

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), 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 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 2024
Exclusive of Fringe Allowance (1402)

SFCA Points	Scale	RLA Point	Basic New	PMP1	PMP2	PMP3	PMP4
	2	17	22271	22598	22930	23267	23610
3	3	18			23539	23784	24029
	3	19			23763	24099	24453
5	3	20		23986	24194	24550	24910
6	3	21			24436	24748	25111
7	3	22			24886	25252	25624
8	3/4	23		25331	25693	26071	26454
9	4	24	25629	26005	26387	26775	27168
10	4	25	26735	27128	27527	27931	28342
11	4/5	26	27620	28026	28438	28856	29280
12	5	27	28507	28926	29352	29783	30221
13	5	28	29394	29826	30264	30709	31160
14	5	29	30251	30696	31147	31605	32069
15	5/6	30	31110	31568	32032	32503	32981
16	6	31	31857	32326	32802	33285	33776
17	6	32	33126	33613	34107	34608	35118
18	6	33	33958	34458	34966	35481	36004
19	6/7	34	35092	35609	36134	36666	37206
20	7	35	36230	36762	37303	37851	38407
21	7	36	37672	38225	38787	39358	39936
22	7	37	38710	39279	39857	40443	41038
23	7	38	39419	40000	40589	41187	41794
24	7/8	39	40453	41049	41653	42267	42889
25	8	40	41482	42094	42714	43343	43981
26	8	41	42512	43138	43774	44419	45073
27	8	42	43546	44187	44836	45496	46164
28	8	43	44575	45232	45898	46574	47260
29	8/9	44	45711	46384	47067	47761	48464
30	9	45	46846	47537	48237	48947	49668
31	9	46	47977	48684	49401	50129	50867
32	9	47	49521	50249	50988	51737	52497
33	9/10	48	50352	51093	51846	52610	53384
34	10	49	51482	52240	53010	53791	54583
35	10	50	52717	53494	54282	55081	55893
36	10	51	53955	54750	55556	56375	57205
37	10/11	52	55195	56008	56833	57670	58520
38	11	53	56433	57264	58108	58963	59832
39	11	54	58151	59006	59873	60753	61647
40	11	55	58938	59806	60687	61581	62488
41	11/12	56	60236	61123	62023	62937	63864
42	12	57	61560	62464	63382	64313	65258
43	12	58	62914	63841	64781	65735	66703
44	12	59	64298	65245	66206	67181	68171
45	12/13	60	65714	66682	67664	68661	69672
46	13	61	67158	68148	69151	70170	71204
47	13	62	68636	69647	70673	71714	72770
48	13	63	70147	71180	72228	73292	74372
49	13	64	71689	72745	73817	74904	76008
50	13	65	73268	74347	75442	76554	77681
51	14	66	81300	81942	82583	83225	83867
52	14	67	84626	85268	85910	86551	87193