

**SUPERVISORY
ASSISTANT
(Part Time)**

**JOB
INFORMATION**



RGS
NEWCASTLE

SUPERVISORY ASSISTANT (Part Time)

Required as soon as possible.

Newcastle upon Tyne Royal Grammar School



THE POSITION

We are seeking a caring, professional and approachable individual to join our team as a Supervisory Assistant. This is an excellent opportunity to play an important role in supporting the wellbeing, safety and enjoyment of students, whilst contributing to the school's commitment to providing an outstanding pastoral environment.

The successful candidate will primarily supervise outdoor areas across the school site during lunchtime, helping to ensure a safe, positive and inclusive environment for all students. The role may also include supervision within indoor spaces when required. Working closely with students and colleagues, you will promote positive behaviour, encourage respectful interactions and contribute to the welcoming and supportive atmosphere that is central to our school community.

If you enjoy working with young people, have a positive and proactive approach, and would like to be part of a dedicated and friendly team, we encourage you to apply and look forward to receiving your application.



Job Description: Supervisory Assistant (Part Time)

Closing Date: 9.00am Thursday 8th October 2026

Contact: jobs@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.



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.



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.

MAIN DUTIES AND RESPONSIBILITIES

- The Supervisory Assistant will join an established team of staff who themselves undertake supervisory duties across the whole school site. This role will primarily cover the outdoor areas with indoor cover when required.
- The 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 outdoor areas. This will include managing student behaviour in line with the school's policies and procedures.
- The role will also require the 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.





RGS
NEWCASTLE

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.

MAIN TERMS AND CONDITIONS

- Start date: to be agreed on completion of the successful candidate's pre-employment checks.
- The post will report to the Senior Deputy Head.
- This is a permanent post with the school.
- The normal daily hours for this role are Monday to Friday, 12.30pm until 2.00pm (7.5 hours per week) during school term time plus 1 additional day for annual safeguarding training.
- The full-time salary for this post will be in the region of £24853 gross per annum (Full Time Equivalent) on the RGS Support Staff Salary Scale. As this role is part-time and term only, the salary will be pro-rata'd to £3867.53 gross and is equal to £12.71 per hour.
- RGS staff salaries are reviewed on 1st August each year.
- As the successful candidate's employment commences mid-way through the school academic year, there may 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.
- The employee will be entitled to normal school holidays (pro rata) and payment for holidays will be incorporated into the 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, Allergens, 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 free 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.
- Staff school 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.



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 jobs@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 Thursday 8th 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.

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.

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.

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: Supervisory Assistant (Part Time)
Closing Date: 9.00am Thursday 8th October 2026
Contact: jobs@rgs.newcastle.sch.uk