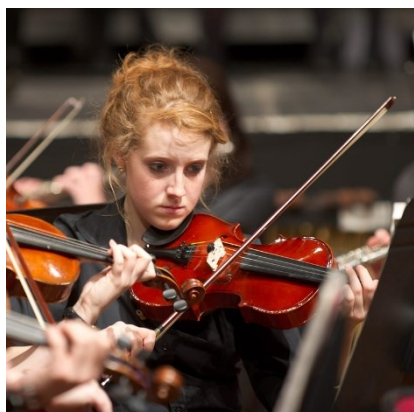


# REIGATE GRAMMAR SCHOOL

*HMC Co-educational day school, 900 pupils aged 11-18, 250 in the Sixth Form*



Appointment of

*Librarian*

*required from September 2016*

## **Information for Candidates**

# Introduction

Reigate Grammar School is an independent co-educational day school for pupils aged 11 to 18. It is a highly successful, happy and exciting school which aims to provide a broad and balanced education to both boys and girls that will prepare them for the modern world. It has a distinctive character which combines high academic standards with a wide range of extra-curricular activities, strong pastoral care and a relaxed and unpretentious atmosphere which is unusual for such a high performing school. We aim to educate the whole child and to offer a broad range of experiences for all.

## HISTORY

The school was founded in 1675 as a free school for boys. It became an independent grammar school during the nineteenth century, but after the 1944 Education Act it came under the control of Surrey County Council. On the abolition of the direct grant in 1976, RGS reverted to independent status. At the same time girls were admitted for the first time, initially in the Sixth Form only, but throughout the school from 1993. In September 2003, the school merged with Reigate St Mary's Preparatory School. Reigate Grammar School now numbers 950 pupils, of whom 250 are in the Sixth Form, with another 300 pupils at Reigate St Mary's.

## LOCATION

The school is fortunate to occupy three adjacent sites near the centre of Reigate, two for the senior school and one for the prep school. Reigate is a pleasant and thriving market town in Surrey, just outside the M25 yet with easy transport links to London, Gatwick and the Channel Tunnel. The majority of pupils live in Reigate, Redhill and their surrounding villages, but many come from further afield, including Horsham, Crawley, Horley and Dorking.



## FACILITIES

The school enjoys superb facilities which have been improved considerably in recent years, including a new Dining Hall, Sixth Form Centre, Mathematics classrooms, Music School and indoor swimming pool. A substantial new building containing classrooms and science laboratories opened in September 2011, along with a Fitness Room and new Reception. In addition to the main school sites, the sports ground at Hartswood, two miles from the school, provides some 32 acres of playing fields, outdoor cricket nets and a floodlit all-weather Astro-Turf pitch.

## ADMISSIONS

Pupils are admitted mainly at the ages of 11 and 13 via our own entrance examination, with a small number joining for the Sixth Form. The school is academically selective, with around two applicants for every place. Approximately half our pupils come from primary schools and half from the preparatory sector and the school has an unusually wide social mix, thanks, in part, to our generous bursary scheme, which provides financial assistance for those unable to afford the full fees. In the most deserving cases, fee remission of up to 100% of fees is available with the generous support of the Peter Harrison Foundation.

## CURRICULUM

The school has maintained its grammar school ethos and puts academic achievement as its first priority. The curriculum is broad and balanced, incorporating both traditional and modern elements: for example, all students in the First and Second Forms (Years 7 and 8) study Latin, but also take Food Technology. Most students study at least one Modern Language to GCSE and separate sciences are available to all. Most students take ten GCSEs or IGCSEs and three, four or five A Levels, chosen from a wide range of subjects. The Extended Project Qualification is also available.

## EXAMINATION RESULTS

RGS was listed as the top performing co-educational day school in Surrey for the second year running (by the Daily Telegraph in 2015 and in 2014 by The Sunday Times Parent Power). Recent examination results placed us as one of the

# Introduction

top co-educational day schools in the country: in 2015, 93 per cent of grades were A\* to B and the overall pass-rate was 100 per cent for the 16<sup>th</sup> year running. All RGS students applying to medical or veterinary school received an offer and secured their place for the third year in a row. At GCSE 93 per cent of grades were A\* to B. The average results at GCSE for RGS students was higher than 10 A grades per student with the majority of students securing more than 5A\* grades each. RGS far exceeded the national expectations for our students, based on their academic standards when they joined us, placing us in the top group of schools for 'value-added'.

## BEYOND THE CLASSROOM

However, we are equally proud of our extra-curricular activities, which provide an impressively wide range of opportunities, while ensuring that academic potential is fulfilled. We have an enviable reputation in sport, music and drama: large numbers of pupils participate in the CCF and in the Duke of Edinburgh's Award Scheme; clubs and societies abound, including (to name but a few) Model United Nations, chess, Japanese Club, Eco-Committee, Pyrotechnics Club and Indoor Rowing; and we encourage students to help those less fortunate than themselves, by taking part in our Community Service scheme, or by raising money for charity last year the school's Charity Committee raised nearly £25,000 for both local and national charities.



Trips and expeditions are a major feature of life at RGS. These range from visits to local sites of interest (such as Bodiam Castle, London Zoo or the Imperial War Museum), through outward bound expeditions (often as part of the DoE Award) to places such as the Brecon Beacons and Dartmoor, to more ambitious overseas trips, which in recent years have included Italy, Greece, Moscow and St Petersburg, Washington DC, New York and Belize. Language trips and exchanges are encouraged. Sports and music tours are frequent occurrences and have included Jersey, Ireland, Italy, Belgium, Canada, South Africa, Dubai and Barbados.

## PASTORAL CARE

We value all members of the school community as individuals and our aim is that all our pupils should be happy at school, in the belief that by being happy, they are more likely to be

successful. Within each year group, pupils are under the daily care of their Form Tutor who works closely with other staff, as well as the Heads of Year and Heads of Section, to ensure a co-ordinated and supportive approach. There is a Peer Support service and members of the Upper Sixth Form (Year 13) act as mentors to the First Form. For those in difficulty, there is an informal counselling service available through the Chaplain, in addition to an independent counsellor who visits the school twice each week.

## RELIGIOUS AFFILIATION

The school has no formal religious affiliation and accepts pupils of all faiths or none. However, it has close links with St Mary's Church, next door to the school and all pupils and staff attend a Church Assembly each week.

## THE STAFF

There are around 120 members of the teaching staff and approximately 80 support staff. All are highly committed and give freely of their time to help students to achieve their potential.

The school is organised so that each department shares a suite of classrooms or laboratories and has a departmental office, normally adjacent to its teaching space. Departments are extremely well resourced, all classrooms and laboratories are equipped with interactive whiteboards and all teachers are provided with laptops. Most departments have either a technician or a (part-time) administrative assistant and these assist teachers with a variety of tasks.

All departments have access to the well stocked school library and to assistance provided by IT Support and the Print Room.

Class sizes rarely exceed 24 at Key Stage 3, 20 at GCSE or 12 at A Level (and are often much less) and the maximum teaching load is 75% (less for staff with additional responsibilities). We provide full induction for NQTs enabling them to gain QTS. Professional development is strongly encouraged and generously financed and staff are frequently successful at gaining promotions to other leading schools.

There is a lively Common Room with frequent social events and a good balance of age and experience. All teaching staff are expected to involve themselves fully in the extra-curricular life of the school. There is no teaching on Saturday mornings, but many sports fixtures and other activities – such as Duke of Edinburgh expeditions, play rehearsals and conferences – take place at weekends. Reigate Grammar School is a non-smoking environment.

**Further details of the school can be found  
by visiting our website:  
[www.reigategrammar.org](http://www.reigategrammar.org).**



## Librarian

**Key role:** to lead the strategy for developing and maintaining an innovative library community that is:

- Integrated into the life of the whole school.
- Reflective of its aims and values
- Fulfilling learning needs by supporting the curriculum and inspiring students to read for both information and pleasure
- Responsive to changes in communications and information technology.

Ensure that the library is equipped with an up to date range of relevant print and digital resources

- Develop a purchasing strategy.
- Research new titles and order through appropriate sources.
- Keep up to date with prize shortlists and award winners (Costa, Bookseller YA, Man Booker, Carnegie etc).
- Develop the library's collection of online and alternative media.
- Order, distribute and file newspapers and magazines for the whole school community.
- Manage effective retrieval by cataloguing, indexing, classifying and storing all library resources: and disseminate information on those resources, and how to access them, to staff and students.
- Regularly monitor the relevance and condition of current stock and withdraw from circulation anything that no longer meets user needs.
- Plan and manage the annual library budget to ensure that sufficient funds are available for anticipated needs, including books, newspapers and journals, audio-visual material, online packages and equipment

Manage, maintain and promote the role of the library

- Develop and review a library development policy, in collaboration with members of the leadership team.
- Attend meetings, conferences and exhibitions for CPD.
- Liaise with other schools and professional bodies.
- Provide effective management of other library staff to ensure an effective, proactive and responsive service at all times.
- Liaise with Heads of Department to ensure that library stock meets curriculum needs.
- Respond to staff enquiries regarding new topics.
- Prepare print and digital packages of targeted resources to support class projects.
- Advise staff on resources appropriate for both groups and individuals.
- Work alongside teachers to promote and support reading for pleasure.
- Promote resources and activities through appropriate online and social media channels, including Facebook and Twitter.
- Ensure that displays around school are up to date.
- Regularly monitor the library's effectiveness within the school community by tracking user behaviour and impact of delivery for staff and students, and provide feedback where appropriate on the library's contribution to school improvement.
- Inform SLT, Governors, staff and parents of library developments.

Manage and maintain the library as a stimulating and effective learning environment

- Ensure that day to day the library provides a safe and stimulating place to learn;
- Complete an annual risk assessment, highlighting any health and safety issues for library users and visitors.
- Organise supervision and maintain the school's behaviour management policy and strategies: before school, at break and lunchtime and after school; for 6<sup>th</sup> form students studying in the library throughout the school day; for pupils not doing games; during periods of study leave.
- Plan and deliver projects for lower school students in collaboration with English staff to encourage all pupils, regardless of ability, to read widely and with enjoyment and to select material to engage their interest.
- Provide induction for new students, particularly first and sixth form, to ensure they can search, access and retrieve texts.
- Provide regular guidance and assistance to all students and develop their familiarity both with in-house library stock and with other information sources, including online materials such as TED talks, literary blogs, twitter feeds etc.
- Ensure regularly updated and refreshed displays of resources and pupil work that promote learning by engaging and explaining and that showcase the role of the library within the community.
- Organise and oversee games sessions for lower school groups before school to promote literacy, numeracy and cognitive skills and to encourage teamwork and collaboration.
- Take an active role in developing events and activities to promote reading and learning – including author visits, themed events and quizzes.
- Oversee the use of IT resources.

Qualifications

**Essential:**

- Either a first degree in Library/Information Science or a first degree in another discipline with a postgraduate LIS qualification.
- Either chartered membership of CILIP or working towards chartership.

Experience/Abilities

**Essential:**

- Information specialist.
- Experience and confidence working with young people from 11 to 18.
- Expertise in online searching using a range of digital services.
- Experience of learning to use new software.
- Experience in leadership and management to support team building.
- Ability to build rapport with young people and initiate ways to support them in reading and information literacy.
- Excellent knowledge of children's and Young Adult literature.

**Desirable:**

- Teaching experience.

Personal

**Essential:**

- Enthusiasm.
- Passion for promoting literacy.
- Good organisational and time management skills.
- Flexibility and readiness to take on new challenges.

## Terms and Conditions

- ◆ Non-teaching staff at Reigate Grammar School are remunerated according to our own salary scale. Salary is commensurate with qualifications and experience.
- ◆ This is a term time only role.
- ◆ Hours of work are 26.5 hour per week.
- ◆ This role will not attract staff fee remission.
- ◆ There is a six month probationary period, after which the post will be confirmed as permanent.
- ◆ Employees are entitled to join the school's auto enrolment pension scheme.
- ◆ 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 to the Disclosure and Barring Services and to complete an online Pre-Placement Medical Questionnaire.



## Child Protection

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 Child Protection policy, which is available on our website and are required to declare any criminal convictions or 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 regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

## Applications

Applicants are asked to complete the **Support Staff Application Form** and **Supplementary Form** (which are also available on our website) and send them with a supporting statement and CV addressed to the Human Resources Manager as soon as possible and by **Thursday 26 May 2016** at the latest. 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.



Applications should be addressed to the Human Resources Manager and sent (by letter or by email) to the address below.

Mrs Dawn Holmes  
Human Resources Manager  
Reigate Grammar School  
Reigate Road  
Reigate  
RH2 0QS

Tel: 01737 222231  
Fax: 01737 217005  
Email: [hr@reigategrammar.org](mailto:hr@reigategrammar.org)

## How to find us

**By Road:** Reigate Grammar School can be found on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill. The simplest route is via the M25: exit at Junction 8 and join the A217 south; after the level crossing, turn left to join the one way system; stay in the left hand lane at the first lights (signposted A25 Redhill) and go straight across at the next. Reigate Grammar School is on the A25 about 500 metres on the right.

For satellite navigation systems, the school's postcode is **RH2 0QS**.

On arrival, please park at the main entrance and report to Reception.

**By train:** The school is approximately ten minutes' walk from Reigate station, which is served by trains from London Victoria, London Bridge and East Croydon (Southern Railway) and from Reading and Guildford (First Great Western). There are also frequent connections to Redhill station (about one mile away) which is on the main London Victoria to Brighton line, giving fast connections to Croydon, Crawley, Horsham and other towns to the south.

On arrival, please report to Reception.

