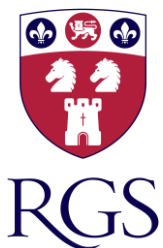


INFORMATION FOR APPLICANTS



RGS



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Newcastle upon Tyne Royal Grammar School

THE SCHOOL

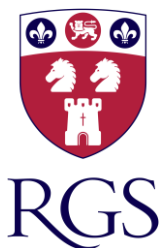
Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools, and the Sunday Times' North East Independent School of the Decade 2020. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other extra-curricular activities, and our commitment to bursaries and partnerships.

RGS has grown substantially in recent years. There are now some 1,330 students, over 260 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the independent sector. We became coeducational 20 years ago and girls now comprise 43% of the school.

The school is based in the heart of the City, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.

Further information about the school is available on our website: www.rgs.newcastle.sch.uk





FACILITIES

The RGS's excellent facilities are based around a fine 1906 building. The last two decades have seen a vigorous programme of building and development, creating a new Science and Technology Centre, sports hall, dining hall, Junior School (on-site) and Performing Arts Centre (with spectacular 300-seat theatre) as well as numerous refurbishments of older buildings. On site the school has an excellent all-weather hockey (multi-use) pitch, netball courts and one rugby pitch. Within walking distance it has other grass pitches and, for cricket, it holds the historic Jesmond (Northumberland County) Cricket Ground on a long lease. Other facilities are hired in at need, but it is remarkable that a city centre school has such facilities immediately available without having to bus students out to them.

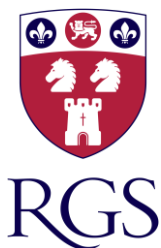
We recently completed our multi-million building and development programme, Project XL, which will take the school forward to the year 2040 with outstanding facilities matched by few independent day schools. In 2015, we completed a major new sports facility fitting between the school's existing sports hall and all-weather pitch: this comprises a new six-lane 25-metre swimming pool; a second sports hall above it; new fitness, weights and aerobic dance facilities; and changing rooms to accommodate all the school's foreseeable sporting needs.

In September 2019, phase 3 of Project XL opened. The building is home to a new state-of-the-art library, art studios, maths classrooms, a pastoral suite and an assembly space. January 2020 saw the opening of our new Sixth Form centre - the combination of the old sixth form and old library into a modern, and much larger area. The open-plan style centre comprises individual study pods, a Sixth Form only bank of computers, a space for collaborative working, printing and photocopying facilities and a new coffee bar, serving hot and cold barista style drinks and snacks.



LOCATION AND DIRECTIONS

The RGS is in Jesmond, close to Newcastle city centre and Newcastle and Northumbria Universities. It is 70 yards from Jesmond Metro station, three stops from Central Station and eight from the airport. There is parking for staff, though it is limited: train/metro is easier.



SAFER RECRUITMENT

RGS Newcastle is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2022).

The post is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates must declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) via the self-declaration form. The successful applicant must obtain Children's Barred List clearance and DBS (Disclosure and Barring Service) clearance at enhanced level and are subject to the relevant safer recruitment checks for the role.

APPLICATION STAGE AND PRE-INTERVIEW

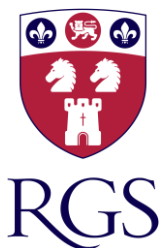
- In accordance with our Child Protection Policy, we are unable to process applications without a fully completed RGS application form. You are welcome to submit a CV however this must only be supplementary to your RGS application form. The application form must provide a continuous record of education and employment from age 16 (including secondary education, employment, and voluntary work) with reasons for leaving. Any gaps must be accounted for by the applicant.
- The majority of roles at RGS involve substantial opportunity for access to children, therefore they are exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act (see [STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS](#)).
- *Please note:* A criminal record is not necessarily a bar to appointment; (see [STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS](#)). Each case will be carefully reviewed, and individual circumstances considered, but a failure to disclose any conviction, when asked, will be an absolute bar.
- In accordance with the current KCSIE regulations, applicants who are invited for interview will be asked to complete a self-declaration of their criminal record or, of information that would make them unsuitable to work with children. Further information about self-declaration can be found on GOV.UK. Please note that if applicants electronically sign this declaration, they will be asked to physically sign a hard copy of the declaration at interview.
- In accordance with the current KCSIE regulations the school will make appropriate public online searches for all shortlisted candidates before interview. Candidates may be asked to discuss with the school any incidents or issues that are identified which may question their suitability to work with children and/or may bring the school's reputation into disrepute.

REFERENCES

In keeping with the current KCSIE regulations, references will be requested before interview, where possible, to support any appointment decisions that the school may make.

Further information for applicants:

- the school will seek references for all teaching vacancies ahead of interview, one of which must be the individual's current or most recent employer.
- For support roles, it is our preference that we request references including one from your current employer before interview, where possible. Should you prefer for the school **not** to contact your current employer before an interview, you must supply details of an additional referee who is able to comment on your suitability for the role



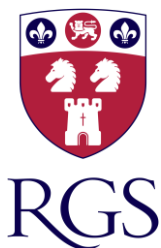
applied for. We will then contact your current employer at the point of making an offer of employment.

- In addition, the school will seek a reference from the relevant employer from the last time you worked with children, if you are not currently working with children in regulated activity.
- Internal references will be sought where appropriate.
- References must be completed by a senior person with appropriate authority. For teaching roles, this must be the Head of a school. For support roles, this should be the employer, HR or senior level manager.
- Open references will not be accepted.

CONDITIONS OF APPOINTMENT

Any offer of appointment made to a successful candidate will be conditional until the necessary safer recruitment checks have been satisfied. We advise candidates to read through the following information carefully and refer to the [DISCLOSURE POLICY](#) and [STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS](#) found on our website for detailed information. Our safer recruitment checks include:

- A satisfactory enhanced DBS certificate which includes a Children's Barred List check. The school is obliged to see this under arrangements introduced for the protection of children. All information given by you, or received from the police, will be treated in the strictest confidence. The failure by you to declare any conviction or other Court Order may disqualify you from appointment or, if appointed, result in the immediate termination of your contract. All considerations and decisions relating to matters of information provided by you are in the absolute discretion of the Governors and the Headmaster, having regard to the duty of care they owe to the students at the school.
- Verification of your identity upon presentation of valid **original** copies of photographic identification and proof of address. You must present official documentation to evidence any change of name or surname. More information about the accepted forms of identification is available on request.
- Appointed candidates will be asked to present an original copy of their birth certificate.
- Verification of your right to work in the UK. More information regarding this can be found on GOV.UK.
- If you have lived or worked outside of the UK for more than 3 months in the last 10 years, an overseas police check/s must be obtained (via the applicant) for all relevant countries. More information about this can be found via the Home Office guidance on GOV.UK.
- Candidates (teaching) who have lived or worked overseas for more than 3 months within the last 10 years will be required to seek a letter from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions. The letter should also confirm whether they are aware of any reason why the teacher may be unsuitable to teach.
- The completion by you of a confidential 'Declaration of Health' form (following offer of appointment) to verify your mental and physical fitness to carry out the responsibilities of the role and, if necessary, a satisfactory report following a medical examination.
- Evidence or other verification of qualifications relevant to the role or co-curricular commitments. For teachers, verification of any award of qualified teacher status (PGCE, QTS) and the completion of teacher induction or probation. For support roles, evidence of qualifications relevant to the role or those listed on the application form must be provided.
- At least two satisfactory references: **one must be from your current or most recent employer**. References must be completed by a senior person with appropriate authority. If the refer is school or college based, the referee should in the first instance be the Head. Candidates from overseas will be asked for an additional reference.



- Teachers and others in the profession **involved in teaching work** will be subject to a 'Prohibition from Teaching Check' to confirm that you are not subject to a prohibition order issued by the Secretary of State.
- Candidates appointed to management positions, including those promoted internally, are subject to a Section 128 direction. This includes headteachers, members of the senior management team (**including non-teaching positions**), teaching positions with departmental headship and proprietors.
- Any other relevant checks to confirm your suitability to work with children, as considered necessary by the school.
- The completion of a Contract of Employment in the standard terms offered by the Governors. This will be issued with your appointment letter and confirmed when all our safer recruitment checks are satisfactorily completed.

DISQUALIFICATION UNDER THE CHILDCARE ACT 2006 AND REGULATIONS 2018 DECLARATION

If the position involves supervising children under the age of eight outside normal school hours or managing the supervision of children under the age of eight, you will be further required to confirm that you have not:

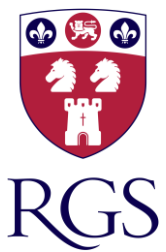
- Been barred from working with children i.e. included on the Children's Barred List.
- Been cautioned for, convicted of or charged with a violent and sexual criminal offence against children or adults, at home or abroad.
- Been involved in an offence resulting in death or injury to a child (even if not specifically listed in guidance)
- Been the subject of certain other orders relating to the care of children;
- Been subject to refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering.
- Been found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom.

If you cannot sign such a declaration, you are not necessarily disbarred from applying and being offered a post at RGS. Please read the [STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS](#) carefully and, if in doubt, call the DFO or Head to discuss the matter in the strictest confidence.

EQUAL OPPORTUNITIES

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.



CONTACT DETAILS

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or communications@rgs.newcastle.sch.uk

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