

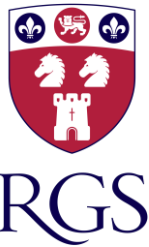
# **AFTER SCHOOL SUPERVISOR**

**Junior School**

## **JOB INFORMATION**



**RGS**



## **AFTER SCHOOL SUPERVISOR** (Part-Time, permanent)

Newcastle upon Tyne Royal Grammar School  
Required from September 2024



### **THE POSITION**

We are looking for an enthusiastic and vibrant person to work as part of a team to provide daily supervision for students aged between 7 – 11 years old from 3.30pm until 5.30pm in our Junior School, Monday to Friday, during term time.

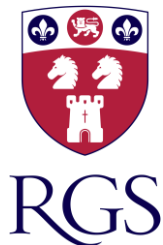
The job entails being part of an existing team of 3 After School Supervisors helping to run calm activities, greeting parents and connecting them to their children for safe departure.

You will need to be student/parent focused and must actively support the school's ethos and vision.



---

**Job Description:** After School Supervisor  
**Closing Date:** 9.00am Monday 17<sup>th</sup> June 2024  
**Contact:** Junior School Head, James Miller ([j.n.miller@rgs.newcastle.sch.uk](mailto:j.n.miller@rgs.newcastle.sch.uk))



## THE SCHOOL

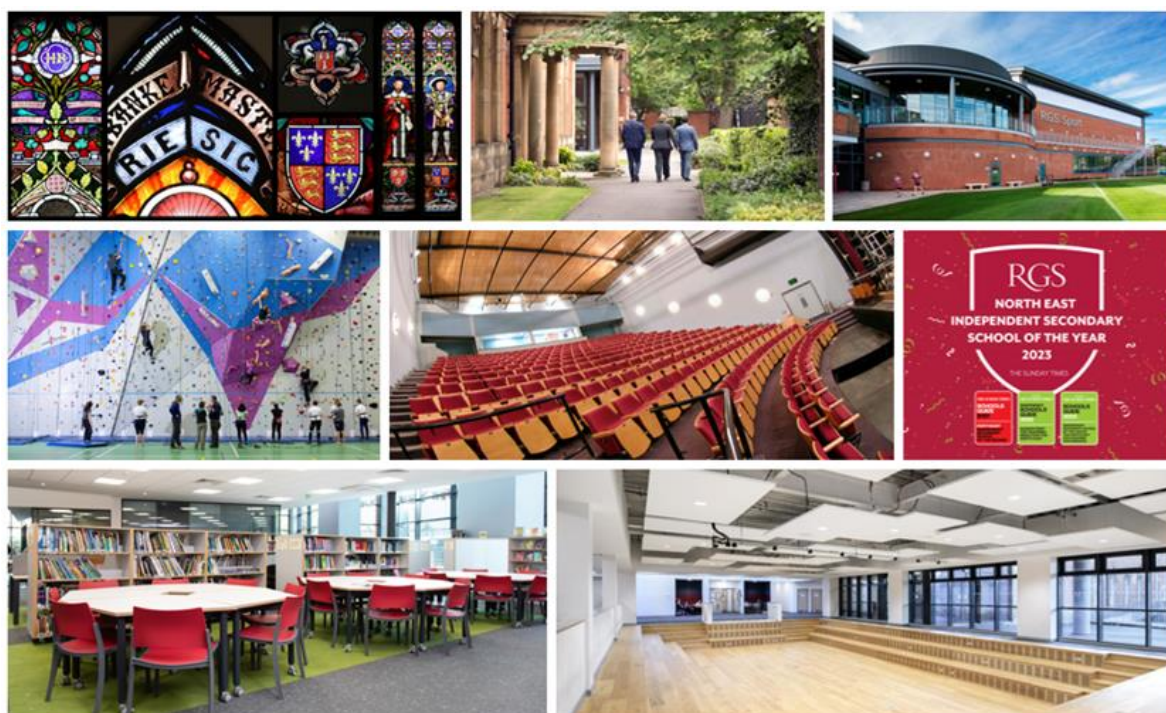
Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools.

In 2023, RGS was named overall 'Independent School of the Year' in The Telegraph Group's national awards. RGS also consistently tops the region's academic league tables and was awarded the Sunday Times' 2024 North East's Top Independent Secondary School, both the overall winner and for Academic Performance. While we pride ourselves on academic excellence, we are just as well known for our high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS is fully co-educational with over 1,300 students aged 7-18 years (Years 3 to 13) and our academically selective places are highly coveted. We have more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Our Sixth Form is one of the largest in the independent sector with more than 340 students.

The school is based in the heart of the City, immediately opposite Jesmond Metro station and our excellent transport links attract students from far and wide. The school occupies over 30 acres of land and has state-of-the-art facilities, including a 25m swimming pool, two Sports Halls, five new art studios, a new library, a new Sixth Form Centre, a Performing Arts Centre with professional-standard theatre, several outdoor football/rugby pitches, an artificial turf pitch and the former County Cricket Ground.

RGS is a special place, known and respected throughout the whole country as well as the North East. It's a place where aspirations are high, results are outstanding, and opportunities are endless. Our students go on to study highly selective courses at the most sought-after universities, but also leave the school realising that life outside the classroom has been equally beneficial.



---

**Job Description:** After School Supervisor

**Closing Date:** 9.00am Monday 17<sup>th</sup> June 2024

**Contact:** Junior School Head, James Miller ([j.n.miller@rgs.newcastle.sch.uk](mailto:j.n.miller@rgs.newcastle.sch.uk))



## THE JUNIOR SCHOOL

Coursing through the veins of the Junior School community are our 4 Superpowers. We expect the children, the staff and the parents to practice and demonstrate these qualities as often as they can in their everyday lives:



Sharing the site of the Senior School, the Junior School caters for boys and girls aged 7-11 with three parallel classes in Year 3 and Year 4 (approx. 20 per class) and three classes in Years 5 and 6 (approx. 24 per class), to give a total school roll of 270 presently. Selection is based on performance during Assessment Days for Year 3 entrants and an entrance Examination and Activity Day for Year 5 applicants.

The majority of the teaching takes place in the purpose-built buildings of Lambton House, for Years 3 and 4, and Brandling House for Years 5 and 6. Dedicated art & design technology rooms in Lambton House and a science lab and computer suite in Years 5 and 6 before transfer (without further assessment/selection) to the Senior School.

We aim to nurture a love for learning which helps our pupils make excellent progress across KS2, but more importantly, helps them to develop qualities that are crucial in the real world: curiosity, open-mindedness, resilience, resourcefulness collaboration and reflection.

In the Junior School, we encourage children to develop their abilities through active participation, and we pride ourselves on the wide range of activities and extra-curricular opportunities on offer. Sometimes it seems as if Junior School students are never in school!





We have a comprehensive programme of outdoor activity. Currently Year 5 have a residential visit to the North Pennines, whilst Year 4 have a wonderful week in the stunning location of Patterdale in the Lake District. Year 6 spend the second week of the autumn term under canvas up in the Cheviots, at Kirknewton near Wooler and Year 3 have an overnight stay in the Centre at the same place in the summer term. Further afield students travel at Easter to ski in the French Alps and we are hoping to launch a Year 6 Sports Tour in the near future.

In sport, we want all boys and girls to participate, whilst also aiming for excellence, and there are inter-house competitions and school teams for rugby, hockey, football, netball, cross-country running, swimming, cricket, rounders, athletics, chess and gymnastics. These sports have clubs during the week (before, during and after school) and there are further clubs for fitness, fundamental movement and fencing. Teams compete at the highest levels. The school regularly has National Champions at gymnastics and swimming, and regional and HMC champions in rugby, hockey, chess and athletics.

Performing Arts in the Junior School are also of major importance, and the quality of music and dance performers and performances is tremendous. For example, the annual Dance Championship provides opportunity for display in all genres for boys and girls to celebrate their keenness for artistic movement; and the House Music event always showcases phenomenal individual talent.

The RGS Junior School has 19 members of teaching staff, and three teaching assistants. There is some staff cross-over into the Junior School from Senior School staff in Music, Dance, and PE/Sport. Junior School staff are supportive, and the Staff Room is friendly and mixed in outlook with male and female colleagues of all ages. There is a very strong team spirit: this extends beyond the Junior School to the whole RGS staff which regularly comes together for staff training days and social events.



---

**Job Description:** After School Supervisor

**Closing Date:** 9.00am Monday 17<sup>th</sup> June 2024

**Contact:** Junior School Head, James Miller ([j.n.miller@rgs.newcastle.sch.uk](mailto:j.n.miller@rgs.newcastle.sch.uk))

## MAIN DUTIES AND RESPONSIBILITIES

### Junior School Duties include:

- On arrival at 3.30, reporting to Late Room to commence supervision.
- Assisting with and creating activities for the students each evening in the junior school.
- Welcoming parents as they arrive to collect their children.
- Making notes of any particular discussions that need to be passed on to the school's management the next day.
- Attending to minor first aid matters as necessary.
- Completing the register of attendance in Late Room.
- Using the Walkie-Talkie system to communicate with the team.
- A current First Aid qualification would be an advantage, but appropriate training will be provided, if required.





## QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

The following are desirable:

- Good verbal communication skills.
- A strong commitment to quality standards and good practice as they relate to behaviour.
- Experience of working in a school or similar environment.
- A willingness to actively support the ethos and aims of the school.
- The post holder must show a professional, positive and enthusiastic approach to work and be flexible and sensitive to the needs of a wide range of school users.
- They must:
  - be confident and courteous
  - have good timekeeping
  - have a tidy appearance.
- Show an understanding, or willingness to learn the issues associated with working among young people in a school.
- An ability to work as a member of a team in a busy environment.
- Committed to developing further personal professional knowledge, skills and experiences.
- An understanding of, and commitment to, the special needs of working with young people and children. These include safeguarding, Health and Safety, security and handling confidential information at times.



---

**Job Description:** After School Supervisor

**Closing Date:** 9.00am Monday 17<sup>th</sup> June 2024

**Contact:** Junior School Head, James Miller ([j.n.miller@rgs.newcastle.sch.uk](mailto:j.n.miller@rgs.newcastle.sch.uk))

## MAIN TERMS AND CONDITIONS

- The employee will report to the Junior School Assistant Head (Pastoral).
- Start date: September 2024 pending completion of the successful candidate's pre-employment and safeguarding checks.
- This is a part-time, term time only, permanent position at the school.
- The employee will be required to work 1 staff training day at the start of the academic year, each year. Payment for this day is incorporated into the employee's annual salary.
- The employee will work 10 hours per week, Monday to Friday during term time, i.e., 2 hours per day, from 3.30pm to 5.30pm.
- A salary based on the RGS Support Staff Pay Scale in the region of £23k (FTE), pro rata'd to an actual salary in the region of 5k per annum.
- RGS staff salaries are reviewed on 1<sup>st</sup> August each year.
- The employee will be entitled to normal school holidays and payment for holidays has already been incorporated into the salary.
- Given the nature of the role and the operational requirements of the school, requests for leave within term time will not normally be permitted.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data Protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.



---

**Job Description:** After School Supervisor

**Closing Date:** 9.00am Monday 17<sup>th</sup> June 2024

**Contact:** Junior School Head, James Miller ([j.n.miller@rgs.newcastle.sch.uk](mailto:j.n.miller@rgs.newcastle.sch.uk))



## WHAT WE OFFER

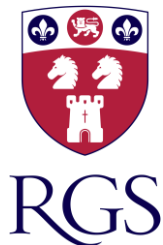
- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.
- The school offers an optional healthcare plan for all staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply). Further information will be available to the employee once in post.



- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- It is the school's policy to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer an interest free travel loan for a corporate Metro travel pass after a qualifying period. Further information will be available upon starting in post.
- We offer a Bike to Work scheme for qualifying members of staff. Terms and conditions apply. Details will be shared upon starting.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.



- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.
- Supportive and friendly community.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.



## HOW TO APPLY

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

If you have any queries, please do not hesitate to email James Miller (Head of Junior School) on 0191 281 5711 or [j.n.miller@rgds.newcastle.sch.uk](mailto:j.n.miller@rgds.newcastle.sch.uk). If, having looked through the website ([www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in:

1. A covering letter and
2. A fully completed RGS application form.

You must complete the application form, even if you want to also attach a CV. You are welcome to apply electronically, please email all documents to [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk) by the closing date.

The closing date for this role is 9.00am Monday 17<sup>th</sup> June 2024

Interviews will be held shortly after the closing date. We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis [S.Ellis@rgs.newcastle.sch.uk](mailto:S.Ellis@rgs.newcastle.sch.uk) in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

## Safeguarding and Safer Recruitment

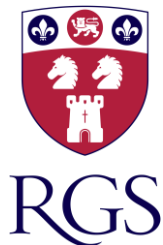
RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2023).

## 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 neurodivergence, age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.





We strive to achieve a diverse workforce, fully representative of our pluralistic society and the ethnic make-up of the student population in the UK. People of colour are under-represented on our staff team. We are keen to attract applicants from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of Black, Asian and ethnic minority heritage as well as White heritage.

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

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne, NE2 4DX

Tel: 0191 281 5711

General enquiries: [communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk)

[www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)



---

Job Description: After School Supervisor

Closing Date: 9.00am Monday 17<sup>th</sup> June 2024

Contact: Junior School Head, James Miller ([j.n.miller@rgs.newcastle.sch.uk](mailto:j.n.miller@rgs.newcastle.sch.uk))