



The Royal School
Wolverhampton



CANDIDATE INFORMATION PACK

Primary Assistant Inclusion Lead





The Royal School
Wolverhampton

WELCOME MESSAGE FROM OUR PRINCIPAL

Thank you for your interest in joining The Royal School, Wolverhampton (RSW) community. Our school stands as a beacon of heritage, personal development, academic excellence, and diversity, all proudly supported by our Patron, HRH the Duke of Edinburgh. We're looking for passionate, dedicated individuals who want to be part of an extraordinary school meeting the modern needs of young people whilst honouring our rich traditions.

RSW was founded as an orphanage in 1850 with a determination to serve the underserved across our community. We continue in that mission to offer a nurturing, inclusive environment where pupils of all abilities and backgrounds can thrive. Our school is unique: a non-selective, co-educational, non-denominational day and state boarding school that serves over 1500 pupils from Reception through to Sixth Form. Within our school community we have local residents attending their nearest school; elite swimmers from across the country; boarders from all over the world; and provide a home for unaccompanied asylum-seeking children from war-torn regions across the globe. We pride ourselves on welcoming all young people and giving them an exceptional education that values character as much as academic success.

As a member of our team, you will be joining part of a dedicated, close-knit family of staff determined to go the extra mile to ensure our young people thrive. We aim to equip our pupils with a strong academic foundation; essential life skills; and the confidence to pursue their ambitions.

We would be delighted to consider you for a role here at RSW. I encourage you to visit the school; observe our community in action; and see firsthand the inspiring atmosphere we offer. Please feel free to get in touch if you would like to discuss the role further.

Warm regards,

Mr Tom Macdonald
Principal





The Royal School
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WELCOME MESSAGE FROM OUR PRIMARY HEADTEACHER



Thank you for considering the post of Primary Assistant Inclusion Lead, 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. We are seeking an excellent classroom practitioner and someone who is passionate about giving children the very best start to their education. If you are interested then I strongly recommend you book a tour of the school. I look forward to meeting you and receiving your application form.

Mrs Kathy Jefferson

Job Description:

Job Title: Primary Assistant Inclusion Lead

Grade: Grade 6.17-22 £30,395-£34,088; dependent upon experience and qualifications

Accountable to: Primary Head

Education Stage: EYFS, KS1 & KS2

Terms of employment: Permanent, full time, term time only

Start Date: November 2026



The Royal School
Wolverhampton

The Royal Primary School is seeking a dedicated and enthusiastic individual to take on the role of Assistant Inclusion Lead within the Primary School. This position presents an excellent opportunity for a team member who is passionate about providing high-quality care for primary school pupils. The ideal candidate will demonstrate effective communication skills, and a commitment to fostering a safe and engaging environment for children. Responsible for contributing to the management and support of pupils during learning activities. Establishing and maintaining relationships with individual pupils and groups. Reviewing and developing your own professional practice. Dealing with pupils' therapeutic, pastoral, and personal care needs.

Purpose:

To assist in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including promoting high-quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.

The Royal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to satisfactory references, which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Duties and responsibilities attached to this post are as follows:

- To assist the SENCO in leading the provision for SEN within the primary school.
- To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely.
- To develop curriculum resources to ensure that pupils identified as having SEN have the required levels of support.
- To support the SENCO in managing the implementation of an inclusive curriculum within the context of the school's aims and policies.
- To work with the SENCO to develop and implement intervention groups and support.
- To provide all those with involvement in Special Needs and Learning Support the support, challenge, information and development necessary to sustain motivation and secure improvement in learning.
- To support the learning of students as allocated by the SENCO.
- To manage and maintain provision maps and risk assessments.
- Under the direction of the SENCO, collate and prepare information relating to assessments, statements, and referrals to other agencies.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.
- Provide support with High Needs Funding Applications and the tracking of funding.
- Attend pupils review meetings and prepare paperwork.
- Attend meetings within the school and outside agencies as directed by SENCO

Specific Responsibilities

- To support the provision of SEN, including the allocation of support time and the writing of SEN paperwork.
- To liaise with relevant outside agencies to ensure that individual pupil SEN are met effectively and that the requirements of Education, Health and Care Plans are met fully.
- Ensuring that accurate and detailed records are kept and stored of meetings and discussions with parents and outside agencies for GDPR compliance.
- Ensuring that staff are kept informed of pupils' SEN needs and advise on areas to develop and support. Working with the SENCO and other staff to ensure that provision maps are used to set subject specific targets and match work well to pupils' needs.
- Using data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- To work with the SENCO to promote an inclusive curriculum.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCO.
- To support the monitoring students with SEND needs.
- To support meetings of SEN staff, communicate information to staff and co-ordinate resulting action.
- To offer advice and support to teaching staff in providing a quality first teaching approach, under the direction of the SENCO.
- To support the process of access arrangements in liaison with the SENCO
- Carry out small group interventions, for example, social use of language, reading and functional math skills
- Support the maintenance of the SEND support list.
- Update pupil records as appropriate and assist the SENCO with more complex paperwork as when necessary.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional development.
- Keep provision maps for intervention tracking and impact and produce reports when necessary.

Safeguarding of students and Duty of care

- All staff, regardless of role, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.
- All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm, then it's essential you know what actions to take.
- Annual safeguarding training is offered to all staff, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education

- **Health and Safety** - This will include, but is not limited to:
- **Working to ensure that, in all activities undertaken, the School properly discharges its duties under its Health & Safety Policy; the Health & Safety at Work Act; relevant regulations; and any other relevant statute, regulation or directive. Similarly, to ensure that contractors operate safely in accordance with these same statutes etc.**
- **Safe Working Practices for Adults working with Children-** It is the responsibility of each employee to carry out their duties in line with school's ethos and culture of safe working practices and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.
- **General Data Protection Regulations** - The post holder is required to comply with GDPR regulations and maintain awareness of school policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
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- **Equality and Diversity** – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department.
- **Health and Safety** - The post holder must at all times carry out his/her responsibilities with due regard to school policy, organisation and arrangements for Health and Safety at Work.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

We at The Royal School are dedicated to fostering a diverse and dynamic work environment. If you are ready to make a significant impact in the lives of our pupils and community, we encourage you to apply!



Primary Assistant Inclusion Lead Person Specification

Person Specification: Assistant Inclusion Lead			
Requirements	Essential	Desirable	How assessed
Education & Qualifications			
Educated to Post-16 level or equivalent and GCSE qualifications to include English at grade C/4 and Mathematics	✓		Certificate
Willingness to undertake further work-related training	✓		Application Interview
A proven record of generalist administrative experience	✓		Certificate Application Interview
Experience of working in a school or similar environment.		✓	Application Interview
Experience of providing information & advice		✓	Application Interview
Relevant experience			
Experience of working a team and following reporting procedures, policies and processes.		✓	Application Interview References
Experience of allocating tasks in a professional manner.		✓	Interview References
Experience of meeting tight and cyclical deadlines	✓		Application Interview References
An awareness of good data management practice	✓		Application Interview
Thorough knowledge of data management legislation and good practice including Freedom of Information and Data Protection Acts	✓		Application Interview
Skills, Knowledge & Abilities			
Ability to follow and document detailed instructions	✓		Application Interview
Ability to maintain high standards under pressure	✓		Application Interview





Primary Assistant Inclusion Lead Person Specification

Excellent literacy, numeracy and IT skills	✓		Application
Ability to communicate effectively, both orally and in writing.	✓		Application
Accuracy and attention to detail	✓		Application Interview
Accurate record keeping	✓		Application
Organisation skills	✓		Application
Disposition			
Ability to think creatively and to prioritise	✓		Application Interview
Excellent communication skills	✓		Application Interview
Organised and self-motivated	✓		Application Interview
Excellent interpersonal skills	✓		Application Interview References
A commitment to safeguarding and promoting the welfare of children and young people.	✓		Interview References
A commitment to the school values and professional standards	✓		Interview
Ability to work under pressure and to prioritise and meet deadlines	✓		Interview References
Willing to participate in development and training opportunities.	✓		Interview
Other requirements			
A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity.	✓		Application
Candidates must demonstrate awareness/understanding of equal opportunities.	✓		Application
A commitment to follow all requirements, training and adhere to all policies ensuring and promotion of the safeguarding and welfare of students.	✓		Application
Candidates must demonstrate an understanding and knowledge of the individual's responsibility for promoting and safeguarding the welfare of children and young people.	✓		Application





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.



The Royal School
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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.

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.

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.

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.





The Royal School
Wolverhampton

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!



THE ROYAL SCHOOL WOLVERHAMPTON FOR PRIMARY TEACHERS

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, Monday to Friday.

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.





The Royal School
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Benefits Of Working At The Royal

What the School Offers Its Staff

- Opportunities for further development and support in undertaking NPQ courses.
- Well-being initiatives, including staff swimming sessions and access to the school gym.
 - An additional two weeks of holiday per year.
 - A competitive salary.
- Opportunities to engage in the school community through participation in boarding trips, including free spaces for family members.

THE ROYAL SCHOOL WOLVERHAMPTON | PRIMARY TEACHER



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Application process

The Royal School Wolverhampton



Closing date	Submit application form by Friday 16th October 2026 (9am)
Tours	Contact Nicky Butler to arrange a tour of the school - nb@theroyal.school
Completed application forms	Please return to Lynne Callaway lcallaway@theroyal.school





The Royal School Wolverhampton

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