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 3,000 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 300 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 Independent Learning Centre 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

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 2025
Exclusive of Fringe Allowance (1458)

SFCA Points	Scale	RLA Point	Basic New	PMP1 New	PMP2 New	PMP3 New	PMP4 New
	2	**17**	23162	23502	23848	24198	24554
3	**3**	**18**				24759	24990
	3	**19**				25063	25431
5	**3**	**20**			25162	25532	25906
6	**3**	**21**			25558	25738	26116
7	**3**	**22**			25951	26263	26649
8	**3/4**	**23**		26344	26721	27114	27512
9	**4**	**24**	26818	27045	27443	27846	28255
10	**4**	**25**	27804	28213	28628	29049	29476
11	**4/5**	**26**	28725	29147	29575	30010	30451
12	**5**	**27**	29648	30083	30526	30974	31430
13	**5**	**28**	30569	31019	31475	31937	32406
14	**5**	**29**	31461	31924	32393	32869	33351
15	**5/6**	**30**	32355	32830	33313	33803	34300
16	**6**	**31**	33232	33619	34114	34617	35127
17	**6**	**32**	34451	34957	35471	35993	36522
18	**6**	**33**	35395	35837	36365	36900	37444
19	**6/7**	**34**	36564	37034	37579	38133	38694
20	**7**	**35**	37734	38233	38795	39365	39943
21	**7**	**36**	39179	39755	40339	40932	41534
22	**7**	**37**	40259	40851	41451	42060	42679
23	**7**	**38**	41019	41600	42213	42835	43465
24	**7/8**	**39**	42081	42691	43319	43957	44605
25	**8**	**40**	43143	43777	44422	45076	45740
26	**8**	**41**	44213	44864	45525	46195	46876
27	**8**	**42**	45288	45954	46630	47316	48011
28	**8**	**43**	46358	47041	47734	48437	49151
29	**8/9**	**44**	47539	48240	48950	49671	50403
30	**9**	**45**	48720	49438	50166	50905	51655
31	**9**	**46**	49896	50631	51377	52134	52902
32	**9**	**47**	51502	52259	53027	53807	54597
33	**9/10**	**48**	52366	53137	53920	54714	55520
34	**10**	**49**	53541	54330	55130	55942	56766
35	**10**	**50**	54826	55634	56453	57285	58128
36	**10**	**51**	56113	56940	57778	58630	59493
37	**10/11**	**52**	57403	58248	59106	59977	60861
38	**11**	**53**	58690	59555	60432	61322	62225
39	**11**	**54**	60477	61366	62268	63183	64113
40	**11**	**55**	61295	62198	63114	64044	64987
41	**11/12**	**56**	62645	63568	64504	65454	66418
42	**12**	**57**	64022	64963	65917	66886	67869
43	**12**	**58**	65430	66394	67372	68365	69372
44	**12**	**59**	66870	67855	68854	69869	70898
45	**12/13**	**60**	68343	69349	70371	71407	72459
46	**13**	**61**	69845	70873	71917	72977	74052
47	**13**	**62**	71381	72433	73500	74583	75681
48	**13**	**63**	72953	74027	75118	76224	77347
49	**13**	**64**	74557	75655	76770	77900	79048
50	**13**	**65**	76199	77321	78460	79616	80788
51	**14**	**66**	84552	85219	85887	86554	87221
52	**14**	**67**	88011	88679	89346	90013	90681