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
Teachers Pay Scales from September 2025
Not including Fringe London Allowance (£1458)

Mainscale	**1**	33597
	2	34752
	3	36718
	4	38975
	5	41749
	6	45275

With PSP	**PSP1**	48339
	PSP2	50090
	PSP3	51774

sub-point			
A1	51364	53140	54971
A2	51769	53544	55375
A3	52172	53946	55778
A4	52575	54349	56181
A5	52978	54751	56584
A6	53381	55154	56987
B1	53784	55558	57391
B2	54506	56279	58112
B3	55228	57001	58834
B4	55950	57723	59557
B5	56672	58445	60279
B6	57394	59167	61001
C1	58117	59887	61722
C2	58681	60421	62248
C3	59246	60952	62773
C4	59810	61484	63298
C5	60375	62016	63823
C6	60939	62547	64348
D1	61502	63080	64873
D2	62173	63782	65583
D3	62843	64484	66292
D4	63512	65186	67000
D5	64182	65889	67709
D6	64852	66591	68418
E1	65523	67293	69126