

ROYAL GRAMMAR SCHOOL

Amersham Road, High Wycombe, HP13 6QT

01494 524955

Website: www.rgshw.com



Director of Co-curricular Activities

Full time

or

Term time

(plus Inset Days and two weeks during the school holidays)

Applications should be made to the Headmaster's PA, Denise Chick, by Monday 8 July by email (dmc@rgshw.com) or post. Along with the completed application form, please include a letter of application and a current curriculum vitae, which should include the names, addresses, telephone numbers and email addresses of 2 referees.

Those being called for interview will hear within two weeks of the deadline. If you have not heard from us before this date, please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

The RGS 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.



Director of Co-curricular Activities

Line Manager: Assistant Head

Direct Reports: Duke of Edinburgh Administrator

Salary/remuneration package:

- Salary Range: Point 31 - 38 (£29,069 - £34,506 fte) (£26,106 - £30,989 actual)
- There is also the opportunity to undertake CCF evening and weekend work (remunerated according to scale)

Working Hours:

- 37 hours per week – half hour to be taken for lunch (unpaid)
- Due to the nature and responsibility of this role, there is a requirement to be on-call to the Senior Team in the unlikely event of an emergency whilst trips are occurring.
- Whilst this is a term time only post, there is an expectation of the holder of this position to participate in trips/expeditions; these may fall in school holidays/weekends

Accommodation:

- Single accommodation may be available

Purpose of the Role:

This role is primarily as the Educational Visits Coordinator with additional Co-Curricular and DofE Responsibility

Person spec:

Evidence of:

- being a strong and positive role model to students, staff, parents and members of the school community
- developing strong relationships within the working environment
- being prepared to go 'the extra mile'
- discharging his/her duties with dedication, expertise and an eye for detail
- forward thinking, forward planning and identifying pressure points
- ability to meet deadlines and expecting this of other people

Skills and abilities:

The candidate should have experience of leading both residential and day trips and hold the Educational Visits Coordinator qualification

Training will be given where appropriate

General

The RGSHW is seeking an enthusiastic and proactive individual to provide strategic planning and administrative support as Director of Co-Curricular, reporting to the Assistant Head with responsibility for Co-Curricular Activities.

We are looking for someone who is motivated with excellent communication, IT and organisation skills. A flexible and calm approach and the ability to work under pressure at times and to deadlines is essential. The candidate should have experience of leading both residential and day trips and hold the Educational Visits Coordinator qualification. Support gaining this qualification will be given, if necessary to the successful candidate (for guidance please go to <https://oeapng.info/>). Additionally, experience using the Capita SIMS Database and Evolve software would be desirable but not essential.

The post holder will be responsible for assisting staff in the planning and administering of School visits, the management of the School's DofE offering and the management and running of the School's Clubs and Societies and House System.

The Royal Grammar School High Wycombe is an outstanding and well-established 11-18 boys selective School which embraces the idea of developing well-rounded students. We believe in encouraging our students to discover and develop their individual talents and passions encouraging all to understand that taking part matters most. To this end, we offer over 70 Clubs and Societies, 60-day trips and 40 residential trips a year. Recent trips include/will include:

- skiing trips to Italy, America and Canada
- rugby trips to South America, South Africa
- cricket to Barbados and Sri Lanka
- World Challenge trips to Morocco and Sweden
- language trips to France, Germany and Spain
- CCF / DofE Expeditions to various places
- further subject based trip eg, to Cern, West / East Coast America, Russia and Japan.

As a dynamic organisation, we are always looking for new ideas and ways forward. The strong, motivated, enthusiastic team of teaching and support staff are committed to providing the best education possible, and we look forward to welcoming a new member to our team.



Job Description

Director of Co-curricular Activities

As Educational Visits Co-ordinator to:

- be a champion for all aspects of visits and outdoor learning;
- challenge colleagues across all curriculum areas to use visits and outdoor learning effectively to provide a wide range of outcomes for children and young people and contribute towards establishment effectiveness;
- support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable visits/outdoor learning;
- mentor leaders and aspirant leaders, supporting their ongoing development and training and sample monitor their activity to identify any further training needs. A focus on minimising the administration workload for teachers running trips;
- ensure that planning complies with the School's requirements and that the arrangements are ready for approval within agreed timescales;
- support the Headmaster and Governors/Trustees in approval decisions so that all those with responsibility have the competence to fulfil their roles. To work with the Education Visits Governor(s) as final sign-off for residential trips;
- ensure an activity is evaluated against its aims for learning and development, that good practice is shared, and any issues are followed up and comply with statutory and employer's requirements - see documents 5.1a "Establishment self-evaluation form" and National Guidance 5.1c "Learning Outside and Off-site visits: self-evaluation using the Ofsted framework"- National Guidance;
- keep the Senior Leadership Team and Governors/Trustees informed about the visits/outdoor learning taking place and their contribution to establishment effectiveness;
- manage Trips SharePoint and take a proactive approach to publicity;
- update Trips Policies and Procedures including Risk Assessments; and
- keep records relating to trips, using Evolve where appropriate.

Duke of Edinburgh

- To line manage the DofE Co-ordinator, working with the Director of Sport
- To ensure financial stability and overall effectiveness of the DofE programme.

DBS Checks

- To be responsible for all DBS checks connected with Home Stay arrangements

Co-curricular Clubs

- To manage the Clubs and Societies programme within the School
- To ensure all boys are accessing at least one Club and that the offering is broad and accessible to all through use of Pupil Voice and pupil data
- To arrange and manage the promotion of Clubs, including Fresher's Fayres

House System Administrator

- To manage the House System, working with the Assistant Head to develop strategies including active promotion

- To manage the House Captains, developing their roles and responsibilities, including Assemblies and House Forms
- To work with teaching staff to increase the number and range of activities



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.

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.
- 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](#)

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.

Salary and benefits at RGS

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 and childcare voucher schemes. 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 and two multiplex cinemas. A new sports centre with a 50m competition pool and large Waitrose, next to the M40. 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 (other than flats) 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.

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).

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).

