

PREP SCHOOL ASSISTANT HEADTEACHER

REIGATE GRAMMAR SCHOOL RIYADH

INFORMATION FOR CANDIDATES

Role commences August 2025





INTRODUCTION

Thank you for your interest in joining Reigate Grammar School Riyadh (RGSR).

This is an outstanding opportunity to assume a teaching role within our school, as well as to join our global family, with schools in the UK, China, and South East Asia.

Successful candidates will play an important role in the development and growth of RGSR as well as the wider group of RGS schools.

Located towards the East of Riyadh, RGSR opened in September 2022 and offers a British curriculum based on the expertise from Reigate Grammar School UK (RGS-UK). Links between RGS-UK and RGSR are strong and the two schools share the same ethos, teaching and learning philosophy, and student welfare model.

We welcome all staff who genuinely care about students, have the ability to inspire them on their learning journey, and who want to be involved in all aspects of school life.

We look forward to hearing from you.





REIGATE GRAMMAR SCHOOL UK

Reigate Grammar School (RGS-UK) was founded by Alderman Henry Smith in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, a historic market town 15 miles south of the City of London. RGS is regarded as one of the leading co-educational schools in the UK offering the very best academic education with equal prominence placed on the arts, sport and a rich extra-curricular programme.

RGS-UK was awarded School of the Year by the Tatler in 2020-21. In 2019 it received the prestigious UK Independent School of the Year award for Wellbeing and Pastoral Care, and in 2021 RGS was named School of the Year at the UK Social Mobility Awards. The school is a prominent HMC school and Headmaster, Shaun Fenton OBE, was the Chairman of HMC in 2018.

The first line of the school's most recent ISI report asserts that 'the quality of the students' achievements and learning is exceptional'. RGS' approach to teaching and learning melds expert subject knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning (HPL), focusing on the development of global citizens, advanced performers and enterprising learners.

RGS-UK caters for over 1600 students in three schools from ages 2 to 18. Reigate Grammar School (11 - 18) the senior section, with Reigate St. Mary's and Reigate Chinthurst the junior schools.

"Central to our ethos is the belief that every child who receives a Reigate Grammar School education is on a journey with a noble purpose and will go on to make the world a better place"





REIGATE GRAMMAR SCHOOL INTERNATIONAL

The Board of RGS has committed to the creation of a family of schools across the world and Reigate Grammar School International (RGSi) is the school's commercial arm that is responsible for working with our partners overseas.

Reigate Grammar School International (RGSi) was established in 2016 as a 100% owned subsidiary of Reigate Grammar School with a strategic vision to establish international schools and to provide education consultancy services around the world under licence to Reigate Grammar School. This includes sharing its ethos; student welfare and pastoral model; teaching and learning philosophy; curriculum design expertise and operational systems.

By developing international connections, RGS aims to establish cultural and learning links to provide visit and exchange opportunities for students and staff. Developing international links and perspectives opens up cultural and learning opportunities cross continents.

RGSi is currently firmly established in China, South East Asia and Middle East.





REIGATE GRAMMAR SCHOOL RIYADH

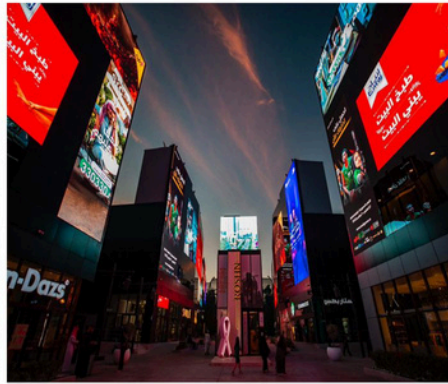
Reigate Grammar School Riyadh (RGSR) is a British International School educating approximately 1,000 students aged 3 -18. Established in 2022, it is the first of a series of schools in the Kingdom of Saudi Arabia to be opened in partnership between Reigate Grammar School (RGS) and ADECO.

RGSR is one of a small number of schools to operate under the Royal Commission for Riyadh City's (RCRC) International Schools Programme. The school serves both the international and local communities and currently has students from over 50 nationalities. Students follow the EYFS and National Curriculum for England from Nursery to KS3, before studying towards iGCSE and A-Level qualifications in Key Stage 4 and 5 respectively.

“The quality of education at RGS ensures that doors of opportunity are open for our students, and that they are equipped academically and emotionally to make the very most of those life chances. Students and staff at RGS Riyadh will join an interconnected global community, where the primary focus is happiness, wellbeing, and academic success.”

Mr. Shaun Fenton OBE, Headmaster of Reigate Grammar School UK





LIVING IN RIYADH

Riyadh is the capital and largest city in the Kingdom of Saudi Arabia (KSA). Once a small walled city, today it is home to more than 7.5 million people and is one of the fastest developing cities in the world.

The city skyline is dominated by skyscrapers, including the Kingdom Tower with its iconic sky bridge which provides stunning views of the city below. New districts are being developed all the time and there is an ever-growing number of shopping malls selling well known brands; cinemas; entertainment and leisure facilities; and restaurants serving a wide range of western and local cuisines to suit all tastes. With a lively cafe culture, as well as a burgeoning art and music scene, Riyadh has become one of the Middle East's most alluring cities, attracting professionals and families from the region and the world.

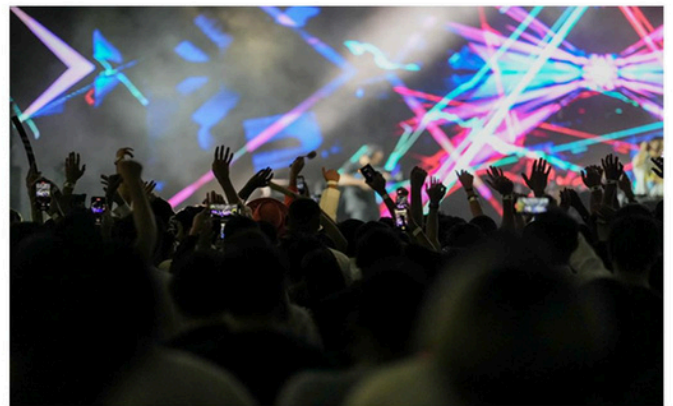
High profile sporting fixtures regularly take place in the city and well-known musicians such as Imagine Dragons, Bruno Mars, Andrea Bocelli, David Guetta and Post Malone have all performed in the past six months. The city offers a host of green spaces to enjoy, as well as a wide range of sporting activities including golf, tennis, cycling, running and horse riding. Within easy reach there are UNESCO World Heritage Sites to explore, Dune Bashing to enjoy, and trekking opportunities to 'The Edge of the World.'

Riyadh is certainly a city that is seeing significant change and any perceptions of it being a closed society are outdated. Visitors will find a welcoming and multicultural environment with all the conveniences expected of a world city. Women no longer have to wear abayas or have their head covered and they are free to travel around the city unaccompanied.

Beyond Riyadh, destinations such as Jeddah and the Red Sea are just a short flight away. There you can visit beautiful coral reefs, enjoy white sand beaches and take part in some of the best diving in the world.

Those who like to spend their time above sea level should head to Azir in the South for breath-taking mountain scenery, a plethora of hiking trails and cool temperatures year-round. The AlUla Valley provides an unforgettable desert experience and should be on everyone's bucket list! As KSA's first World Heritage Site, its rock formations are an iconic symbol of the unexplored beauty of the country.

For those wishing to venture further afield, Riyadh International Airport serves as a regional hub and offers regular flights to Europe, The Far East and beyond.



WHAT WE OFFER

Remuneration

Remuneration and conditions of employment are generous, and designed to attract and retain the very best of internationally experienced professionals.

(for overseas hires):

- A highly competitive, tax-free salary.
- Fully furnished accommodation on a Western compound.
- 100% tuition fee remission for up to two dependent children at Reigate Grammar School Riyadh.
- Start and end of contract flights for the appointee, spouse and up to two dependent children.
- Annual flights to home country for the appointee, spouse and up to two dependent children.
- Private medical cover for the appointee, spouse and up to two dependent children.
- Relocation allowance.
- Visa and residency costs for the appointee (this does not include the cost of documents needed to apply for the work visa i.e. document attestation and police check).
- End of service gratuity.

Onboarding

We have a comprehensive on-boarding and orientation program, providing support at every step of the process, which allows new staff to effectively navigate the challenges that come with an international move.

Career Development

Reigate Grammar School Riyadh (RGSR) is committed to attracting and retaining the very best teachers and supporting their career development.

In addition to providing teachers with the opportunity to be part of one of the UK's most outstanding schools, successful candidates will benefit from continued professional development opportunities supported by Reigate Grammar School UK.

Upon joining RGSR teachers will become part of an ever-growing global network of first-class educators who are aligned in their determination to improve and develop their teaching practice, knowledge of education and leadership skills. Teachers will also benefit from significant career opportunities associated with joining a growing group of schools.



HOW TO APPLY

The closing date for applications is 5pm (GMT) on 23rd February 2025. Applications should be made electronically via the TES portal.

As part of the process candidates should submit (as attachments on the TES portal application form):

A full CV which includes:

- Your entire work history.
- A recent photograph.
- Details of at least two professional referees from your most recent position(s).

A covering letter outlining:

- Your reasons for applying.
- Reasons for leaving your current role.
- Relevant professional experience that you feel is aligned to the needs of the role.
- Your personal educational philosophy.

Applications will be reviewed on a rolling process with interviews taking place Online February/March 2025. We reserve the right to close a position once we have received sufficient applications to form a short-list. Early application is therefore encouraged. RGSR is committed to ensuring that the privacy of applicants and employees is protected.

Safeguarding

RGSR 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.

Equal Opportunities

RGSR 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.



Prep School Assistant Headteacher

Reports to: Deputy Head of Prep

Purpose of the Job:

The Assistant Headteacher of Prep School is a leadership position in the Prep Leadership Team, with teaching responsibilities. They are responsible for supporting the Headteacher and Deputy Head teacher(s) in the overall management, administration, and strategic direction of the prep school. They play a key role in ensuring the school's vision, values, and educational goals are effectively implemented and sustained. The Assistant Head collaborates closely with staff, students, parents, and external stakeholders to promote a culture of excellence, innovation, and continuous improvement. They lead the daily operation for a phase of the Prep School giving guidance and support to Year Leaders. They coordinate designated middle leaders at the direction of the Prep School Headteacher.

Key Responsibilities:

- **Leadership and Management:** Support the Headteacher and deputies in providing strategic leadership and direction, fostering a positive and inclusive school culture. Assume designated leadership responsibilities in the Headteacher's absence to support the Deputy Heads and contribute to decision-making processes. Provide leadership, guidance, and support to staff, promoting professional growth, collaboration, and a shared commitment to the school's goals.
- **Curriculum Development and Quality Assurance:** Work collaboratively with curriculum leaders, year leaders and teaching staff in their phase to develop, implement, and evaluate the school's curriculum, ensuring alignment with educational standards and best practices.
- **Student Achievement and Well-being:** Monitor and analyse student data, including academic performance, attendance, and behavior, to identify trends, strengths, and areas for improvement in their phase. Collaborate with staff to develop and implement strategies to support student achievement and well-being, including targeted interventions and enrichment opportunities. Foster a safe, inclusive, and nurturing school environment that promotes positive behavior, mental health, and social-emotional development for all students.
- **Parent and Community Engagement:** Cultivate positive relationships with parents, caregivers, and community stakeholders, promoting open communication, collaboration, and partnership in support of student success. In conjunction with the Prep Leadership Team, organise and facilitate parent meetings, workshops, or events to enhance parent involvement and provide opportunities for dialogue, feedback, and input. Represent the school, advocating for the school's interests and building positive relationships with external stakeholders.
- **Teaching Responsibilities:** Actively engage in teaching within the Prep School, demonstrating effective instructional practices and fostering a supportive learning environment. Collaborate with staff to model best teaching practices and enhance student learning experiences.



Prep School Assistant Headteacher

Reports to: Deputy Head of Prep

Key Responsibilities:

- **Professional Development and Staff Support:**

In conjunction with the Prep Leadership Team, coordinate and facilitate professional development opportunities for staff, aligning training and support with school priorities, initiatives, and staff needs. Mentor and coach staff, providing guidance, feedback, and support to enhance their professional practice and effectiveness. Lead by example, modeling a commitment to continuous learning, growth, and reflective practice.

- **General Areas:** To establish and maintain effective working relationships with professional colleagues, parents and outside agencies as appropriate. To actively promote the well-being of all students and be familiar with, and uphold all, Safeguarding policies and Child Protection procedures within the school. Undertake any reasonable duties as advised by the Prep Leadership Team.

Qualifications:

- Bachelor's degree and/or PGCE/PGCEi in Education for 3 to 11 year olds.
- Leadership experience in a school setting, preferably in a role related to curriculum development or instructional coaching (desirable not essential).
- Excellent communication, collaboration, and organisational skills.
- Ability to analyse data and make data-driven instructional decisions.
- Commitment to equity, diversity, and inclusion in education.

Note: The job description may vary depending on the specific needs and priorities of the school.

