

**OUTDOOR
ACTIVITY
LEAD**

**JOB
INFORMATION**



RGS
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OUTDOOR ACTIVITY LEAD

The Royal Grammar School, Newcastle upon Tyne

Required as soon as possible



THE POSITION

We are seeking an inspiring and motivated individual to lead the next phase in the development of our school's outdoor education provision. At our school, we believe that outdoor education plays a vital role in the personal growth and development of our students, and we actively encourage participation from all pupils across Years 3 to 13.

This is an exciting opportunity for a passionate and experienced Outdoor Activity Lead to work collaboratively with a dedicated team of staff who already support this important area of our co-curricular programme. Our current provision includes:

- Regular outdoor education residentials for Junior School pupils
- An annual Year 7 camp
- A thriving Duke of Edinburgh's Award scheme
- A variety of clubs and activities, including a very active climbing club

While this appointment is key to maintaining the continued success of these existing activities, we are particularly keen to hear from candidates who bring fresh ideas, energy, and enthusiasm to further expand and enrich our outdoor education offering.

This is an exciting opportunity to work in one of the country's leading independent schools, inspiring pupils through challenge, exploration, and adventure in the natural environment. We are looking for an enthusiastic and experienced professional with a genuine love of the outdoors and a clear understanding of the importance of outdoor activities in supporting pupil development.

The successful candidate will have a proven track record of inspiring young people and will be committed to enhancing the high-quality and extensive provision already in place.

Job Description: Outdoor Activity Lead

Contact: Tom Keenan (Deputy Head) t.keenan@rgs.newcastle.sch.uk

Closing Date: 9.00am Monday 02nd February 2026

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 programmes 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 following list is not exhaustive but is a guideline as to the main requirements of the role. The Outdoor Activity Lead must be willing, flexible, and prepared to carry out reasonable tasks not necessarily covered within this job description:

Residential Camps

- Lead the planning and delivery of Junior and Senior School residential camps.
- Ensure camps are safe, engaging, and developmentally appropriate.
- Liaise with teaching staff to ensure smooth coordination and effective risk management.

Duke of Edinburgh's Award

- Support and lead D of E expeditions.
- Assist students with expedition training and support them in completing all sections of the award.
- Work closely with the D of E Lead Teacher and other colleagues to ensure compliance with safety and supervision standards.
- Support the administration of all student DofE activities.

Co-Curricular Activities

- Support all outdoor co-curricular clubs, including the RGS Climbing Club.
- Develop a programme of additional outdoor pursuits for students, such as hill walking, paddling, and team-building activities.
- Contribute to wider co-curricular initiatives, including outdoor and adventurous learning within the school's Combined Cadet Force (CCF).





Training

- Lead and coordinate the training, assessment, and monitoring of staff involved in outdoor education activities to ensure safe and effective programme delivery.

General Duties

- Promote outdoor education across the school community.
- Maintain outdoor equipment, stores, and inventories.
- Conduct risk assessments and ensure compliance with health and safety regulations.
- Ensure the reporting and recording of hazards, accidents, and near misses, and follow up with appropriate actions to reduce risk.
- Undertake additional duties to support general school operations, as directed by the Deputy Head Co-Curricular. This will include supporting the academic programme and working with students in the classroom setting.

Accompanying trips and expeditions—locally, nationally, and occasionally internationally—is a significant part of this role.





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PERSON SPECIFICATION

Essential:

- Relevant NGB outdoor qualifications.
- Experience working with young people in an outdoor education context.
- Familiarity with the D of E Award Scheme and its expedition requirements.
- Passion for the outdoors and enthusiasm for inspiring others.
- Strong communication, teamwork, and organisational skills.
- A proactive, can-do attitude and commitment to safeguarding and child protection.
- Excellent organisational skills
- Excellent and proven logistic and IT skills.

Desirable:

- Current 16 Hour, or above, First Aid qualification
- Minibus driving qualification (DI licence).
- Experience in a school or educational setting.
- Knowledge of the local area and outdoor venues in the North East and Lake District.
- Experience of using the EVOLVE trip organisation software.

PERSONAL ATTRIBUTES

- An ability to uphold the values and ethos of the school, Outdoor Education and wider community
- A commitment to the RGS vision, values, aims and objectives
- Compassion, determination, and motivation to meet the needs of our school and students
- Resiliency and forward planning to work calmly under pressure
- Adaptability, with strong problem skills and a willingness to get stuck in where there is need
- Ability to think creatively and to prioritise key tasks
- Safety-conscious, prioritising student welfare
- Excellent interpersonal skills
- Able to lead a team
- A positive role model

MAIN TERMS AND CONDITIONS

- This is a permanent post with the school.
- The Outdoor Activity Lead will report to the Deputy Head Co-Curriculum.
- The Outdoor Activity Lead will work on a full-time, term time only basis + 25 additional days which will be spread throughout the school year and will include regular evenings, weekends and working on agreed days during the school holidays.
- There will be a substantial amount of overnight and weekend working in conjunction with camps and other outdoor activities. Furthermore, the postholder will also be expected to prepare for and coordinate camps which take place during the school holidays. Whilst there may be variations in dates from year to year but as a guide, the hope is that key activities outside of the core hours will include:

| Activity | Number of Days | Weekend days | Weekdays |
|---------------------|----------------|--------------|----------|
| Silver D of E | 21 | 12 | 9 |
| Gold D of E | 8 | 4 | 4 |
| Year 3 Camp | 3 | 0 | 3 |
| Year 6 Camp | 5 | 0 | 5 |
| Year 7 Camp | 5 | 0 | 5 |
| Climbing Trips | 6 | 6 | 0 |
| Other Outdoor Trips | 10 | 10 | 0 |

- Residential trips mean that the postholder will need to be comfortable to be away from the area and travelling at various times during the year.
- Working on residential camps which includes overnight stays or involvement in other overnight activities will not attract additional payment. The salary offered reflects the duties of the role.
- Due to the requirements of the role, the workings hours may differ on each day but will be confirmed by the school in advance however, flexibility will be required from time to time in exceptional circumstances (i.e. inclement weather).
- Your normal core hours will be 37.5 hours per week (normally 7.5 hours per day) during term time plus an additional 25 days which will be worked at weekends and partially in the school holiday periods.
- The postholder will also attend work on the compulsory safeguarding training day at the start of each academic year (dates varies each year but usually at the beginning of September). Payment for this day is included in the salary. The safeguarding training day is not counted in the additional days to be worked. On occasion, the Outdoor Activity Lead may be required to attend additional training days in agreement with the school.
- The postholder will be requested to opt out of the Working Time Regulations and agree to work for more than an average of 48 hours a week over a 17-week period at certain times.



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- The salary for this role is in the range of c.27 -33k gross per annum (Full Time Equivalent for 37.5 hours per week, all year round). As this role is term time only + 25 days (+ 1 day for compulsory safeguarding training which is included in the salary), the pro rata salary range will be c.25-30k gross per annum. The salary offered will be based on the experience and skills offered by the candidate and will include payment for attendance on all trips and camps in and outside of term time, weekends and evenings.
 - RGS staff salaries are reviewed on 1st August each year.
 - Holidays – The postholder will be entitled to a pro rata share of holidays and payment will be included in your annual 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 postholder 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 five times 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.



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- 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.
- 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.
- 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.



- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.
- 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.
- Supportive and friendly community.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.



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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) t.keenan@rgs.newcastle.sch.uk or by telephone on 0191 281 5711.

Please note that during the school holidays response times may be slower than usual.

If, having looked through the website (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. Please email all documents to jobs@rgs.newcastle.sch.uk by the closing date.

The closing date for this role is 9.00am Monday 02nd February 2026

We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

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.

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.

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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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