

**Student
Support
Assistant
(Part Time)**
**JOB
INFORMATION**



RGS
NEWCASTLE

Student Support Assistant (Part Time - 15 hours/week)

Required as soon as possible
Newcastle upon Tyne Royal Grammar School



THE POSITION

We seek to appoint a caring, thoughtful, and professional Student Support Assistant to support a student at our school in Year 9. Whilst the role is unique, the successful candidate will be joining a very close team of staff here at RGS.

A normal day would include meeting our student at school at around 7.45am and caring for them, within lessons and during some breaktimes, until the end of the school day. This will include toileting, transfers to and from a standing frame and other elements of personal care. There is some flexibility required, the day will end between 4pm and 4.30pm when our student is collected by parents. The exact finish time of each day will depend on co-curricular clubs.

This is a part-time position, and the Student Support Assistant will work 2 days (15 hours) per week; every Monday and Tuesday.



Job Description: Student Support Assistant (Part Time, 15 hours/week)

Closing Date: 9.00am Friday 16th October 2026

Contact: Lorraine Cattle (Head of Learning Support/SEND) l.cattle@rgs.newcastle.sch.uk

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.



Job Description: Student Support Assistant (Part Time, 15 hours/week)

Closing Date: 9.00am Friday 16th October 2026

Contact: Lorraine Cattle (Head of Learning Support/SEND) l.cattle@rgs.newcastle.sch.uk

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.



Job Description: Student Support Assistant (Part Time, 15 hours/week)

Closing Date: 9.00am Friday 16th October 2026

Contact: Lorraine Cattle (Head of Learning Support/SEND) l.cattle@rgs.newcastle.sch.uk

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 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 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.

Job Description: Student Support Assistant (Part Time, 15 hours/week)

Closing Date: 9.00am Friday 16th October 2026

Contact: Lorraine Cattle (Head of Learning Support/SEND) l.cattle@rgs.newcastle.sch.uk

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.



Job Description: Student Support Assistant (Part Time, 15 hours/week)

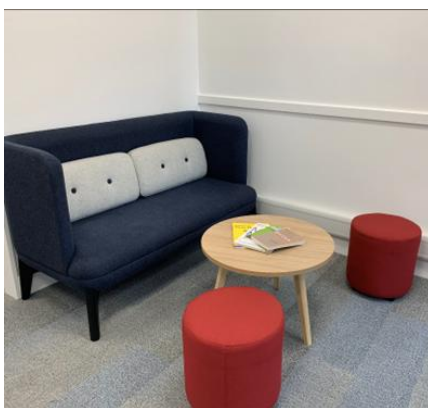
Closing Date: 9.00am Friday 16th October 2026

Contact: Lorraine Cattle (Head of Learning Support/SEND) l.cattle@rgs.newcastle.sch.uk

THE LEARNING SUPPORT DEPARTMENT

The department is a team of seven colleagues with a wealth of experience in independent, maintained, special and specialist schools or units. Our aim is to ensure that every student can enjoy success in and out of the classroom, regardless of the barriers they may face. As such, we have recently appointed a Social Communication Skills colleague to help with this area of need. We like to ensure that all needs are met and to help every student feel willing and able to manage the school curriculum and provide individual or group support where needed.

All students, regardless of their needs, should be offered a broad, balanced, and differentiated curriculum appropriate to their needs, abilities, and aspirations. We work closely with teachers and parents to provide individualised programs which target areas of need, whether these are academic or pastoral. We use a range of evidence-based educational and psychological approaches to help our students, with the student at the heart of decisions about their support. We work with all ages, from Year 3 to Upper Sixth, and so flexibility, communication, positivity, and good knowledge of SEND pedagogy is vital.



Job Description: Student Support Assistant (Part Time, 15 hours/week)

Closing Date: 9.00am Friday 16th October 2026

Contact: Lorraine Cattle (Head of Learning Support/SENDCO) l.cattle@rgs.newcastle.sch.uk

SUMMARY OF ROLE

Our student is a friendly, bright, and determined young lady and this is a highly rewarding role, caring for an individual within the school. There is no home care as part of this role. The role includes all personal care when in school, such as toileting, dressing for games, PE, and swimming, assisting in classroom lessons, and facilitating independence at mealtimes.

- Hoists are used for transfers – full training will be provided.
- Personal care support – training will be provided.
- Supporting access to co-curricular activities during lunchtimes and after school.
- Ensuring reasonable adjustments are in place to support independence in lessons.
- Must be comfortable in a large school environment.
- Candidates must be aware of the size of the Senior School site and be comfortable walking longer distances between lessons as part of daily transitions. Lift access is available where required.



Job Description: Student Support Assistant (Part Time, 15 hours/week)

Closing Date: 9.00am Friday 16th October 2026

Contact: Lorraine Cattle (Head of Learning Support/SEND) l.cattle@rgs.newcastle.sch.uk

MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Head of Learning Support, (SENDSCO), the Student Support Assistant's overall responsibilities will include (but are not limited to) the following and may be altered from time to time:

TYPICAL DUTIES

Specific to School

- Accompanying our student to and from each lesson (she has an electric wheelchair and is a great driver!).
- Assisting with tasks within lessons (our student writes well but tires quickly).
- Structuring and facilitating reasonable adjustments in lessons such as access to her workspace, setting up her Surface Pro and writing slope.
- Supporting during swimming lessons (including in the swimming pool). Be prepared to get wet and to encourage exercises that physically strengthen and prevent muscle wastage. This may vary depending on the day on which it is scheduled for each academic year.
- Conducting Learning Support Assistant (LSA) duties and supporting other students in lessons when required.
- Opportunity to join school residential and co-curricular trips depending on requirement.

Personal Care:

- Washing and bathing - toweling dry/drying hair.
- Hoisting into and out of swimming pool.
- Applying creams.
- General hair/skin care.
- Hoisting on and off toilet.
- Supporting personal and intimate care needs.
- Dressing and undressing.
- Helping into/out of chair and into standing frame.
- Transfer to Sports Wheelchair for Games & PE lessons.
- Giving medication in line with medical policy and under the guidance of the school nurses.
- Helping with other aspects of personal care as required.

Job Description: Student Support Assistant (Part Time, 15 hours/week)

Closing Date: 9.00am Friday 16th October 2026

Contact: Lorraine Cattle (Head of Learning Support/SENDSCO) l.cattle@rgs.newcastle.sch.uk

PERSON SPECIFICATION

The successful candidate will demonstrate experience and expertise in most of the following areas. Previous experience is preferred but this is not as essential as a kind and common-sense approach to these roles.

QUALIFICATIONS

- Level 2/3 Teaching Assistants or equivalent qualification and/or experience.
- Experience of supporting in a KS3 and GCSE curriculum
- Appropriate first aid training.
- Appropriate safeguarding training.

QUALIFICATIONS / TRAINING / SKILLS

Skills/Experience- Essential

- Proactive approach to the duties and responsibilities associated with the role; able to both follow instructions and work on own initiative.
- An ability to balance conflicting demands, whilst working in a fast-paced environment.
- An understanding of, and commitment to, the needs of working with young people and children. These include safeguarding, Health and Safety, security and managing confidential information at times.
- Ability to use ICT effectively to support learning.
- Ability or experience of delivering Learning Support Provision
- Respectful of our student's privacy and confidentiality, with the ability to build, maintain quality relationships and communicate effectively with students, colleagues, and parents/carers.
- Understanding and commitment to equality of opportunity for all.
- Reliable, with good timekeeping.
- Hygienic and tidy minded.
- Fit and healthy to undertake the required physical duties.
- Patient and possessing excellent people skills.
- A genuine liking of people and the ability to show warmth, good-humour, empathy, and sensitivity.
- A passion for inclusion and promoting the equitable rights of our young people.

Skills/Experience- Desirable

- Completed training in the relevant strategies such as manual handling of people, supporting personal care or experience of using specialist support equipment such as hoists.
- Committed to developing further personal professional knowledge, skills, and experiences.
- Experience of working with KS3 and (I)GCSE students and curricula.
- Understanding of principles of child development and learning processes.

Personal Attributes- Essential

- Highly motivated, effective, and energetic.
- Resilient and well organised.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Tact, discretion, and diplomacy.



Job Description: Student Support Assistant (Part Time, 15 hours/week)

Closing Date: 9.00am Friday 16th October 2026

Contact: Lorraine Cattle (Head of Learning Support/SEND) l.cattle@rgs.newcastle.sch.uk

MAIN TERMS AND CONDITIONS

Please note that given the nature of personal care detailed this role is only suitable for female applicants.

- This is a permanent position with the school
- The post will report to the Head of Learning Support (SENDCo).
- This is a term time only position and the successful candidate will work 2 days per week during term time.
- The successful candidate will be required to work on the compulsory safeguarding training at the start of each academic year and four other staff training days throughout the year. Further details regarding staff days will be shared with the successful candidate. Payment for these staff days has been incorporated into the annual salary.
- The successful candidate may also be required to work limited special events e.g., RGS Day and Open Day, with advance notice being provided by the school.
- Normal weekly hours during term time will be 15 hours per week on Monday & Tuesday.
- Set hours are yet to be determined but repeating shifts will be worked between the operational hours of 7.45am until 4.30pm to support the needs of the student. The earliest start time would be 7.45am and the latest finish time would be 4.30pm (the SSA will work 7.5 hours on each working day within this window) with a 30-minute unpaid lunch break.
- There may be occasions where the employee is required to be flexible with the start and/or finish time to meet Senior School requirements at key times during the school year. Some additional hours will be paid by the parents of the child, separate to the school salary.
- The salary for this role will be in the region of 26k gross per annum (Full Time Equivalent). The pro-rata equivalent salary for this role is in the region of 8.3k gross per annum (based on 15 hours per week).
- RGS Operational Staff salaries are reviewed on 1st August each year.
- As the successful candidate's employment will be commencing mid-way through the school academic year, there will be a shortfall on the holiday accrued to cover the holidays during the 2026/2027 school year. We will discuss options around how the holiday shortfall could be balanced at interview.
- Beyond the first academic year, the employee will be entitled to normal school holidays and payment for holidays will be incorporated into the annual 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.



RGS
NEWCASTLE

WHAT WE OFFER



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 use of the gym, fitness suite and swimming pool at permitted times.
- 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):
 - Minimum 3% employee contribution with a 7% employer contribution.
 - 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).
- Enhanced maternity pay.
- Generous staff fee discount (conditions apply)



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.

Job Description: Student Support Assistant (Part Time, 15 hours/week)

Closing Date: 9.00am Friday 16th October 2026

Contact: Lorraine Cattle (Head of Learning Support/SEND) l.cattle@rgs.newcastle.sch.uk

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 Lorraine Cattle (Head of Learning Support/SENDSCO) l.cattle@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.

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 16th October 2026

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.

Safeguarding and Safer Recruitment

The RGS Newcastle Group 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.

Job Description: Student Support Assistant (Part Time, 15 hours/week)

Closing Date: 9.00am Friday 16th October 2026

Contact: Lorraine Cattle (Head of Learning Support/SENDSCO) l.cattle@rgs.newcastle.sch.uk

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



Job Description: Student Support Assistant (Part Time, 15 hours/week)

Closing Date: 9.00am Friday 16th October 2026

Contact: Lorraine Cattle (Head of Learning Support/SEND) l.cattle@rgs.newcastle.sch.uk