Information for Candidates

Appointment of

Librarian

Required from January 2021 or as soon as possible
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 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. In its 2016 ISI Inspection RGS was awarded the rare accolade of “Exceptional” for the overarching aspect of Achievement & Learning and “Excellent” in all aspects – the first co-educational day school to achieve this rating. After being nominated in 2018 and 2019 for the School of the Year award, and having been nominated in 2019 for more awards than any other school, we are pleased to have been awarded the School of the Year award for our work in pastoral care and wellbeing, the most important element of any great education.

HISTORY
The school was founded in 1675 as a free school for boys and became an independent grammar school during the nineteenth century. After the 1944 Education Act Reigate Grammar School came under the control of Surrey County Council, however, on the abolition of the direct grant in 1976, the school reverted to independent status. At the same time girls were admitted for the first time, initially in the Sixth Form, but throughout the school from 1993; in September 2003, the school merged with Reigate St Mary’s Preparatory and Choir School and more recently with Chinthurst School. in Tadworth. Reigate Grammar School now numbers 1000 pupils, of whom 250 are in the Sixth Form, with another 330 at Reigate St Mary’s and another 200 at Chinthurst School.

LOCATION
The school occupies three adjacent sites near the centre of Reigate in Surrey. Reigate is a pleasant and thriving market town, 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, Dorking and Guildford.

FACILITIES
The school boasts superb facilities which have been improved considerably in recent years, including a new music school, indoor swimming pool, a new humanities building comprising classrooms and science laboratories, fitness suite, reception area and dining hall. 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 pitch. In 2017 the school opened the Harrison Centre; a new state-of-the-art university-style library, sixth form centre and various new classrooms and social spaces, central to the senior school site.

EXAMINATION RESULTS
RGS is consistently ranked as the top co-educational independent school in Surrey and is second only to one other fully coeducational independent day school nationwide. Having been rated ‘Exceptional’ by the ISI in 2016, RGS was visited by The Good Schools Guide in June 2019: the inspector concluded that our well rounded approach makes for “happy kids and great results”. The school has recently been named ‘School of the Year’ in the prestigious Tatler Schools Awards 2020. 2020 once again saw amazing exam results for Reigate Grammar School’s Fifth Form and Upper Sixth Form students:

At A Level:
- 95% A* to B grades
- 75% of grades at A*-A
- The typical grade profile of RGS students is AAA
- 97% received Russell Group, Top 10, Oxbridge or Medical School offers

whilst at GCSE:
- Best ever results with over 40% of grades at level 9 (A* or above)
- Over 70% of grades at 9 or 8 (A* or above)
- Typical grade profile of RGS students is ten 8s (A*-A)
BEYOND THE CLASSROOM
Reigate Grammar School’s extra-curricular provision is second to none. It provides 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; and clubs and societies abound, including (to name but a few) Model United Nations, chess, Japanese, Eco-Committee, Pyrotechnics and Indoor Rowing. Students of all ages are encouraged 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 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; outward bound expeditions (often as part of the DofE Award) to places such as the Brecon Beacons and Dartmoor; and more ambitious overseas trips including Italy, Greece, France, Germany, Holland, Moscow and St Petersburg, Washington and New York, Belize and Iceland. Language trips and exchanges are encouraged and hugely successful. Sports and music tours are frequent occurrences and regularly include visits to Jersey, Ireland, Italy, Belgium, Canada, South Africa, Dubai and Barbados.

PASTORAL CARE
RGS values all members of the school community as individuals and our aim is that all pupils are happy at school, in the belief that by being happy, they are more likely to be successful. The 2016 ISI inspection report states, “based on mutual respect, the excellent and positive relationships observed by inspectors between staff and pupils and amongst the pupils themselves firmly underpin the strong sense of community within the school.” 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 scheme and members of the Upper Sixth Form act as mentors to First Form students from the day they arrive. 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 attend a church assembly each week.

THE STAFF
There are around 120 members of 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 with 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 an administrative assistant who assist teachers with a variety of tasks. Departments have access to the well-stocked library, assistance provided by the IT Helpdesk and the in-house reprographics department.

There are rarely more than 24 students in a class at Key Stage 3; 20 at GCSE; or 12 at A Level (and often less). The maximum teaching load for a main scale teacher is 75% and less for staff with additional responsibilities. RGS provides full induction for newly qualified teachers enabling them to gain Qualified Teacher Status. 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 DofE expeditions, play rehearsals and conferences – take place at weekends. Reigate Grammar School is a non-smoking environment.

www.reigategrammar.org
The Library at RGS

Reigate Grammar School is looking to appoint an inspiring, student-focused and forward thinking Librarian with a desire to make a real impact. We are looking to appoint an enthusiastic and creative Librarian with a vision to lead our beautiful and popular Library into its next chapter, providing a community space for learning and exploration.

The library is integral to supporting our students, both our learning framework and our pastoral care, promoting and facilitating a love of reading for scholarship, for pleasure and for life!

The successful candidate will teach and help students as well as manage, operate and develop the learning environment in the Library. They will use their professional knowledge and skills to initiate new events, manage change and monitor outcomes, whilst engaging with students and staff at all levels.

The library opening hours are likely to expand to include some evenings, school holiday opening and some limited weekend opening. The post holder will be expected to be flexible with working hours in order to support this important development. The hours worked would need to evolve over time and can be discussed during the interview process.

The Post

- Supervise and support students such as those off games, needing help with homework, wanting a quiet place to read or study, engaged on private study, seeking a small meeting space to meet others.
- Whilst our students are well behaved and motivated, the role will require a significant amount of independent supervision of our students.
- Ensure that day to day the library provides a stimulating place to learn and seek to extend the scope of the library’s impact beyond the building;
- Take an active role in developing events and activities to promote reading and learning – including author visits, drop everything and read week, themed events, book clubs, evening supper seminars, poetry days, author days
- Run weekend / after school active support for homework clubs and / or revision.
- Develop a digital strategy for the Library
- Organise proactive support and supervision: before school, at break and lunchtime and after school; for Sixth Form students studying in the library throughout the school day; for students from all year groups in private study; 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, and new staff to ensure they can search, access and retrieve texts.
- Provide support and CPD for the wider staff body and for parents to support literacy, reading and study skills
- 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.
- Oversee the use of IT resources.
- Contribute to the weekly bulletin, continue to develop and issue library and literacy guides for parents and for students.
- Support and facilitate a student library committee and student assistants

Qualifications

- A first degree and a willingness to undertake additional training
- 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

- 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:

- Information specialist.
- Teaching experience.

Personal

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

- Non-teaching staff at Reigate Grammar School are remunerated according to their own salary scales. Salary will be commensurate with qualifications and experience.
- 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 & Barring Services and to complete an Online Pre-Placement Medical Questionnaire.

Safeguarding

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, 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 Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by 9.00am on Friday 30 October 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.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES Publications, the TES Online, Indeed or Fish4Jobs or another source. Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate’s ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resource and sent (by letter or by email) to:

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

Tel: 01737 222231
Email: 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. Parking is available at the front of the school or in nearby roads.

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 to Brighton line, giving fast connections to Croydon, Crawley, Horsham and other towns to the south.

On arrival, please report to Reception.

For further information on Reigate Grammar School please visit:

www.reigategrammar.org