## How to find us:

Amersham Road, High Wycombe, HP13 6TQ

**By road:** If travelling from the M40, leave at Junction 4. Follow signs for A404. RGS is situated at a set of traffic lights on the left hand side at the top of the Amersham Hill.

**By rail:** High Wycombe Train Station is situated on the Amersham Road and is 20 minute walk (uphill).







## How to apply

Please complete the application form. Further information should be added to the 'supporting statement' section in the form. If you wish to send your cv, please email it directly to the Headmaster's PA at [dmc@rgshw.com](mailto:dmc@rgshw.com).

## Interviews

Interviews will include teaching a lesson. There may be other selection tasks commensurate with the role you are applying for. Those being called for interview will hear by 18 June when full details of the interview process will be given.

All candidates invited for interview will be required to prove their identity and their entitlement to work in the UK.