

**LIBRARY
SUPERVISORY
ASSISTANT
(Part Time)
Fixed Term**

**JOB
INFORMATION**



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LIBRARY SUPERVISORY ASSISTANT (Part Time, Fixed Term)

Newcastle upon Tyne Royal Grammar School
Required from 03rd November 2025 until 07th July 2026.



THE POSITION

We have a fantastic opportunity for a professional and enthusiastic individual to join our supervisory team in providing a high quality and responsive supervisory service over the lunch time period until the end of the 2025/2026 academic year.

Based in our Senior School library, the role will involve working closely with our students both to support their needs and to ensure good order in the Senior School. Applicants should therefore be comfortable to work in this environment and feel that they can actively support the ethos and aims of the school.



Job Description: Library Supervisory Assistant (Part Time, Fixed Term)
Closing Date: 9.00am Friday 26th September 2025
Contact: Tom Keenan (Deputy Head) t.keenan@rgs.newcastle.sch.uk



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THE SCHOOL

In 1525, the Mayor of Newcastle, Thomas Horsley, wrote his will, in which he generously gifted his estate to fund a grammar school. Five centuries later, Horsley's vision lives on in the Royal Grammar School Newcastle's corridors and classrooms, and his philanthropic spirit drives the RGS's commitment to education.

Few schools can claim a 500-year history. Over the years, the RGS, has continued to flourish as the premier independent school in the North East of England and as one of the country's leading schools - consistently topping the regional table for academic excellence.

Today, RGS is a fully co-educational school with over 1,300 students aged 7-18 (Years 3 to 13). Its academically selective places are highly sought after. The school has more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Its Sixth Form is one of the largest in the independent sector, with more than 340 students.

While RGS prides itself on academic excellence, the school is also known for its emphasis on a holistic education. The school's 'There's More to Life' approach informs its holistic education, which is central to students' success, health and happiness.

RGS is based in the heart of Newcastle, 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 modern 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.



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Academic Success

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.

In 2023, RGS was named the overall national 'Independent School of the Year' by The Telegraph Group's Independent School Parent Awards. The school was again named North East Independent Secondary School of the Year for Academic Excellence 2025 by The Sunday Times' Parent Power Schools Guide. Most recently, the school was named Independent Senior School of the Year at the TES Awards.

Academically, the school is highly selective. Students are assessed for entry at the key entry points (Y3, Y5, Y7, and a handful at Y9, plus Sixth Form). The biggest entry points are Y3 (60 students), Y7 (c.75 students) and Y12 (c.45 students). Beyond the academics, in Junior School (Y3-6), entry is assessed through activity days, whilst at Y7, students are assessed through online tests and an interaction day. Sixth Form entry is through interview only.

Students sit baseline tests in Y7, Y10, and Y12 – the average GLA CAT score for both the current Y7 and Y12 is 117. We have several students who have the assistance of our dedicated Learning Support Team, which works across Junior and Senior School.



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Co-curricular Activities

At RGS, students can choose from over 170 co-curricular activities, ranging from music, drama, and sports to unique options like e-sports and knitting. All students are encouraged to discover what excites and inspires them.

Sport is also a central part of life at RGS, with students actively participating in a variety of activities including hockey, cricket, and basketball, from early morning until late afternoon. RGS views sport as a fundamental vehicle for students to develop lifelong skills, character, resilience – and, above all, a love for daily movement.

While it may seem tricky to balance schoolwork with so many exciting co-curricular and sporting activities, RGS has found that students actively engaged outside the classroom often perform even better academically. Both programs are designed to help students develop essential life skills, from self-awareness to decision-making and self-organisation.



Pastoral Care

We understand that all of our students are unique and different, and we strive to treat them as individuals, aiming to tailor our care to meet their needs.

That is why pastoral care is another critical cornerstone of RGS's holistic approach. Student well-being is embedded throughout school life, from a dedicated Form Teacher and an allocated Tutor to easy access to the school Medical Team and counsellors who work together to help students reach their full potential.

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MAIN DUTIES AND RESPONSIBILITIES

- The Library Supervisory Assistant will join an established team of staff who themselves undertake supervisory duties across the whole school site.
- The Library Supervisory Assistant will report to the Senior Deputy Head.
- The principal duty of this role will be to supervise Senior School students during the lunch period in the main school library. This will include managing student behaviour in line with the school's policies and procedures.
- The role will also require the Library Supervisory Assistant to actively support the pastoral care needs of the students and to be on the lookout for any concerns that individuals may be struggling with.





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QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS/EXPERIENCE

Desirable:

- Experience of working in a school or similar environment.
- A current First Aid qualification would be an advantage, but appropriate training will be provided if required.

Essential:

- The postholder 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.
- The postholder must:
 - be confident and courteous.
 - have excellent timekeeping.
 - have a tidy appearance.
 - Have excellent verbal communication skills.
- Show an understanding, or willingness to learn the issues associated with working among young people in a school. These include safeguarding, health and safety, security and handling confidential information.
- Be able to work as a member of a team in a busy environment.
- Have a strong commitment to quality standards and good practice as they relate to behaviour.
- Have a willingness to actively support the ethos and aims of the school.
- Have a personal commitment to professional development.

HEALTH AND SAFETY

An awareness of health and safety is essential. The post holder must perform their duties in accordance with the school's health and safety procedures and policies, taking remedial action and reporting hazards where additional action is required.



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MAIN TERMS AND CONDITIONS

- Start date: We expect the role to start on 03rd November 2025 pending completion of the successful candidate's pre-employment checks.
- The post will report to the Senior Deputy Head.
- This is a fixed term post with the school which is expected to end on Thursday 2nd July 2026. There may be scope for the role to be extended beyond this academic year and the impact of the role will be reviewed in the spring term and discussed with the postholder.
- The weekly hours will be 4.5 hours per week during term time.
- The normal daily hours for this role are as shown below, however, from time to time, the school may be able to offer additional hours:
 - Monday: 12.30pm - 2.00pm
 - Wednesday: 12.30pm - 2.00pm
 - Friday: 12.30pm - 2.00pm.
- The full-time salary for this post will be in the region of £22k gross per annum (Full Time Equivalent) on the RGS Support Staff Salary Scale. As this role is a fixed term, part time and term only (+ a day for safeguarding training), the salary will be pro-rata'd to circa £1.8k gross (based on 4.5 hours per week for 9 months), equal to £12.21 per hour.
- RGS staff salaries are reviewed on 1st August each year.
- As the successful candidate's employment will commence mid-way through the school academic year, there may be a shortfall on the holiday accrued to cover the holidays during the 2025/2026 school year. We will discuss options around how the holiday shortfall could be balanced at interview.
- The employee will be entitled to normal school holidays (pro rata) and payment for holidays will be incorporated into the fixed term salary.
- 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.



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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.



- 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 is 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.

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- 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.
- 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.
- Access to the school's library service and a wide range of reading materials.



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HOW TO APPLY

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

Enquiries about this post should be made in the first instance to Tom Keenan (Deputy Head) in the first instance. For an informal chat about the post, contact Tom Keenan on 0191 281 5711 or email t.keenan@rgs.newcastle.sch.uk.

To apply for this post please submit the following to jobs@rgs.newcastle.sch.uk by the closing date.

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

Note: You must complete the application form, even if you want to also attach a CV.

The closing date for this role is 9.00am Friday 26th September 2025

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 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 Keeping Children Safe in Education Safer Recruitment procedures to all candidates including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. More information regarding the checks can be found in our Information for Applicants [here](#), and '[Keeping Children Safe in Education](#)' (September 2025)

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.



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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

www.rgs.newcastle.sch.uk



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