



## Royal Grammar School

Amersham Road, High Wycombe, HP13 6QT

Website: [www.rgshw.com](http://www.rgshw.com)

A selective day and boarding school for 1420 boys

# Temporary / Part time (2 - 4 days) Teacher of Classics / Latin

Dates required tbc - if interested please contact us directly  
**01494 524955**

Accommodation may be available

Applications should be made to the Headmaster, Philip Wayne ([dmc@rgshw.com](mailto: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.**

**Social media checks will be carried out on shortlisted candidates prior to interview**

## Information for Candidates





## From the Headmaster

RGS is an exceptional place with a proud tradition, dating back 1562, of educating young men and we are excited about becoming co-educational in the Sixth Form from September 2025.

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

Our broad, balanced and very ambitious 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 and to live and breathe OW values 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 plays 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, enthusiastic and caring 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 what you have to offer. Thank you for your interest in RGS.

I am delighted that you are considering joining us.

Philip Wayne [Media Video](#)

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## Departmental Information

The Royal Grammar School is looking for a dynamic, enthusiastic teacher to contribute to this thriving department. The RGS has a reputation for excellence in all areas of school life with high standards expected from the pupils at all times. This post offers a rare opportunity to participate in the full range of classical subjects within the curriculum which comprise Latin, Classical Civilisation, Ancient History and occasionally, Ancient Greek. The classical subjects at RGS attract dedicated and enthusiastic pupils, and the department achieves excellent examination results.

The department presently comprises three members of staff. The present vacancy is created by a planned medical procedure that is due to happen.

In Year 7 introductory courses are offered. Boys meet various elements of the Classical world in Classical Civilisation using materials created in-house while Latin is introduced using the relatively-new Suburani course.

In Years 8 & 9 Latin and Classical Civilisation become options alongside German and Spanish. In recent years a full class (32 boys) has taken both subjects forward, with Latin often being over-subscribed.

In Year 10, after a second round of options, both Latin and Classical Civilisation are offered through to GCSE. Greek may be offered from scratch off timetable in Year 10, using the *Greek to GCSE* course if there is pupil interest. *OCR* syllabuses are followed in all three subjects.

In the Sixth Form, Latin and Ancient History are offered to A level. *OCR* syllabuses are used for both subjects. Numbers fluctuate, but 2-6 pupils usually take Latin and 10-12 Ancient History.

Within the bounds of the prescribed syllabuses members of the Department are encouraged to pursue and develop their own interests and skills. The choice of set texts in Greek and Latin, (and often of topics in Classical Civilisation) is left to the colleague teaching the exam group.

The Department has its own dedicated teaching area comprising two adjacent classrooms, storage facilities and a department office. One of these classrooms is equipped with a Benq board. All RGS members of staff are issued with their own laptop / Chromebook / iPad.

The Department has its own Library. There is also a well-stocked section in the main School Library, which is able to order additional books through the County Library Service.

Regular overseas trips to Italy and Greece have been organised in the past. These have been extremely popular and always over-subscribed.

There is also an expectation within the school that staff contribute outside their teaching commitment to help with co-curricular activities.



## Job Description Classroom Teacher

**Accountable to:** Subject Leader

### As a classroom teacher:

- Role model good character through the promotion of RGS values of Respect, Integrity and Aspiration.
- Act as a member of the department team working under the guidance and direction of the Subject Leader.
- Undertake a share of class teaching and the associated preparation, assessment and recording of work, in line with School Policies.

### Teaching

- Provide pupils of all abilities with the opportunity to develop their character and fulfil their full potential
- Seek to deliver the school's curriculum intent by imparting skills, knowledge and attitudes to each pupil by following planned Schemes of Work within the programmes of study for each subject.
- Periodically review the methods of teaching and programmes of study in consultation with other members of the department and to contribute to the planning and preparation of courses within the department.
- Use IT as appropriate in the teaching of your subject.

### Assessment and Recording

- Set and mark work in accordance with department and school policy..
- Set and mark examinations as required.
- Set, record and monitor individual pupil progress, using this to identify the progress of pupils.
- Attend parents' meetings within the agreed RGS Reporting and Assessment Policy.

### Attendance and Behaviour

- Be responsible for the attendance and behaviour of students in your care.
- Take the register at the beginning of each lesson and inform the Attendance Administrators of any unexpected absences.
- Encourage appropriate standards of behaviour, appearance, attendance and punctuality through the consistent application of the RGS Behaviour Policy.
- Treat all students and colleagues with respect at all times, aligning with the values of the organisation.
- Use EdGen to award Achievement and Behaviour Points, to support behaviour for learning
- In case of student absence, to forward missed work to the relevant Subject Leader or Cover Administrator.

### CPD

- Keep abreast of current educational research and developments by being curious and self-reflective.
- Take responsibility for improving curriculum implementation through appropriate professional development, responding to advice and feedback from colleagues.
- Demonstrate knowledge and understanding of how all students learn and how this has an impact on teaching.
- Have secure knowledge of relevant subject and curriculum areas.
- Reflect systematically on the effectiveness of lessons and approaches to teaching and learning.
- To know and understand how to assess relevant subject and curriculum areas.
- Follow the RGS Performance Management Policy.

### Additional Responsibilities

- Carry out a share of duties, eg library periods, precinct duty and the timetabled cover rota.
- Participate in the usual meetings that relate to the curriculum or the organisation and administration of the School.
- Follow Child Protection/Safeguarding procedures.
- To understand and carry out all Health and Safety responsibilities.
- Follow School policies as agreed by the governing body.
- Play an agreed part in the co-curricular life of the school.

To undertake other duties of an appropriate nature as may be reasonably required by the Headmaster.

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## Job Description Form Tutor

**Accountable to:** Head of Year

### As a Form Tutor

To have responsibility to the Head of Year for the welfare, discipline and overall academic progress of the students in their form group bearing in mind their individual needs and abilities. Ensure that they role model and promote good character through the promotion of RGS values of Respect, Integrity and Aspiration.

To be specifically responsible for:

- the daily registration of their form and supporting attendance procedures;
- being the first point of contact in the school for students and their parents in the form;
- interpreting and implementing agreed school policies as they apply to the form group;
- high standards of behaviour and appearance, including monitoring the tidiness of the form room;
- monitoring behaviour and achievement on Ed:Gen;
- making students aware of the School Rules, appropriate sections of the Behaviour Policy and other school policies as appropriate;
- making students aware of Emergency Procedures and Health and Safety matters;
- delivery of form activities as directed but the Assistant Head (Student Development) and Head of Year;
- distributing appropriate messages and other general information;
- overseeing and communicating with students as appropriate;
- assisting in the writing of references for students in the form;
- passing on known changes in health, home circumstances and address of the students to the appropriate people;
- maintaining a general overview of the academic progress of each student and to help identify and take an interest in any problems, be they of an academic, attendance, social or personal nature;
- liaising with the relevant Head of Year and other staff where appropriate (Assistant Head - Student Development), SEN, Matron, Boarding, Counselling support, subject staff) about students in the form;
- consulting with and informing the Designated Safeguarding Lead and/or the Additional Designated Safeguarding Leads of any safeguarding concerns;
- accompanying their form as they attend the appropriate assembly according to the schedule;
- noting on Ed:Gen, Achievement Points, Recognitions and Praise Cards for students in the form and passing on details to the Head of Year;
- monitoring and ensuring the punctuality of the students;
- facilitating the selection of representatives for various Student Voice activities and House Representatives;
- supporting House Assemblies and events and helping students to organise teams for Inter House Competitions; and
- undertaking other duties of an appropriate nature as may be reasonably required by the Headmaster.

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

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## Person Specification

### Teacher

	Essential	Desirable
<b>Qualifications</b>	<p>Good honours degree</p> <p>Appropriate evidence of professional development</p>	<p>PGCE or equivalent QTS</p> <p>First aid qualification</p> <p>Able to drive a school minibus</p>
<b>Experience</b>	<p>Ability to teach up to and including A level</p> <p>Effective classroom teacher</p>	<p>Experience in the use of IT in teaching</p> <p>Experience of taking part in co-curricular activities</p> <p>Experience of the standard of education expected in an ambitious grammar school</p>
<b>Personal Qualities</b>	<p>Ability to relate to students of all abilities</p> <p>Outstanding personal relations and team working skills</p> <p>Willingness to contribute to the school's extensive co-curricular programme</p> <p>Energy, charisma and dynamism with the vision to drive and develop the subject at RGSHW in line with the school's ambitions and values</p> <p>Ability to promote and market RGS inside and outside of it</p> <p>Ability to think creatively</p> <p>Availability for regular trips out of school hours</p> <p>A good sense of humour</p> <p>Passion for the subject</p>	<p>Ability to lead by example</p> <p>Ability to work independently</p>



## Career Development



### Iain Wilson, Deputy Head

**School attended:** Aylesbury Grammar School (1996 - 2002)  
**University:** University of Sheffield (BSc Neuroscience)

#### Career

I joined RGS in 2021 as Deputy Headmaster. Having been educated at Aylesbury Grammar School, I could be described as a Bucks boy through and through. In fact, the only time I have ventured further afield both academically and professionally was to the University of Sheffield where I studied Neuroscience and began my teacher training. It wasn't long before I returned "down south" starting my teaching career at Dr Challoner's Grammar School and subsequently an Assistant Headship at the Royal Latin School in Buckingham; as such I have become all too familiar with the A413! As Deputy Headmaster I oversee the day-to-day running of the school. I am very early on in my tenure, but it is a real privilege to be in this position working with so many inspirational teachers and students.

#### RGS

I am incredibly proud to say that I work at the RGS. It's hard not to be instantly struck by the sense of community at the school. There is a significant amount of pride that permeates through every vein of the school with a strong sense of tradition. As a keen sportsman, I really value the importance of physical activity on mental health and wellbeing and this provision at RGS combined with the extensive co-curricular provision was a major factor that drew me here. Everyone including students, parents, governors and staff want RGS to be the best possible place. You would be hard pressed to find a state school that has over 60 staff supporting a co-curricular programme on top of the impressive sport support; over 400 students being actively involved in DofE is testament to this and supports the character development of the students. This is a truly committed staff! We are currently at a very exciting time where tradition is meeting innovation and the next 5 years in particular are going to be great for anyone to be a part of!



### Tim Fossey, Assistant Head

**School attended:** Collingwood College - Camberley  
**University:** University of Southampton – Chemistry BSc, University of Bangor - PGCE

**Career so far at RGS:** I joined RGS as an NQT and have recently celebrated my 10 year anniversary. In that time I have had the roles of maths teacher, boarding tutor, Assistant Subject Leader and Head of Year. I have also had wonderful opportunities to get to know our students outside of the classroom leading the senior ski trip and lower school rugby teams and on World Challenge expeditions. I have started as the Assistant Head responsible for Data and Progress this year and am hugely excited to begin my new role.

#### What I love about the RGS

The boys, the staff, the ethos! The positive momentum we have at this school is phenomenal. Boys want to shine and staff love giving them the opportunities to do so. I am passionate about our environment that puts the opportunities to succeed, in whatever guise that may take for each student, at the very heart of what we do.



**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 QTS 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 ECTs 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.

### Support staff at RGS

Support staff at RGS 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 learning 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 participation in school trips and co-curricular activities as identified above, and will always welcome a discussion with those who may wish to train.

### 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.

### 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](#)
- Swimming pool
- New Sixth Form Centre



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, which have recently been upgraded, include 33 acres of playing fields, a 25-metre indoor heated Swimming Pool, Cricket nets, Eton Fives courts, a modern Fitness Suite, Sports Hall, rugby pitch, two all-weather surfaces, one of which is floodlit and Cricket Pavilion. We have exciting plans for future development.

### 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 ECTs 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.

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

### 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;
- receipt of two satisfactory references; and
- social media checks.

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

- 90% of our students accepted higher tariff universities
- 18 students were offered unconditional places at Oxbridge

## Values

Respect - Integrity - Aspiration

## Vision

Our vision is to offer our students an exceptional all-rounded education

## Mission

At RGS we nurture the individual potential and character of every student to help them become confident, socially responsible young people. prepared for happiness and success in their adult lives.

## 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 and will find a wealth of opportunities available here with regard to their professional development. We ask that all staff choose and sign up to something that genuinely interests and excites them and that they work on this throughout the course of the academic year. We currently have 11 staff undertaking NPQs, three staff involved in our Challenge Senior and Middle Leaders courses and approximately 45 staff involved in our Strategy Groups which are designed to feed into our school priorities. Additionally, we offer First Aid courses, Mountain Leaders courses and Health and Safety qualifications but to name a few. See [here](#) for more details.

## High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe, which has a large shopping precinct, 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 considerable apartment accommodation 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 Amersham Hill.

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

### How to apply

Please complete the application form. Further information should be added to the 'supporting statement' section in the form. If you wish to send your cv, please email it directly to the Headmaster's PA at [dmc@rgshw.com](mailto:dmc@rgshw.com).

### Interviews

Interviews will include teaching a lesson. There may be other selection tasks commensurate with the role you are applying for. Those being called for an interview will hear asap when full details of the interview process will be

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

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