



Royal Grammar School

Amersham Road, High Wycombe, HP13 6QT

Website: www.rgshw.com

A selective day and boarding school for 1431 boys

Deputy Head

Commencing September 2021

Single accommodation may be available



Closing date: 8am Thursday 1 April 2021

Applications should be made to the Headmaster, Philip Wayne (dmc@rgshw.com) or via an online application.

Earlier applications would be welcome and shortlisted candidates may be interviewed before the closing date.

The selection process is outlined within this pack.

The Royal Grammar School is committed to promoting the safety and welfare of all pupils.

Appointment is conditional upon at least two satisfactory references.

All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.

Information for Candidates





FROM THE HEADMASTER

RGS is an exceptional place. We have a vision to be seen as world class in offering those most naturally able the best that a state funded school can offer. We have a proud tradition, dating back to the 13th Century, of educating young men.

We have high academic standards, excellent examination results and consistently feature amongst the top state schools in England. Annually almost all students progress to good universities including approximately 15 – 18 to Oxford and Cambridge, other stellar institutions and to the USA.

Our broad and balanced curriculum is not the full story and we look far beyond its confines with a vast array of co-curricular opportunities unparalleled, I believe, in the state sector.

Our innovative teachers deliver a high-quality classroom experience combined with exceptional pastoral care. We ensure that, in this large school, every boy is known as an individual.

We encourage all Wycombiensiens to be self-confident, positive, healthy and enquiring young men who acquire the qualities of tolerance and respectfulness embodied through a modesty of manner. The result is a happy, close-knit community where we enjoy each other's company, and friendships for life are formed.

Most of our students are day boys. Boarding, however, has a unique capacity to shape the lives of young people and RGS offers this provision to 70 boys. Full and weekly boarding is on offer and pays a substantial role within the life of the school.

You will very much enjoy working with the boys here who are courteous, committed, caring and entertaining. The commitment and dedication of staff who all work towards achieving our vision are the vital component in ensuring the success of RGS. We are looking for well-qualified and enthusiastic colleagues to join us who are passionate about their subject and responsibility, and are willing to go the extra mile to be a part of our exciting journey.

I hope that you find the information of use and look forward to receiving your application if you feel that this opportunity would suit your skills and career aspirations. Thank you for your interest in RGS.

I am delighted that you are considering joining us.

Best wishes

Philip Wayne

[Media Video](#)





Information on this role

This will be a demanding role as you would expect from any deputy headship. I am seeking an outstanding leader with an appetite for innovation, who has exceptional communication skills; someone who can inspire all stakeholders will be essential and assessment of this skill will form a pivotal part of the selection process. Organisational skills are important, but these will need to be complemented by creativity, flexibility, and a passion for making a difference.

We are not seeking an appointee from any particular type of school, though we do have a highly-educated teaching and support staff, intelligent parents and boys, and canny and incisive governors. The capacity to be able to resonate with these august bodies will be essential.

The current senior team is a highly-skilled, experienced group of professionals who have worked at RGS for many years. They have complementary skills that make for a very strong team. The present constitution is as follows:

- Headmaster Philip Wayne (commenced September 2015)
- Deputy Head Alex Wallace (currently in post)
- Bursar n/a
- Assistant Heads Dawn Booth
 Hilary Munday
 Jon Scourfield
 Marieke Forster
 James Eve

Governors

RGS is fortunate to have an exceptionally strong governing body and Foundation Trust. It comprises professionals from the world of business, finance, and other professions. There is a strong committee structure in which most of the business is conducted. The Deputy Headmaster will be expected to play a full part in governor meetings at committee and board level.

Teaching specialism and commitment

The specialist subject taught by a candidate will not feature significantly in the selection process. A track record as a teacher who can and will continue to deliver outstanding teaching and learning will, however, be essential to ensure his/her credibility. Given the responsibilities attached to the post, the teaching commitment will be approximately 0.25.



Job Description Deputy Head

Reporting to

- Headmaster

Purpose of the role

- To deputise for the Headmaster
- To take the lead responsibility for the day-to-day running of the School
- As part of the senior team, to lead the assistant heads in the strategic leadership of the School
- As part of the senior team, to improve the quality consistency of teaching and student outcomes across the School

Objectives of the role

- Ensure that students and parents are provided with high quality information to support learning and progress
- Lead the work of the assistant heads in ensuring that the curriculum, pastoral support, quality of teaching, and co-curricular experience is of a consistently high standard
- Lead the School to an outstanding outcome at the next inspection

Key areas of responsibility

- Day-to-day running of the School
- Leading academic staff
- Whole-school responsibility

Day to day running of the school

- Oversee the organisation and implementation of school events including open evenings, assemblies, parental gatherings, or any activity requested by the Headmaster.
- Quality assure the front-of-house experience for all events that take place in the School's name.
- Take the lead on positive student management, supporting staff in the use of the Behaviour Policy.
- Support the Headmaster on emergency school closure.

Leading staff

- Act as the line manager for the assistant heads and nominated heads of departments.
- Support the Headmaster in the appointment of teaching and support staff.
- Act as final arbiter for most staff matters.

Admissions

- Lead on admissions at 11+, late transfer testing, working with the admissions manager at RGS, Buckinghamshire Council admissions team.
- Represent the School at appeals as required by the Headmaster.

Whole school leadership

- Lead the senior team in ensuring that the School is well-prepared for inspections and audits of educational work.
- Support the Headmaster in preparation of governor documentation.
- Attend governor committee and main board meetings and to play an active role in governor practices.
- Build a staff consultative committee and to oversee its work.
- Play a full part in the wider life of the School.
- Act as a team leader as a part of the appraisal policy.
- Be a strong yet approachable presence across the School.

This job description is written at a specific time and is subject to change as the demands of the governors and needs of the School change. The role requires flexibility and adaptability; the employees of the School need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.



Job Description Person Specification

A - application I - interview R – reference T – task

In choosing the successful candidate, the Headmaster and governors will be looking at particular areas of competence that include:

- A good degree **A**
- Qualified Teacher Status **A**
- Experience of more than one school **A**
- Three or more years' experience as a senior leader in a secondary school **A**

Leadership and management

The successful candidate will:

- have effective leadership qualities **I, R, T**
- have a proven record of initiating and implementing a major whole school initiative **I, R**
- be aware of current educational thinking and practice and promote new developments where they are appropriate **I**
- display a clear and effective management style that will inspire trust and confidence **I**
- have a clear commitment to the implementation of equality of opportunity for all members of the school community. **R**

Professional competence

The successful candidate will:

- have a proven record of making major contributions in the achievement of high standards for all pupils **A**
- demonstrate a strong ability to create and manipulate student performance data **T**
- have the ability to promote the highest standards of classroom management and practices **R**
- have a clear commitment to maintain and develop a diverse range of co-curricular activities **A, I**
- be aware of the potential contribution of ICT in the curriculum and in monitoring pupils' progress **I**
- have a record of continued professional development and, if not already successfully undertaken, be prepared to enrol and complete a senior leader qualification **A**

Interpersonal skills

The successful candidate will:

- possess integrity, optimism, resilience, and a well-developed sense of proportion and humour **I, R**
- be capable of working with the existing senior team, and contributing as a team member **I, T**
- relate sensitively to people, resolve conflict and build consensus **I, R**
- show the ability to inspire commitment and enthusiasm from colleagues, and earn the confidence of parents and pupils **I, T**

Communications

The successful candidate will:

- possess excellent communication skills, both written and spoken **A, I, T**
- have the ability to build on the strengths and expertise available within the existing staff, possess the capacity to lead teams, and show a commitment to genuine consultation **I, R**
- contribute to and help develop a clear vision of the School and its future, and have the ability to communicate this effectively and persuasively to others **I, T**



General Information

This is general information for all who apply for a post at RGS. Some of it will not be relevant to this post, but I trust that you will find it useful in forming a picture of the School.

Teaching at RGS

There are approximately 90 teachers at the Royal Grammar School. RGS teachers are hardworking, gifted professionals who are able to inspire pupils with their enthusiasm and subject knowledge. They are committed to providing high quality teaching as well as playing a full and purposeful role in the School's extensive co-curricular programme.

Our teachers are specialists in their subjects and most have postgraduate teaching certificates. Those arriving without a PGCE are encouraged and supported to gain such a qualification soon after appointment. Continuing professional development is strongly encouraged and the School has good links with local universities, teaching schools and industry. We are associated with the Astra Alliance Initial Teacher Training programme, offering 'on the job' training in certain subjects, some with bursaries. Further details on request.

The School also follows the Astra Alliance induction programme for Newly Qualified Teachers, led by the professional tutor. We have a healthy balance of staff, from NQTs to very experienced teachers, as well as a wide spread across the age range. This mix of experience and background provides for a happy, stimulating and rewarding environment. The staff common room, in School House, is a busy and vibrant place.

Opportunities at RGS

As a teacher at RGS, you will also be expected to contribute in some way to the School's extensive co-curricular life. You will be encouraged to use your personal strengths and interests, and may even wish to become qualified in areas previously unimagined. Sport, music and drama are significant strengths as is the Combined Cadet Force and the Duke of Edinburgh scheme. The vast array of clubs and societies take place each week and RGS members of staff are rich in experience and expertise, which helps to maximise the wealth of activities on offer to our boys. The vast amount of worldwide travel involved in our expeditions, sports and musical tours and subject-based visits provides an unparalleled opportunity for both staff and students to broaden their horizons.

Perhaps most importantly, you will join our strong pastoral team as a form tutor, which gives all staff the opportunity to get to know a group of boys well and outside your teaching subject.

Support staff at RGS

There are approximately 75 support staff at the RGSHW. The support staff provide a vital role in ensuring that the School not only runs smoothly but continues to develop. Whether joining one of the administration teams, being a technician, a support assistant, gap student, and working on the finances or around the extensive school estate, RGS welcomes colleagues from all backgrounds to bring an added dimension to our staff body. A range of roles exists from part time, term time only to full time and support staff have excellent opportunities to contribute towards school life. Although we do not ask our support staff to undertake teaching roles, we warmly encourage participate in school trips and co-curricular activities as identified above.

Facilities at RGS

- All-weather sports facilities.
- Rolling programme of classroom and laboratory refurbishment into 'state of the art' learning spaces
- Purpose-built language and music suites.
- The Rennie Mathematics Building with extensive, modern facilities
- Purpose-built Fraser Youens Boarding House for 70 boarders [Boarding video](#)

We are fortunate in having all our teaching facilities and games fields on a single estate, and all academic departments are housed in their own separate areas with specialist equipment and technical support where appropriate.

Computers are in extensive use throughout the school, and all teachers are given the use of a laptop and an iPad with appropriate training, supported by an effective wifi system.

Sports facilities include 33 acres of playing fields, a 25-metre indoor heated Swimming Pool, Cricket nets, Eton Fives courts, a modern Fitness Suite, Sports Hall with sprung floor and Cricket Pavilion. Recent acquisitions are a floodlit all-weather surface and a new rugby pitch and the gym has been extended.

Accommodation

The governors are able to offer low-cost single accommodation on the school estate. We have around eight members of staff living on site, some of whom joined us as NQTs and are therefore able to help and encourage new entrants to the profession and 'away from home' teachers. This house is just two minutes' walk from the RGS and ten minutes' walk to the mainline railway station.

Salary, benefits and wellbeing at RGS

Teachers' and leadership salary scales broadly follow the national scales, fully reflecting qualifications, responsibility, experience and performance. The School participates in the Teachers' Pension Scheme. Support staff are paid on the RGS scales, which are closely related to the locally negotiated Buckinghamshire Council pay range. For the benefit of support staff, the School participates in the Local Government Pension Scheme. We are a mutually supportive team and endeavour to ensure that all staff have a healthy work / life balance.

We offer	Wellbeing
<ul style="list-style-type: none"> • Excellent pension scheme • Cycle to work scheme • Free membership of the School's fitness suite • Free use of the swimming pool • Tax efficient purchases of gadgets through the tech scheme • Staff common room with free tea & coffee • On site hot and cold food • Social functions/concerts/plays etc • Car parking onsite • Accommodation (limited) • Long service awards 	<ul style="list-style-type: none"> • Staff football • Staff yoga • Staff badminton • Staff tennis • Staff touch rugby • Christmas party • Secret Santa • Secret buddy • Wellbeing group meetings • Common Room cake day • Wellbeing week • End of term get-togethers

Common Room at RGS

The Common Room exists as a formally constituted body of the teaching and support staff within the School. The committee consists of a Chairman, Treasurer and Secretary. The Common Room provides a cohesive, stimulating and enjoyable environment and a variety of social functions are organised throughout the year.

The Common Room is well equipped and includes tea and coffee making facilities, provided free of charge to all staff, a lounge, kitchen area and staff shower rooms. The Common Room subscribes to a range of national and local newspapers and journals. On a day-to-day basis, the Common Room acts as an important facility for staff to meet socially, collect mail and circulars, share information with others and relax!

Appointment

The Royal Grammar School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to:

- the obtaining of an enhanced DBS clearance;
- confirmation of your eligibility to work in the UK;
- view of original degree and teaching certificates; and
- receipt of two satisfactory references.

Equal Opportunities

The Royal Grammar School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation. Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice. The Headmaster is responsible to the Governors for monitoring this policy. The school operates an Equality Cohesion Policy.

Results

Our recent results speak for themselves. We do not, however, rest on our laurels and set ourselves ambitious targets.

- 72.4% of boys accepted Higher Tariff universities.
- 18 were successful for entry to Oxford or Cambridge and two to Ivy League USA

Our vision for RGS

- For RGS to become a world-class school in all respects
- To be the boys' school of choice in south Buckinghamshire where young men are nurtured to become the inspirational leaders of tomorrow.

Our commitment to your development

Staff at RGS are dynamic, talented and innovative. We have an excellent reputation in preparing colleagues for the next stages of their career whether as teachers or support staff. We pride ourselves in attracting and retaining staff of the highest quality, supported by outstanding provision of professional development. It is difficult to encapsulate the spirit of RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. Alongside a commitment to excellence is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues. To see the full range of activities undertaken at the school, we would encourage you to visit our website (www.rgshw.com). The Headmaster is very keen to promote personal development and a number of his former senior colleagues are now Heads and Deputies.

High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe, which has a large shopping centre, several out-of-town shopping areas, a theatre, two multiplex cinemas, new sports centre with a 50m competition pool and a large Waitrose. High Wycombe is 25 minutes from London Marylebone on a fast train, the station being 10 minutes' walk from the school. The town is well-served by cultural and sporting activities.

There is little housing in the town itself though within a short distance the suburbs, with a range of housing stock, commence in all directions. High Wycombe is surrounded by attractive villages, which offer a range of housing from idyllic cottages to large detached properties in the countryside. The town of Marlow, an attractive riverside market town, is a few minutes' drive and Oxford is easily reached via the M40 or by train. Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools.

How to find us: Amersham Road, High Wycombe, HP13 6TQ

By road: If travelling from the M40, leave at Junction 4. Follow signs for A404. RGS is situated at a set of traffic lights on the left-hand side at the top of the Amersham Hill.

By rail: High Wycombe Train Station is situated on the Amersham Road and is 20-minute walk (uphill).



How to apply

Deadline: 8am, Thursday 1 April 2021

1. Please send a short letter, addressed to the Headmaster to explain your motivation for applying for this role. This should be no longer than one side of A4.
2. Please complete the RGS application form.
3. A cv may accompany your application, but this is not essential.
4. Applicants may be contacted before the closing date.
5. The recruitment process will be supported by Andrew Trotman of Aspirance Leadership Services who will conduct initial screening interviews. If you wish to speak to Andrew in advance of applying for the role please email him on andrew@aspirance.co.uk and he will arrange a call with you to discuss the appointment.

Information to be included:

- **Personal statement** – please use this opportunity to explain how your experience qualifies you for the requirements of this role, giving examples where appropriate.
- **Career satisfaction** – what have you enjoyed most about your career to date?
- **Education** – how would you define a good education?
- **Additional information** – please use this opportunity to tell the headmaster and governors about interests and activities outside work, interesting or formative experiences you may have had and any details of your personal life which you feel may be of interest.

Short-listing process

Candidates invited for interview will be informed by 1 April and invited for initial interviews online.

All candidates invited for interview will be required to prove their identity and their entitlement to work in the UK.

Interviews will take place on 22 and 23 April. The process will include panel interviews, meetings with staff and boys, communication tasks (oral and written) and a data exercise.

On the final day you will be asked to give a presentation which will be followed by a formal interview with the Headmaster, governors and an external advisor.