

Dear Applicant

On behalf of the entire Reigate College community, I am delighted to extend a warm welcome to you as you embark on the exciting journey of applying for a staff role with us.

We take pride in fostering an environment that values academic excellence, innovation, and a commitment to the holistic development of our students. Our dedicated staff play a pivotal role in shaping the future of our students, and we believe that your expertise and passion could contribute significantly to our shared mission.

We are committed to providing a dynamic and inclusive learning experience and are seeking individuals who not only bring a wealth of knowledge and skills, but also share our dedication to creating an environment that encourages intellectual curiosity, critical thinking, and personal growth.

To help you better understand us and the opportunities that await you, please find enclosed additional information about the College, some tips for applying, the values we uphold, and our pay scales. The job description, person specification and application form can be found on the job page of the website.

Thank you for considering Reigate College as your potential workplace. We look forward to reviewing your application and, hopefully, having the opportunity to meet with you in person to discuss how your skills align with our mission.

If you have not heard from us within two weeks of the closing date, please assume that you have not been shortlisted for the role.

Wishing you the very best in your application process.



**Nick Clark**  
**Principal**

## **About the College**

We are an oversubscribed and highly successful mixed, non-selective sixth form college of over 2,900 students situated in Reigate, Surrey. We have a reputation both locally and nationally, for our commitment to academic excellence and holistic student development.

## **Vision and values**

Our mission is simple, to provide **high quality education in a supportive community**. We foster a supportive and inclusive environment that values collaboration and diversity, which we celebrate throughout the year. The staff have consistently high expectations of students, but always in a fully supportive and welcoming environment.

A key aspect of our curriculum is to develop the necessary independent learning skills that students need to be successful in life. We place a strong emphasis on preparing students for their pathway of choice and have tutorials and seminars throughout their time at College reflecting their preferred options.

## **Curriculum**

We offer over 50 different courses including A Level and A Level equivalents such as BTEC. We are regularly placed in the top 10% for value added, including our disadvantaged students, who outperform the national average for advantaged students.

We all recognise that supporting students is vital, but we try to ensure this is done in a suitable and sustainable way for staff. Each course is allocated 'Plus' sessions as part of teaching allocations. This provides additional opportunities to enhance student performance, without staff needing to give up their free time.

We also provide central opportunities for students to complete supervised work, be seen by mentors and be supported pastorally.

Students are expected to complete two hours of 'Structured Learning' for each course on a weekly basis ahead of lessons. This can be used by Departments to study ahead of lessons or revise content as required. This ensures that the four hours of lessons per week are used as productively as possible. The final part of our 2-4-2 approach to the curriculum is two hours of homework to help consolidate learning.

## **Staff**

The Principal, Nick Clark is supported by the Senior Leadership Team and wider Senior Management Team. We employ over 280 teaching and support staff who are committed to providing sixth form education at its best, both in terms of results and in the development of students as responsible citizens.

## **Wellbeing**

We have an extensive wellbeing support programme for both staff and students. The Director (Mental Health and Wellbeing) is assisted by a team of Wellbeing Mentors and our College Community Coordinator and provide wellbeing days at the end of each term, designed to

maintain a healthy work-life balance. Students are expected to take part in some of our 60 plus enrichment activities offered for free each week.

## **Facilities**

We have a modern and up to date university-style campus with a focus on providing top class facilities for our specialist courses. Our continued investment includes the social and study areas of the campus. The new Independent Learning Centre was opened in 2023, which provides space for more than 500 students to work at any one time.

All our staff have allocated workspace in departmental offices, in addition to social space in our central staffroom. All teachers are equipped with a laptop, which is used for work and teaching and our support staff all have allocated desktops in their work areas.

## **Continued Professional Development (CPD)**

We are part of the sixth form college consortium S7 ([www.s7colleges.com](http://www.s7colleges.com)), which provides excellent CPD opportunities for all staff. In addition to this, staff can take advantage of wonderful and diverse in-house CPD, including teaching and learning focused training for teaching staff.

We operate an induction programme for all new employees who receive a mentor regardless of their experience or role to help them settle into the College. For ECTs, there is a full programme of development and support including a specialist ECT mentor.

## **Staff benefits and incentives**

- On-site parking for staff
- EV charging points
- Free use of the on-site gym
- Free staff activities including: yoga, football, spin and HIIT
- Free tea, coffee, sparkling water, biscuits and half termly treats
- Free Christmas and summer meals
- Access to Mental Health First Aiders
- Free confidential counselling services through Dorking Health Care (DHC)
- Termly staff socials
- Staff wellbeing days and activities
- Large, modern staff room
- Department workrooms
- Laptops for teaching staff
- Discounts with local retailers and services
- Cycle to work scheme (Cyclescheme)
- Free eye tests for employees who use VDUs more than 3.5 hours per day
- Free vitamin C tablets
- Free annual flu jabs
- Free College drink bottle (BPA free)
- Free College thermos
- Membership of Teacher's Pension Scheme (teachers only) or Local Government Pension Scheme (support staff only)

## **Tips for applications**

Please take time to read through this applicant pack and ensure you have downloaded the Job Description/Person Specification and Application Form from our website.

On the individual job page of the website, you will find key information about the role including the pay range, closing date for applications and the application criteria. When you complete your application, please ensure that you fill in each section fully. Incomplete applications are not always able to be considered.

### ***Previous employment***

Keeping Children Safe In Education (KCSIE) guidance requires that any gaps in employment are explained. Therefore, if you have not worked for a period, no matter how brief, please ensure you provide commentary in this section clearly explaining what you were doing during that period. For example, 'Gap Year travelling'.

### ***Supporting statement***

You must address the bulleted criteria listed on the job page under 'Applying'. We strongly recommend that you address each of these separately, to ensure that the selection panel can clearly identify your responses to these points. Failure to address these criteria is unlikely to result in shortlisting.

### ***Closing date***

The closing date for applications is clearly shown on the job page. All applications must be emailed to [jobs@reigate.ac.uk](mailto:jobs@reigate.ac.uk) before the deadline shown.

### ***Interview date***

Normally, the proposed date for interview is shown on the job page. If you are unable to make the date, we may consider your application if we do not appoint on the stated date.

### ***Selection***

If you have not heard from us within two weeks of the closing date, please assume that you have not been shortlisted for the role.

Reigate College  
 Support Staff Pay Scale  
 From September 2023  
 Exclusive of Fringe Allowance (1329)

<b>Point</b>	<b>Basic</b>	<b>PMP1</b>	<b>PMP2</b>	<b>PMP3</b>	<b>PMP4</b>
17	21110	21420	21735	22054	22379
18	21484	21801	22120	22446	22776
19	21864	22185	22512	22843	23178
20	22273	22601	22933	23270	23611
21	22453	22783	23118	23458	23802
22	22910	23247	23589	23936	24288
23	23653	24001	24354	24712	25075
24	24293	24649	25012	25379	25752
25	25341	25714	26092	26475	26865
26	26180	26565	26955	27351	27753
27	27021	27418	27821	28230	28646
28	27861	28271	28686	29108	29536
29	28674	29096	29524	29958	30397
30	29488	29922	30362	30808	31261
31	30196	30641	31092	31550	32015
32	31399	31860	32329	32804	33287
33	32188	32662	33143	33631	34127
34	33263	33753	34250	34755	35267
35	34341	34846	35358	35878	36405
36	35708	36233	36765	37306	37854
37	36692	37232	37779	38334	38898
38	37364	37915	38473	39040	39615
39	38344	38909	39482	40063	40653
40	39320	39899	40487	41083	41688
41	40296	40889	41492	42103	42723
42	41276	41883	42499	43124	43758
43	42252	42874	43505	44146	44797
44	43328	43966	44614	45271	45938
45	44404	45058	45722	46396	47079
46	45476	46146	46826	47515	48215
47	46939	47629	48329	49040	49761
48	47727	48430	49143	49867	50601
49	48798	49517	50246	50987	51738
50	49969	50705	51452	52210	52979
51	51142	51896	52660	53436	54223
52	52318	53088	53870	54664	55469
53	53491	54279	55078	55890	56713
54	55119	55930	56752	57586	58434
55	55865	56688	57523	58370	59230
56	57095	57936	58790	59656	60534
57	58350	59208	60078	60961	61856
58	59634	60512	61404	62308	63226
59	60946	61844	62755	63679	64617
60	62288	63206	64137	65081	66040
61	63657	64595	65546	66512	67492
62	65058	66016	66988	67975	68976
63	66490	67469	68463	69471	70495
64	67952	68953	69969	70999	72045
65	69448	70471	71509	72563	73631
66	77062	77670	78278	78886	79494
67	80214	80823	81431	82039	82647