







Junior School Assistant Head (Co-curricular and Operations)

Candidate Information Pack

RGS

Introduction

A very warm invitation to join us...

The Royal Grammar School in Newcastle is a remarkable school with a 500-year history of welcoming people from all backgrounds. From history's Vice Admiral Cuthbert Collingwood, to recent Nobel Prize molecular biologist Sir Gregory Winter, RGS has educated thousands of young people who have gone on to make an indelible mark on the world. It is an exciting place to learn that is forward thinking and inclusive. We aim to create a sense of belonging, foster a belief in each other, inspire a love for learning and encourage an ambition to succeed.

The RGS has a reputation for excellence across academic and co-curricular activities, and our students benefit from the wide range of opportunities they can enjoy. We are equally dedicated to our pastoral care as we believe that happy children learn best. We encourage our students to be intellectually curious, to think creatively and to challenge themselves in everything they undertake.

We believe that academic results should be the consequence, not the purpose, of an outstanding and well-rounded education. That said we are immensely proud of the academic achievements of our community which outstrip Independent and State schools in the region. It is testament to our students' commitment and teachers' dedication that we are ranked as one of the highest performing schools in the country and regularly recognised in national awards.

We hope to ensure that our young people leave school as kind, interesting, independent-minded individuals who are willing to take on responsibility and motivated to contribute to society. If you are committed to helping apply the latest thinking in teaching and learning to lay the strongest possible foundations for their future, then we would be delighted to hear from you.

Geoffrey Stanford
Headmaster




RGS

RGS Newcastle

There's more to life at RGS...

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. 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 RGS is consistently awarded the Sunday Times' North East's Top Independent Secondary School for Academic Performance. While we pride ourselves on academic excellence, we are 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.

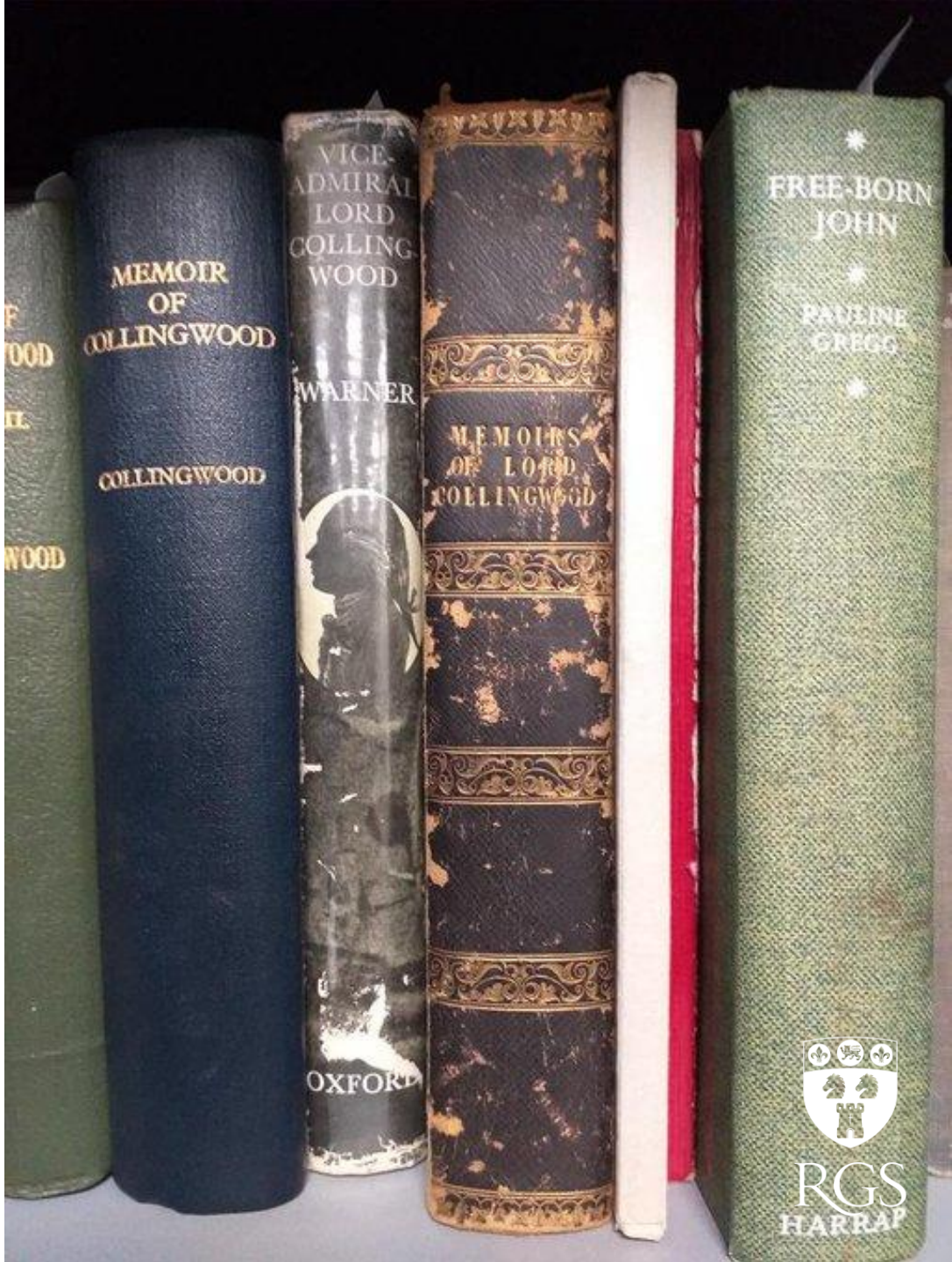
Today RGS is fully co-educational with over 1,300 students aged 7-18 years (Years 3 to 13), including more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Our Sixth Form is one of the largest in the independent sector with more than 330 students.

The school is based in the heart of the City, immediately opposite Jesmond Metro station. We benefit from over 30 acres of land with 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.

RGS is a special place, known and respected throughout the whole country as well as the North East. It is 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 in this country and internationally. Importantly, they leave the school realising that life outside the classroom has been equally beneficial.

Academically, the school is highly selective. Students are assessed for entry at the key entry points (Y3, Y5, Y7, Y9 and Sixth Form). The biggest entry points are Y3 (60 students), Y7 (c.75 students) and Y12 (c.45 students). Beyond the academic, 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 admissions test and interview. 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 students who have the assistance of our dedicated Learning Support Team, which works across Junior and Senior School.

Academic selection and excellent teaching mean that the school's results are exceptional. The published figures for 2026 are on the school's website. For A-Level, 34% of A-Level grades were at A*; 69% A*- A; and 90% A* - B. For GCSE, the proportion of grade 9s was 43.1%; 9 – 8 was 68.8%; and 9 – 7 was 85.6%. Our value-added performance analysis, provided by ALPS places us within the top 1% nationally for GCSEs and top 10% nationally for A Levels. The School has also been recognised by The Telegraph as one of the best independent schools in the North of England for value for money, ranking among only 18 schools nationally identified for delivering exceptional educational value.




Welcome
to the
Lambton Library
THIS WAY
THE OTHER WAY
THAT WAY
RGS

Hello from Mr Miller

Head of Junior School...

Our Junior School is designed to represent joy. Joy in learning, joy in teaching, joy in hard work and joy in seeing the children make progress personally, academically and spiritually.

There are currently 276 children in our school, from Year 3 to Year 6, with class sizes of 20 (Y3 and 4) and 24 (Y5 and 6) and there is currently no transition exam to move along to Senior School. At our foundation are a set of Superpowers (Able, Strong, Calm and Kind) that influence everyday life from rewards and sanctions through to assemblies and lessons.

We enjoy challenging stereotypes and have the aim of making sure that all children leave us feeling like the whole world of opportunity remains available to them. We have a metaphorical drink called 'Toughen Up' which helps us to open up discussions about resilience and galvanizes students, parents and staff when faced with a tricky situation.

There is great pride in being part of our school community so if you are looking for a place to work that will value you as a person and a colleague, come and see us! We aim to develop you professionally so well that you could get any future job you want but treat you so well that would will never want to leave!

James Miller
Head of Junior School



Our Vision and Ethos

We believe in inspiring young people and equipping them to make a positive contribution to society.

The RGS aims to promote excellence and is committed to raising aspiration and attainment across the North East.

By inspiring and nurturing hearts and minds, we can give those around us the freedom to create and shape their own future.

A future that is built on our sense of history and belonging in the city but is fueled by an ambition to succeed and evolve.

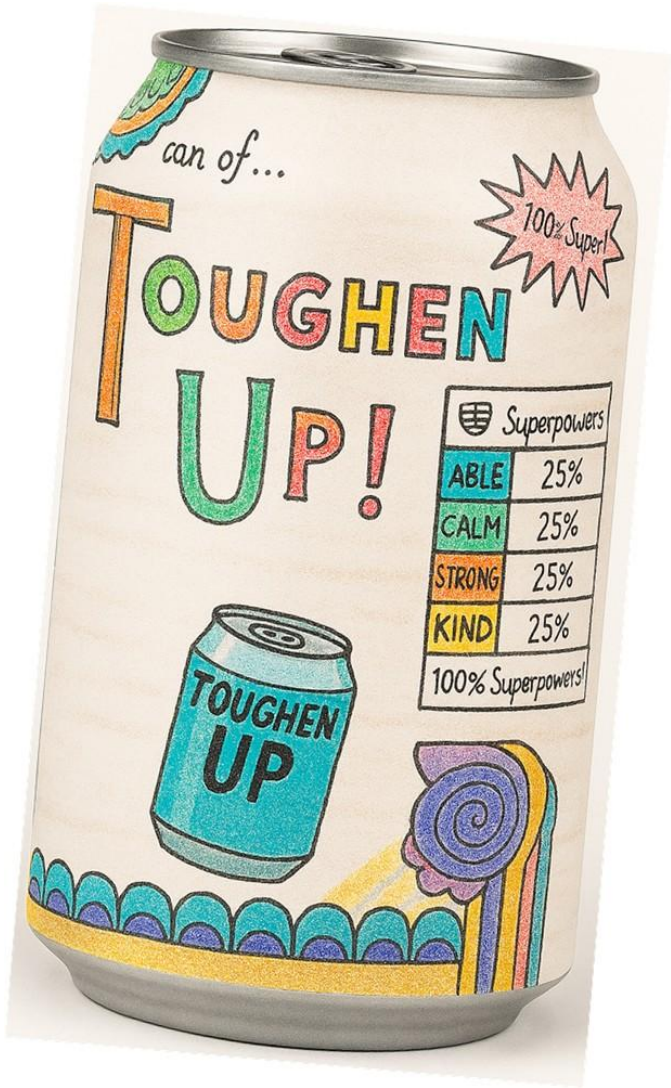
A place where freedom of expression, ideas and beliefs can be shared, exchanged and grow openly in our happy environment.

An environment where we look out for each other and treat everyone with care and respect, within and beyond our community.

A spirit to challenge, inspire and stretch the minds of everyone here so we feel free to explore, free to think, free to try, free to dream of possibilities and free to be ourselves.

In the Junior School, the Superpowers are embedded in everything that we do:

- *Able...*
- *Strong...*
- *Calm...*
- *Kind.*











Academics at the RGS

The Junior School is academically selective with the biggest intakes at Year 3 (60 places) and Year 5 (12 places). We are very proud of the academic progress made by all our students, all the more remarkable given the amount of time spent out of the classroom getting stuck into enriching activities, fixtures and trips!

Students are taught by a range of teachers, rather than solely by their class teacher as is common to most primary schools. This allows exposure to the most specialist staff which helps to drive up standards and expectations. Excellent classroom practice is what all children deserve and it's what we strive for every day.









RGS

The Co-Curriculum at the RGS

The emphasis on a broad co-curricular programme throughout the school is based on the conviction that individuals thrive in an environment in which their abilities and talents are recognised and nurtured. The excellent sporting and performing arts facilities enable a rich and diverse array of co-curricular activities, with the emphasis being both on broad participation and high performance.

The scale of the RGS allows the provision of a wide range of opportunities, allowing pupils more scope to find activities they truly enjoy, learn life skills and develop confidence in themselves.







Pastoral Care at the RGS

We pride ourselves on what we call our Platinum Pastoral Care, which is our pledge to parents to go above and beyond when it comes to caring for their children. There is an expectation that staff treat children as if they are their own when it comes to the level of care, compassion and attention that they give to their wellbeing. We have a compassion centred approach to rewards and sanctions, both of which tie back into the Superpowers. Relationships are the thread that joins up our whole school and curating them is a key skill that we value.






RGS

The Role

Following an internal promotion, we are seeking to appoint an exceptional and ambitious leader to the position of Assistant Head of Junior School.

The current management structure consists of the Head, Deputy Head and two Assistant Heads.

We are looking for a highly organised, dynamic and forward-thinking leader with the ability to inspire pupils, support colleagues and contribute positively to the continued success and growth of the school.

The successful candidate will be a confident and logical person with the ability to organise, communicate and implement school operations and systems including the co-curricular programme, the teaching timetable, duty rotas and the school calendar.

Key qualities include:

- Exceptional leadership and management skills.
- Excellent communication and interpersonal skills.
- Commitment to delivering an outstanding education.
- Outstanding organisational skills.
- Passion for, and interest in, co-curricular activities.
- Outstanding classroom practitioner (science is beneficial) with significant Key Stage 2 experience.






RGS Sport
Sports Reception
RGS

Job Description

(The Job description of this role is subject to regular review)

Overview

Responsible To: Head of Junior School

To provide outstanding leadership and management within the Junior School, supporting the Head of Junior School in delivering the school's strategic priorities and maintaining the highest standards of academic achievement, pastoral care and pupil experience.

The Assistant Head will play a critical role in the organisation of the Junior School and the curation of the extensive co-curricular programme.

Key Responsibilities

Leadership and Strategic Development

- Support the Head of Junior School in the leadership and management of the Junior School.
- Contribute to strategic planning and school improvement.
- Lead the co-curricular programme

Operational

Staff Leadership and Management

- Lead, motivate and develop the staff contributing to the co-curricular programme.
- Support recruitment, induction and mentoring.
- Foster a culture of accountability, support and professional growth.

Co-curricular

- Create and communicate the termly co-curricular programme (c.75 clubs).
- Actively contribute to the clubs programme.
- Line manage the Chess Coach, taking responsibility for fixtures (no experience in chess necessary).
- Attend a significant number of the 6 residentials each year.

Logistics

- Create the annual teaching timetable.
- Liaise with Senior School in events planning.
- Create and communicate the Junior School calendar.
- Create and communicate all duty rotas.
- Represent the Junior School at Health and Safety meetings.
- Organise the taking and distribution of class photos.
- Organise Celebration Events (Prize Giving) including trophies.

Teaching and Learning

- Maintain a significant teaching commitment (c.60%).
- Deliver outstanding classroom practice.
- Promote high-quality teaching and innovation.
- Depending on experience, lead on pupil tracking data and entrance assessment academic data collection.

Pastoral Care and Safeguarding

- Promote pupil wellbeing and safeguarding.
- Support an inclusive and nurturing culture.


BE UNIQUE
PLEASE
calm

Person Specification

Educational Attainment

- A good degree.
- Likely to be a qualified teacher, but this is not a necessity.
- Other relevant professional and/or management qualification(s) desirable but not essential.

Knowledge and Experience

- Significant successful Key Stage 2 teaching experience (science advantageous).
- The ability lead the teaching of science may be an advantage.
- Proven leadership and management experience.
- Ability to inspire confidence in pupils, parents and colleagues.
- Experience of organising systems and operations.
- Experience in delivering successful and inspiring staff training

Skills and Personal Qualities

- A dedicated team player, who strives for excellence and leads by example.
- An appreciation of the importance of a holistic education involving both the academic curriculum and the co-curricular programme.
- Active supporter of Equality and Diversity.
- Excellent communication skills, both written and oral, with outstanding interpersonal skills to build strong relationships and enable effective dialogue with pupils, parents, staff, alumni and visitors.
- Organised and able to prioritise workload, balancing decisiveness and consultation appropriately with problem solving skills to manage competing priorities and the judgement to manage sensitive and complex situations with clarity and care.
- Reliable and stays calm under pressure to be able to offer stability and consistency to the school community.
- Self-reliant and self-motivated, being able to work independently and as part of a team while being adaptable and flexible with working patterns to meet the needs of the school community.
- Understanding of the role in the context of safeguarding children.

Living in the North East

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Glasshouse, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital. History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want. There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.

The RGS is on the edge of the city centre, a ten-minute walk from the main shopping areas. The leafy, affluent suburbs of Jesmond and Gosforth are close by with housing ranging from purpose-built flats in terraced streets and conversions of bigger houses to terraced houses, post-war semis and large, family-sized detached houses with big gardens. All of this is within walking distance of the school, so no commute is needed. Properties are very affordable both within the city and the surrounding area. If you want to travel to work then you could wake up with a sea view, hop on the Metro and be at school just half an hour later. The region wins tourism and lifestyle awards for very good reasons!








RGS

Terms and conditions

- Start date – September 2027.
- This is a permanent post – full-time contract
- Working Hours - Normal working hours will be those necessary to carry out the duties of the post.
- Salary - The salary will be determined by the RGS Teachers' Scale.
- For Teachers, the school offers an alternative to the TPS, The Aviva Pension Trust for Independent Schools (APTIS) which is a defined contribution and salary exchange scheme administered by AVIVA. There is provision for life assurance and income protection under the APTIS scheme and increased flexibility regarding employee contributions and fund management. Further information on the APTIS scheme and salary exchange will be made available on appointment.




RGS

What we offer

- During term-time, staff are provided with a free lunch, if on site.
- The school offers an optional healthcare plan for 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.
- 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.
- 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.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.





What we offer

- 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 in post.
- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.
- Access to a 24/7 free telephone counselling service.
- Access to the school's library service and a wide range of reading materials.
- Access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.
- Supportive and friendly community.
- Opportunity to join in with RGS tradition and become a member of the Stowell, Collingwood, Horsley or Eldon House.



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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 to James Miller (Head of Junior School) in the first instance j.n.miller@rgs.newcastle.sch.uk. Potential candidates are welcome to come and visit the school.

Please visit www.rgs.newcastle.sch.uk/join-us/work-with-us to access our application form and further information for applicants.

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

1. A supporting letter outlining your interest in the post and how your skills and experience meet the requirements of the position.
2. A fully completed RGS application form.

Note: Please note that all applicants must complete the RGS application form. CVs may be submitted in addition, but not as a substitute.

The closing date for this vacancy is 9.00am on Tuesday 8th December 2026

Interviews will be held in early January 2027. 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 jobs@rgs.newcastle.sch.uk for more information.



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.

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.

Safer Recruitment

The RGS Newcastle Group of Schools 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 2026)




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