

Information for Candidates

Appointment of
Head of Year
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 Bodiham Castle, London Zoo or the Imperial War Museum; outward bound expeditions (often as part of the DofE 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 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.





Head of Year

This role represents an excellent whole-school opportunity for an ambitious, charismatic and outstanding teacher to make a difference and realise the RGS values. The Head of Year will lead a year group as they move through the school supporting students, enabling both attainment and high quality learning in order to uphold the schools excellent reputation for pastoral care.



The Post

The School is divided into 3 Sections, Lower, Upper and Sixth Form. Each of these is managed by an overall Head of Section, supported by a team of Heads of Year. Heads of Year support the Head of Section in managing all aspects of academic progress and attainment, as well as having overall pastoral responsibility for the students in their care. Heads of Year are line-managed directly by their Head of Section and meet weekly to discuss all academic and pastoral issues relating to their year. Heads of Year are expected to make a major contribution to the overall ethos of their year; to support the school rules on behaviour and appearance, and to liaise closely with parents and other staff including the Head of Learning Support and the Curriculum and Data Manager.

Specific responsibilities will include:

- raising academic standards;
- liaising with Form Tutors, Heads of Departments, the Deputy Head regarding students' academic progress;
- co-ordinating the tracking of students' progress;
- overseeing reports and grades;
- attending evening events related to their year group (such as information evenings, Parents' Evenings, and induction or options events);
- attending all year and section assemblies and helping with their presentation and organisation;
- liaising with the Head of Section over students with pastoral and academic concerns.

The Heads of Year also assist the Head of Section with:

- the interviewing of any external applicants;
- standards of uniform and behaviour in the their year group.

The successful candidate will be:

- interested in ensuring that students achieve outstanding academic results;
- be prepared to gain familiarity with relevant curriculum issues;
- able to build a good rapport with students, within appropriate boundaries;
- be an excellent communicator;
- be able to demonstrate excellent skills in using data to track progress;
- be active in promoting the best pastoral care;
- willing to attend events involving their year group;
- organised and efficient at paperwork;
- have the personal skills to liaise effectively with tutors, other staff and parents;
- willing to implement and uphold school policy.

A responsibility allowance and timetable allowance will be offered.

No particular academic discipline is sought, but candidates must be able to offer at least one subject which is part of the curriculum at RGS. The successful candidate will hold a relevant degree from a good university and be able to demonstrate a high level of subject expertise, the highest academic standards and the ability to enthuse students of all ages. A teaching qualification and experience of the UK education system are desirable.

All teaching staff at Reigate Grammar School are expected to undertake a pastoral role, usually as a Form Tutor, and to contribute to our extensive extra-curricular programme. A willingness to be involved in Games (boys' or girls'), the CCF or the Duke of Edinburgh Award would be a particular recommendation.

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 Monday 12 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.



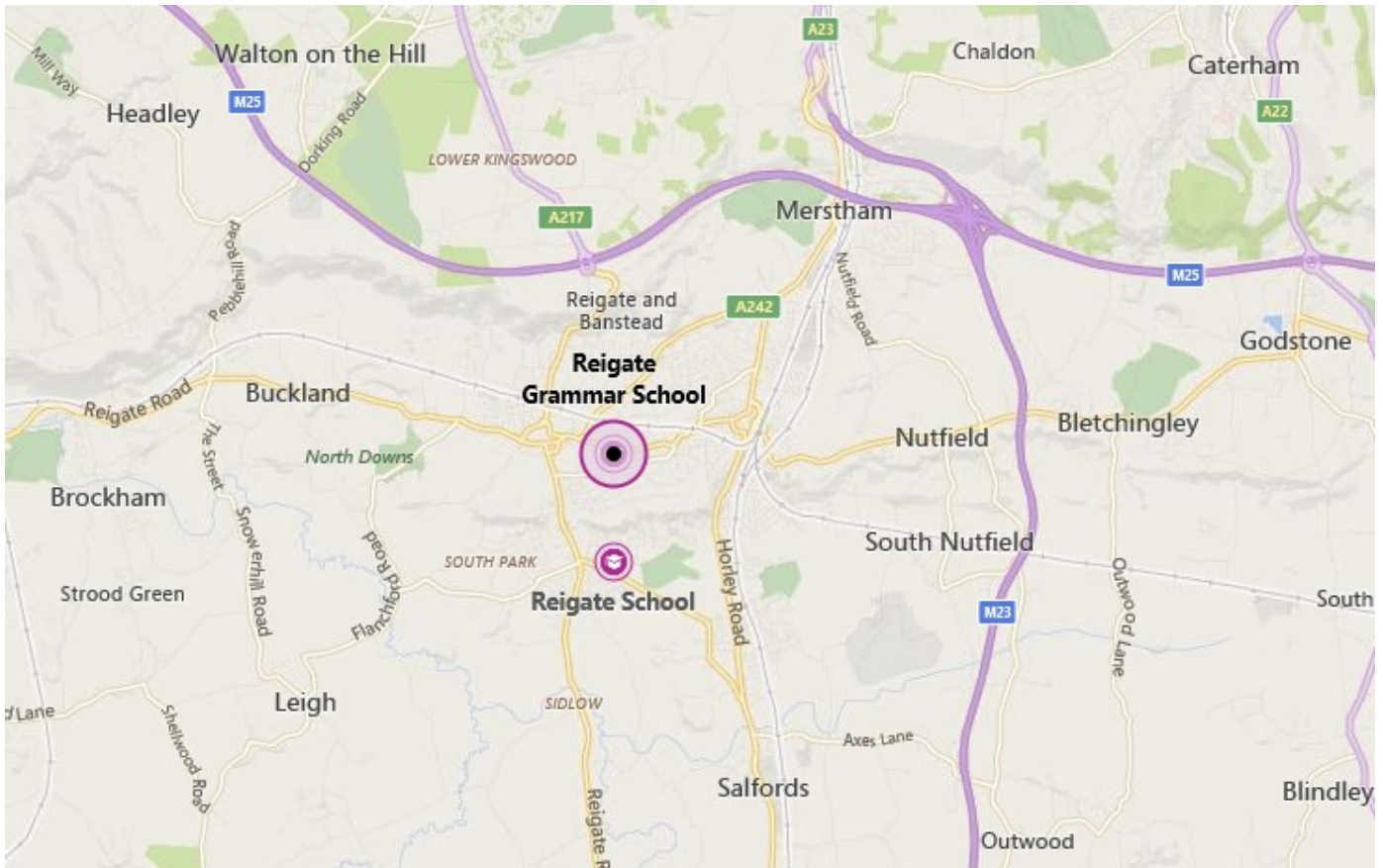
Applications should be addressed to the Headmaster and sent (by letter or by email) to the address below.

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

Tel: 01737 222231
Fax: 01737 217005
Email: 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**