

JOB TITLE: **HEAD OF YEAR**

## REIGATE GRAMMAR SCHOOL INFORMATION FOR CANDIDATES

Role commences: **September 2026**

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## REIGATE GRAMMAR SCHOOL

Alderman Henry Smith founded Reigate Grammar School in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, an historic market town in the east of Surrey at the foothills of the North Downs in an area of outstanding natural beauty.

RGS is a leading HMC independent co-educational day school. It is a highly successful, happy and exciting school, which aims to provide a broad and balanced education to boys and girls that will prepare them for the modern world. The school song, *To Be a Pilgrim*, reminds our students that they are on a journey of noble purpose, to have an impact and to make the world a better place. We aim to educate the whole child and offer a broad range of experiences for all. We are an inclusive school and, built upon the vision of our founder, are committed to social mobility and the provision of bursaries through wider access and a supportive Reigatian community.

### **“Happy Kids Great Results”** Good Schools Guide 2019

Reigate Grammar School caters for over 1050 students aged 11 to 18. Another 600 students are educated at Reigate St Mary's Preparatory and Choir School and Chinthurst School, RGS's junior and nursery schools – both recently shortlisted for UK Independent Prep School of the Year. RGS offers the very best academic education with equal prominence placed on the arts, sport and a rich extra-curricular programme. RGS has a distinctive educational philosophy and a strong ethos of pastoral care underpinning a well-rounded education. The House system has some clearly defined aims: for everyone to feel part of a team; to allow leadership to be nurtured; talent to shine; confidence to surge; teamwork to flourish; and competitive spirit to develop. In the school's academic culture of intellectual freedom, the structure of the curriculum means that students receive a strong grounding in core subjects but can elect to pursue any area of interest. In the elective curriculum, one student may learn to trade stocks while another deepens their understanding of French literature. It is a challenging and balanced education, equipping students for the opportunities and demands of their future lives and allowing them to explore their personal passions.



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The first line of the school's most recent ISI report asserts that 'the quality of the students' achievements and learning is exceptional': the first co-ed day school to achieve this rare accolade. RGS' approach to teaching and learning melds expert teaching knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning, focusing on the development of global citizens, advanced performers and enterprising learners.

Outcomes at RGS are world-class, with 90% of GCSE entries graded 9–7 in 2025. A Level results remain outstanding, with 95% of entries awarded A\*–B. This year, 98% of applicants received offers from top universities, including Oxbridge, Russell Group institutions, and leading medical schools.

Reigate Grammar School has been named The Sunday Times' Independent Secondary School of the Year 2025, following on from being awarded Independent School of the Year 2024 by Education Today. We are also featured in the Tatler School Guide 2025 as one of the top schools in the UK, and were again recognised in the Sunday Times Parent Power league tables as the best co-educational day school in the Southeast.

In addition to academic success, our broader educational impact has been widely acknowledged. In 2025 alone, we were finalists in national awards for Mind & Mental Health, Charitable Work, Diversity, Equality, Inclusion & Justice, and Headteacher of the Year. We were also shortlisted for Independent School of the Year by the TES School Awards 2025.

In 2024, we were proud winners of the Private Education Award for Most Nurturing School, and finalists for Contribution to Social Mobility, Best Learning Support, and Innovation in Education.

Shaun Fenton, Headmaster, recognised as one of the UK's outstanding educational leaders, was elected Chairman of HMC in 2018–2019 and was awarded an OBE by Her Majesty the Queen for Services to Education.



## JOB DESCRIPTION

This role represents an excellent whole-school opportunity for an ambitious, charismatic and outstanding teacher to make a difference and realise the RGS values. The Head of Year will provide leadership, direction and management of a year group as they move through the school enabling both high attainment and high quality learning.

The Head of Year supports academic progress but also works to encourage positive emotional wellbeing in their year group working closely with colleagues and parents to nurture each child's personal and social development.

The Head of Year is also responsible for encouraging students in their year group to participate in a range of activities, while maintaining a sense of balance in their day-to-day lives.

### THE POST

The school is divided into three sections: Lower School (Years 7-8), Upper School (Years 9-11) and Sixth Form (Years 12-13). Each of these is managed by an overall Head of Section, supported by a team of Heads of Year. Heads of Year support the Head of Section in managing all aspects of academic progress and attainment, as well as having overall pastoral responsibility for the students in their care. Heads of Year are line-managed directly by their Head of Section and meet weekly to discuss all academic and pastoral issues relating to their year. Heads of Year are expected to make a major contribution to the overall ethos of their year, to support the school rules on behaviour and appearance, and to liaise closely with parents and other staff including the Head of Learning Support, Head of PSHEE/RSE and the Director of Studies.

### Specific responsibilities will include:

- Promoting high academic standards;
- liaising with form tutors, Heads of Department and the Deputy Heads regarding students' academic progress;
- co-ordinating the tracking of students' progress;
- overseeing reports and grades;
- planning and leading a programme of ethos supporting messages, assemblies, events, presentations etc. such as in line with a school-wide programme of PSHEE or the external calendar of events such as Anti-Bullying week;

- promoting positive emotional wellbeing and a sense of balance in their year group;
- attending evening events related to their year group (such as information evenings, parents' evenings and induction or options events);
- attending all year and section assemblies and leading in their presentation and organisation;
- line-managing a tutor team and Assistant or Deputy Heads of Year;
- running weekly tutor briefings and managing the quality of tutor time and tutor team communication with parents;
- liaising with the Head of Section/Head of Learning Support/ Deputy Head/DSL over students with pastoral, specific learning needs and academic concerns;
- planning and delivery of a residential trip each year and at least one day event or trip to educate and build a sense of community;
- working with the relevant Head of Section in delivering very effective parental communication including weekly bulletin updates, regular informal forum/coffee meetings, face-to-face and virtual Q&A sessions, enabling a year group publication or student magazine and the normal full range of parent evening events;
- attending and helping at the annual taster days and interview days for new students to represent the pastoral team and help with admissions.

### The Heads of Year also assist the Head of Section with:

- Retention and recruitment: attracting, liaising with, assessing and interviewing any external applicants and their parents as well as working to ensure strong retention;
- standards of uniform, attendance and behaviour in their year group.



## JOB DESCRIPTION CONTINUED

### THE SUCCESSFUL CANDIDATE WILL BE:

- Committed to ensuring that students achieve outstanding academic results;
- prepared to gain familiarity with relevant curriculum issues;
- able to build an excellent rapport with students, within appropriate boundaries;
- a clear communicator;
- able to demonstrate excellent skills in using data to track progress;
- interested in the latest thinking around teenage mental health;
- willing to attend events involving their year group;
- organised and efficient at administration;
- ability to tackle all aspects of the role with a sense of calm and positivity;
- able to demonstrate the personal skills to liaise effectively with tutors, other staff and parents;
- comfortable working in a busy, dynamic environment;
- positive and constructive approach to all aspects of the role;
- willing to implement and uphold school policy.

No particular academic discipline is sought, but candidates must be able to offer at least one subject to A Level which is part of the RGS curriculum.

All staff are actively involved in the co-curricular life of the school, and we encourage staff to share their passions with our pupils. Staff who are able to support with a range of MUN, Public Speaking, Student Leadership and Committees as well as our busy Music, Drama, Sport, CCF and DofE programmes would be beneficial.





## FURTHER INFORMATION

### TERMS AND CONDITIONS

- Reigate Grammar School has its own salary scale which is substantially above the national scales.
- All teaching staff are automatically members of the pension scheme run by the Teachers' Pensions Agency which is transferable between all UK schools.
- Children of teaching staff may be educated at Reigate Grammar School, Reigate St Mary's Preparatory and Choir School, Chinthurst School or Micklefield School at substantially reduced rates. Candidates are invited to enquire about this at interview.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure by the Disclosure and Barring Services and to complete an online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

### SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

### EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating

and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

### APPLICATIONS

Applicants are asked to complete the Teaching Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement addressed to the Headmaster as soon as possible and by **Monday 19 January 2026, by 9.00am** at the latest. Please do not send a separate curriculum vitae. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date. Shortlisted candidates will be invited for interview.

Within your application letter we would be grateful if you could indicate where you saw this position, whether it was from the TES or another source.

Applications should be addressed to The Headmaster and sent (by letter or by email) to the address below.

Mrs Dawn Holmes  
Head of Human Resources  
Reigate Grammar School  
Reigate Road, Reigate, RH2 0QS

01737 222231

[hr@reigategrammar.org](mailto:hr@reigategrammar.org) | [reigategrammar.org](http://reigategrammar.org)

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.



## SCHOOL LOCATION AND DIRECTIONS

The RGS campus is on its original 1675 site in the historic market town of Reigate within an area of outstanding natural beauty. Adjacent to junction 8 of the M25, the school is also easily accessible from central London by train.

The school benefits from excellent facilities, including:

- A new £8m Sixth Form and Learning Resource Centre at the heart of the campus
- Drama studios and Music school
- Swimming pool
- 32 acres of sports ground with two floodlit all-weather hockey pitches, rugby, cricket and football pitches

The school is currently within the planning phase for the construction and development of a state-of-the-art sports centre on the town centre campus.

## DIRECTIONS:

## By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill.

## By rail

The school is approximately ten minutes' walk from Reigate station which is well served by direct trains from London Victoria, East Croydon, Guildford and Dorking. Frequent connections to Redhill station (about one mile away) allow access to Crawley, Horsham and towns to the south along with Nutfield, Godstone and Tonbridge to the east.

## WHAT3WORDS

### Main Reception: cabin.fire.brave

