



The Royal School

*Wolverhampton*



CANDIDATE INFORMATION PACK





# The Royal School

Wolverhampton

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*An all-through co-educational state day and boarding  
school in the heart of England*

## ASSISTANT HEAD OF PRIMARY

**Candidate Information Pack**

**Start date September 2024**



# WELCOME MESSAGE FROM OUR PRINCIPAL

Dear Candidate,

Thank you for your interest in the post here at The Royal School, Wolverhampton (RSW). To help you decide on whether this is the school for you it is important to understand where we have come from and where we are going.

The school is built upon a combination of things; it's unique heritage, record of academic excellence, outstanding educational environment, and the full support and endorsement of our Patron, the Earl of Wessex.

From this, the Governors and leadership team are committed to supporting wider access for pupils, of all abilities and backgrounds, to add to The Royal's rich and diverse educational offer.

The Royal School, Wolverhampton offers a unique proposition to families in Wolverhampton and its surrounding area of an 'all-through', 4-19, co-educational, nondenominational day and state boarding school, with the capacity over time to provide for 1500 pupils, through a carefully managed programme of growth.

Whilst remaining fully non-selective and dedicated to supporting pupils in need, this change process has enabled RSW to combine its traditional values and academic offer with a global perspective. All this is to benefit our pupils, and to create a dynamic outward looking, culturally diverse, yet inclusive school community. Within this, pupils acquire the rich subject knowledge, life skills, understanding and aspiration to succeed locally, nationally, and internationally.

We welcome your application to be part of our community and would love you to visit and see the school in action or call us to talk things through.



**Mr Mark Heywood**





# Ethos

- Traditional values and behaviour, married with a forward looking, dynamic and global outlook.
- Excellence in the Arts, on the sporting field, in STEM and across academic breadth.
- An outstanding co- curriculum and enrichment programme, provided through our extended day, which nurtures and develops young people across a range of talents, promotes skills for life and underpins academic success.
- An inclusive approach to building pupil motivation, aspiration, and self-esteem, through our “all-age structure”, vertical House families, and outstanding pastoral and wrap around care, which means that pupils entering RSW at whatever age and stage can be well supported in their learning and achieve challenging individual targets.
- The development of self, personal responsibility, and accountability within a vibrant and supportive extended community through our weekly and term time boarding houses, our links with The Royal’s existing alumni and our outstanding programme of engagement with the wider local community.
- Having staff, children, and parents who are committed to learning as the passport to success.
- A unique physical location and setting in which to grow and develop, established within the heart of the city.

# RESPECT

The respect we have for one another can be seen in the diversity of our community and the acceptance of all pupils, staff and families for who they are. Respect is seen in the exemplary behaviour of our pupils and the care given to them by our staff.



## INITIATIVE

Initiative and independent learning is built into our curriculum and encouraged through our extended day provision. We encourage our pupils to solve problems themselves and work hard to give them the tools to do so.

## RISK

All success is founded on taking the first step into the unknown. We support our community to take risks and encourage them to develop the skills they need to be resilient. We aim to nurture their love of risk so they keep that excitement throughout their whole lives.

## COMMUNITY

We truly feel like a 'Royal Family'. We welcome families, pupils and staff into our community and encourage everyone to play an active part in building strong links to our school. We provide opportunities through events such as Founders' Day and Prize Day.

## TRUST

At The Royal School, our pupils take pride in being trustworthy learners. As a school, we trust our teachers to support all pupils in their learning and personal development. This trust is seen in the outstanding curriculum that is delivered every day, and the range of experiences on offer.



# WELCOME MESSAGE FROM OUR PRIMARY HEADTEACHER

Thank you for considering the post of Assistant Head of Primary, here at The Royal School and I look forward to meeting you in person to tell you more about our unique and oversubscribed school.



As the first phase in this vibrant all-through co-educational state day and boarding school journey, it is our responsibility to get those important building blocks of education right, which the outcomes tell us we do very well.

We are a large three form primary school with 630 pupils from Reception to Year 6, set in the heart of Wolverhampton. Our vision is to create an outstanding, fully inclusive primary school that ensures our pupils are ready for the next stage of their education, developing lifelong skills of resilience, confidence, communication, curiosity and independence.

We are a team of dedicated and hard-working staff who enjoy working together and who deliver fantastic results, both in academic terms and most importantly their personal development. Our KS2 results reflect the progress and attainment our pupils make from their starting points, putting us in the top 20% of highest performing primaries in the country. Our extensive enrichment programme offers over 50 clubs and activities per week, ranging from ukulele to illusion club, ensuring everyone's interest is piqued! Developing the 'whole child' is at the very centre of our ethos and key to our successful after school programme with all pupils actively encouraged to participate.

This is a very exciting time to be joining us too – with a brand-new primary school building planned and big renovation and investment plans for the secondary phase, providing us with an inclusive environment and state of the art facilities. Leading a dynamic school takes particular skillset and if you are able to lead with strength and compassion, care and diligence and most importantly by example... this could be a dream role for you.

We are seeking someone who is passionate about giving children the very best start to their education.

A handwritten signature in blue ink, which appears to read 'Kathy Jefferson'.

Mrs Kathy Jefferson

# What we offer

## The Royal School Wolverhampton

Teaching at The Royal Primary School provides:

- An exciting opportunity to join a culture of innovative curriculum practise and a unique ethos.
- The chance to join a team of outstanding leaders and practitioners and be at the forefront of developing educational approaches across the city.
- A supportive and caring team - which aspires to develop the leaders of tomorrow and provide the best opportunities for professional growth.
- The opportunity to lead a culture that is committed to the development of 'character' enabling all children to make the best progress in their academic, sporting, musical and aesthetic experience.
- You will be passionate about continuing to further grow our expectations of high performance and outstanding pastoral care.

If you would like to contribute to our school, then we would love to hear from you!



We have a range of strategies to help our pupils achieve success at whatever point they join us in their educational journey. They are:

- The strong ethos of the school.
- The opportunities provided through an 'all-through' approach.
- The provision of exceptional age-related pastoral care.
- Our extended day and Enrichment Programme.

Such strategies have been evidenced through a range of recent national studies as having maximum impact on the motivation, self-esteem, and attainment of those pupils at greatest disadvantage.

*Excellence for all: inspiring individuals to achieve their personal best and to compete and contribute as local and global citizens.*

We build an aspirational culture through our senior mandatory and balanced co-curricular programme. Including:

- Combined Cadet Force (CCF) for all.
- Access to Excellence through the Elite Swimming Academy.
- Sports.
- Performing arts.
- Cultural, aesthetic, and intellectual development.

This encourages our pupils to become confident, resilient, caring, and enterprising individuals. Yet at the same time, they are trained to operate as leaders, mentors, and members of a team in the widest sense.



**Our Boarding dimension helps us to:**

- **Enrich to our school and local community.**
- **Support our fundamental ethos of ‘wrap around care’ (which includes our ‘day boarding’, offering additional enrichment, targeted support and intervention, and supervised study sessions).**
- **This has also strengthened our care of children who attract Pupil Premium, Children who are Looked After (CLA) and any child experiencing a temporary difficulty in home circumstances because we have an on-going flexibility in supporting those most disadvantaged to succeed.**



**This leads to:**

- **Working constructively with the Local Authority in Wolverhampton, and more widely with Sandwell and Dudley in supporting CLA and pupils with a Statement of Need/SEND.**
- **Developing our role in broadening local choice and diversity, and simultaneously raising aspirations and outcomes.**
- **Being able to address the urgent demand for more local pupil places, at both primary and secondary.**
- **Being able to provide a supportive community for vulnerable pupils, including, as recently requested, unaccompanied refugee children who would benefit from the boarding environment we offer.**
- **Being able to empower our pupils to grow, successfully challenge stereotypical assumptions and exceed their expectations within a nurturing, inclusive and culturally diverse community.**



# Job Description:

**Job Title:** Assistant Head of Primary

**Grade:** Leadership Spine L3– L8

**Accountable to:** Head of Primary

**Terms of employment:** Permanent

**Start Date:** 1st September 2024


## As a lead professional the main areas of responsibility are:

- To provide high quality strategic leadership and management, in relation to specific areas of responsibility working in partnership with other members of the Senior Leadership Team (SLT)
- To work in partnership with other SLT to ensure setting, maintaining, monitoring, evaluating and improving standards and achievements in the school
- To support and share practice beyond the school, working closely with other schools and organisations
- To ensure professionalism and the upholding of expectations, policies and procedures within own practice, and support the achievement of this in relation to other staff, pupils and stakeholders
- To support curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- To ensure the teaching of a broad, structured and coherent curriculum and enrichment programme


## Main responsibilities include:

- To assist the Head of the Primary Phase in the day-to-day running of the primary setting, providing clear strategic vision, leadership and management
- To support the Head of the Primary to drive educational standards that lead to positive outcomes for children
- To use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- To analyse and evaluate key data sets where appropriate to drive educational standards
- To lead the development, implementation and evaluation of policies and practice to improve the quality of the educational provision
- To research and evaluate innovative practice and draw on research to further enhance the quality of provision within the Primary Phase
- To seek opportunities to work collaboratively with other educational settings and professionals
- To monitor, evaluate and review classroom practice and promote inclusion and improvement strategies for all
- To encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- To support the Head of Primary to challenge underperformance at all levels
- To lead and organise continued professional development of staff
- To work with the Head of Primary to ensure that safeguarding practices are rigorous, understood and followed by all staff – under the direction of the DSL
- To line manage key areas of the Primary school as deemed appropriate
- To contribute to the wider whole-school as deemed appropriate by the school's Principal

# Assistant Head Teacher - Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	SPECIFICATION	ESSENTIAL	DESIRABLE
Education/ Training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of on-going personal leadership development</li> <li>• Evidence of National Professional Qualifications</li> </ul>	Skills and Qualities	<ul style="list-style-type: none"> <li>• Proven ability to connect and communicate effectively with children, parents/carers, Governors and stake holders</li> <li>• Evidence of successfully managing, motivating, and supporting children with a wide range of backgrounds and needs so they achieve their potential</li> <li>• Proven ability to raise the quality of learning and teaching in environment of change</li> <li>• Evidence of driving high expectations within the school environment, attitudes to learning, behaviour, outcomes, and destinations</li> <li>• Inspirational and supportive leadership style</li> <li>• Ability to hold others to account</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of building effective relationships with external agencies</li> <li>• Coaching and mentoring qualifications and/or experience</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful leadership and management in a school with minimum of 3 years' experience</li> <li>• Teaching experience across the Primary Key Stages</li> <li>• Experience of successful leadership and implementation school initiatives</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Experience of leadership and implementation of line management and staff development</li> <li>• Experience of data analysis and tracking for the purpose of raising attainment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working closely with staff and Governors in developing and embedding the school's ethos, values and objectives</li> </ul>			

# Assistant Head Teacher - Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>		<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to developing self and others</li> <li>• A passion for working with children and young people</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• A commitment to maintaining confidentiality at all times</li> <li>• A sense of humour</li> <li>• A commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul>	
<b>Professional Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of and commitment to the requirements of safeguarding children and young people</li> <li>• Knowledge of the statutory requirements of state funded schools</li> <li>• Detailed understanding of the assessment processes through the primary phase</li> </ul>				

# Benefits Of Working At The Royal

The Royal School offers significant benefits for its staff:

- Regular CPD programme and investment in training
- Access to NPQ programmes
- Staff laptop
- Cycle to work scheme
- Free meal provided when taken in the dining room
- Free tea and coffee provided
- Opportunities for you and your family to attend boarding activities e.g. parties, Alton Towers, visits to cities and museums
- Two additional weeks holiday compared to many schools (one week prior to Christmas, one week early in the summer)

The school's distinctive ethos and culture where a truly holistic view of the personal development of the child is central to all that we do. The wider 'enrichment' programme at this all-through 4-19 boarding and day school is essential and helps develop confident pupils well equipped for life beyond the school. All staff contribute to this extensive programme with their personal interests and to join in with existing activities.

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# Application process

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## The Royal School Wolverhampton



Closing date	Submit application form by 6th May 2024
Tours	Contact Nicky Butler to arrange a tour of the school - nb@theroyal.school
Short listing	8th May 2024
Interview dates	Successful applicants will be invited for an interview, on 17th May 2024
Enquiries	<b>Please contact Linda Callaway</b> <b>lcallaway@theroyal.school</b>





## **The Royal School Wolverhampton**

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