OUTDOOR ACTIVITY INSTRUCTOR JOB INFORMATION

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OUTDOOR ACTIVITY INSTRUCTOR

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 Instructor 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 and a fell walking society

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 Instructor
Contact: Chris Swainson (Deputy Head Co-Curricular) c.swainson@rgs.newcastle.sch.uk
Closing Date: 9.00am Friday 4th December 2026

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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 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 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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OUR VISION AND ETHOS

We believe in inspiring young people and equipping them to make a positive contribution to society. The RGS as a school promotes 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 fuelled 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.



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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 Instructor must be willing, flexible, and prepared to carry out reasonable tasks not necessarily covered within this job description:

Residential Camps

- Support 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

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

Climbing

- Support the delivery of climbing as an activity during games sessions, a co-curricular activity and weekend outdoor opportunities.

Fell Walking

- Support the planning and delivery of the "Summit Society" weekend expeditions.



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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).
- Accompanying trips and expeditions - locally, nationally, and occasionally internationally – this 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 (D1 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.



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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.



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KEY INFORMATION ABOUT THE ROLE

Contract Details

- This is a permanent post with the school.
- The Outdoor Activity Instructor will report to the Deputy Head (Co-Curricular).

Working Pattern and Hours

- The Outdoor Activity Instructor will work on a full-time, term-time-only basis plus 20 additional days per academic year, which will be spread throughout the school year and will include regular evenings, weekends and working on agreed days during the school holidays. These additional days reflect the requirement to support the school's outdoor education programme, including expeditions, residential visits, camps, training events and other co-curricular activities. The above has been taken into account when determining both the salary and working arrangements associated with the role.
- Due to the nature of outdoor education, working hours will be variable and may include periods of extended working associated with residential visits, expeditions, and camps. The postholder will be required to sign an opt-out agreement in relation to the 48-hour average working week under the Working Time Regulations.
- 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 20 days which will be worked at weekends and partially in the school holiday periods.



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Outdoor Learning and Residential Activities

- Residential trips mean that the postholder will need to be comfortable with being 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.

Wellbeing and Rest Periods

- Where the pattern of work prevents the postholder from receiving the appropriate statutory rest periods, particularly where consecutive weekends are worked, compensatory rest will be provided. This will be agreed with the Deputy Head (Co-Curricular) and will reflect the operational requirements of the school and its outdoor education programme.

Training and Development

- The postholder is required to attend the annual safeguarding training day at the start of each academic year (usually in early September). This is included within the salary and is separate from the additional days worked.

- Additional training days may be required by agreement with the school.

Pay and Benefits

- The salary for this role is in the range of c.25 -29k gross per annum (Full Time Equivalent for 37.5 hours per week, all year round). As this role is term time only + 20 days (+ 1 day for compulsory safeguarding training) the pro rata salary range will be c.21-25k 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.

- Holidays – The postholder will be entitled to a pro rata share of holidays and payment will be included in your annual salary.

Leave and Attendance

- Given the nature of the role and the operational requirements of the school, requests for leave within term time will not normally be permitted.

Professional Responsibilities

- 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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BENEFITS AND WELLBEING



Working Environment

- A warm, ambitious and supportive staff community, unified by shared values and a passion for helping young people thrive.
- Opportunities to engage in rich co-curricular life of the school including 170 clubs, societies and creative opportunities.



Food & Facilities

- Outstanding facilities across 30 acres, including state-of-the-art art studios, a modern Sixth Form Centre, Performing Arts Centre and extensive sports facilities including a 25m pool.
- Free access to our gym, fitness suite and swimming pool.
- Complimentary lunch during term time.
- Access to our modern school library and extensive reading materials.



Health & Wellbeing

- Optional healthcare plan, including optical, dental, physio cover and telephone GP access.
- Access to a 24/7 confidential telephone counselling service.
- Access to the school medical team, including triage advice and free flu vaccinations.



Pension & Financial Benefits

Support Staff Pension Scheme (APTIS) provided by Aviva:

- **3% employee contribution**: School contributes **5%**.
- **4% employee contribution**: School contributes **7%**.
- **Above 4% employee contribution**: School contribution remains at a maximum of **7%**.

Salary Exchange available (optional).



Additional Benefits

- Life assurance scheme (Aviva): 5× annual salary.
- Eligibility for the RGS Support Staff Sick Pay Scheme (after a qualifying period).
- Interest-free loan for corporate Metro travel pass (T&Cs apply).
- Bike to Work scheme (T&Cs apply).
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Professional Development

- Opportunity for middle leaders and aspiring middle leaders to participate in a focussed training programme.
- Access to 100+ free online training courses
- Regular safeguarding training
- Ongoing training and development opportunities, including internal/external training
- Free entry to school productions in the Miller Theatre (Performing Arts Centre)
- Easy city-centre access, directly opposite Jesmond Metro station—ideal for commuting.

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APPLICATION PROCESS

Enquiries about this post should be made in the first instance to Chris Swainson (Deputy Head Co-Curricular) c.swainson@rgs.newcastle.sch.uk.

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

Application Closing Date: 9.00am Friday 4th December 2026

To apply, please email the following to jobs@rgs.newcastle.sch.uk by the closing date:

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

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

Interviews will be held shortly after the closing date (week beginning 7th December). 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.

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Safeguarding and 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)

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.

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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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