



The Royal School  
Wolverhampton



**CANDIDATE INFORMATION PACK**

**Assistant Head, Primary**

**Curriculum, Assessment & Personal Development**





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





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## WELCOME MESSAGE FROM OUR PRIMARY HEADTEACHER



Thank you for considering the post of Assistant Head, Primary Curriculum, Assessment & Personal Development, 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:** Assistant Head, Primary Curriculum, Assessment & Personal Development

**Grade:** L6-L10, dependent upon experience and qualifications

**Accountable to:** Head of Primary, Principal

**Education Stage:** EYFS, KS1 & KS2

**Terms of employment:** Permanent, full time

**Start Date:** January 2027



The Royal School  
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The Royal School is seeking an outstanding, ambitious and highly motivated Assistant Headteacher to join our Primary Leadership Team. This is an exciting opportunity for an exceptional leader who is passionate about delivering high-quality education, driving continuous improvement and ensuring every child achieves their full potential.

Working closely with the Head of Primary and the Principal, the successful candidate will play a pivotal role in the strategic and operational leadership of the school. They will help communicate and realise the school's vision, support the day-to-day management of the primary phase and contribute significantly to raising standards and outcomes for all pupils.

### Purpose:

The assistant headteacher will support the Head of Primary and the Principal in:

- Communicating the school's vision compellingly and supporting the strategic leadership of the school
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- The assistant headteacher will also have a timetabled teaching commitment complying with the Teachers' Standards and modelling best practice for others.
- The assistant headteacher will lead the following core elements of provision across the primary phase, coordinating their work with counterparts in the senior phase:
  - Curriculum
  - Assessment
  - Personal Development

### Main Responsibilities

- Senior leadership responsibilities
- As a member of the senior leadership team, the Assistant Head will:
- Ethos and culture: Model and promote the school's vision, values and ethos, leading a culture of high expectations, mutual respect and professionalism in which every pupil can thrive.
- School leadership and improvement: Contribute to self-evaluation and improvement planning for the primary phase and the whole school, lead agreed priorities and evaluate their impact on pupils.
- Behaviour and inclusion: Lead high standards of behaviour through consistent, fair routines, and ensure ambitious expectations for all pupils, including those with SEND and those who are disadvantaged.
- Safeguarding and welfare: Help lead a strong culture of safeguarding and pupil wellbeing, and ensure risk is identified, managed and mitigated effectively across areas of responsibility.
- Teaching and quality assurance: Lead developmental quality assurance and coaching in line with The Royal Way, modelling high-quality teaching for colleagues.
- Leading people: Line manage and appraise staff, combining high expectations with high support, giving due attention to workload and wellbeing.
- Parental communication: Communicate clearly and constructively with parents and carers through meetings, information events and written communications, and respond to concerns promptly and in line with school procedures.
- Policy and procedure: Develop, review and implement policies and procedures within areas of responsibility, ensuring compliance with statutory and regulatory requirements.
- Operational leadership: Take part in senior leadership duties, rotas and school events, and manage allocated budgets and resources effectively.
- Governance and partnership: Report clearly to senior leaders and trustees, and represent the school in work with partner schools, the local authority and other organisations.



The Royal School  
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### Curriculum

- Lead the design, implementation and evaluation of a broad, ambitious and coherently sequenced primary curriculum that meets national requirements and prepares pupils well for the senior school.
- Lead and develop subject leaders so that each subject is well planned, well-resourced and informed by current subject expertise.
- Ensure evidence-informed approaches to early reading so that every pupil learns to read.
- Work with the Assistant Heads for Teaching & Learning and SEND to ensure the curriculum is taught well and adapted so that all pupils can access it.
- Quality assure the curriculum, keep abreast of national developments and collaborate with partner schools on curriculum development.

### Assessment

- Lead assessment across the primary phase, ensuring approaches are valid, reliable and proportionate, and that staff are trained to use them well.
- Lead statutory assessment arrangements and internal and external moderation, working with partner schools and the local authority.
- Track and analyse pupil attainment and progress, with particular attention to disadvantaged pupils, pupils with SEND and those who speak English as an additional language.
- Work with class teachers to plan, deliver and evaluate interventions for pupils who are not making expected progress, and report on outcomes to senior leaders.

### Personal development

- Lead a coherent personal development programme that supports pupils' character, wellbeing and cultural capital, and complements the school's curriculum intent.
  - Plan, staff, timetable and quality assure the school's free and paid clubs programme, working with staff, external providers and parents.
  - Lead the planning and coordination of educational visits, residentials and trips, ensuring risk assessments, consent, safeguarding arrangements and records meet school policy and statutory guidance.
  - Monitor participation across pupil groups and take action to remove barriers so that all pupils, particularly the disadvantaged, benefit from enrichment opportunities.
- Evaluate the impact of personal development provision using participation data and pupil and parent feedback, report to senior leaders, and ensure value for money from allocated budgets



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## General Responsibilities

**As a member of staff at The Royal School, the Assistant Head will:**

- Ethos:** Support the school's vision, values and ethos, and contribute positively to the wider life of the school, including its boarding community.
- Safeguarding:** Follow the school's safeguarding and child protection procedures at all times and report any concerns promptly to the Designated Safeguarding Lead.
- Conduct:** Comply with the school's policies, procedures and staff code of conduct, maintaining high standards of professional behaviour.
- Confidentiality and data protection:** Maintain confidentiality and handle personal data in line with data protection legislation and school policy.
- Health and safety:** Take reasonable care of your own health and safety and that of others, follow the Health and Safety policy, and report concerns to the Estates Manager.
- Equality:** Promote equality, diversity and inclusion, and challenge discriminatory behaviour, in line with the school's equality policies.
- Professional development:** Take an active part in your own appraisal, and undertake training and professional development appropriate to the post.
- Collaboration:** Work constructively with colleagues across the primary and senior school.
- Other duties:** Undertake other reasonable duties, commensurate with the grade of the post, as directed by the Head of Primary or the Principal. This job description is not exhaustive and may be reviewed in consultation with the postholder.



## Primary Assistant Head Person Specification

| CRITERIA                                                                             | QUALITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• <b>Qualifications and training</b></li></ul> | <ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree</li><li>• Professional development in preparation for a leadership role</li></ul>                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"><li>• <b>Experience</b></li></ul>                  | <ul style="list-style-type: none"><li>• Leadership and management experience in a school</li><li>• Teaching experience</li><li>• Involvement in school self-evaluation and development planning</li><li>• Line management experience</li><li>• Demonstrable experience of successful line management and staff development</li></ul>                                                                                                                           |
| <ul style="list-style-type: none"><li>• <b>Skills and knowledge</b></li></ul>        | <ul style="list-style-type: none"><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>                                                                                                            |
| <ul style="list-style-type: none"><li>• <b>Personal qualities</b></li></ul>          | <ul style="list-style-type: none"><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>• Commitment to <u><a href="#">maintaining confidentiality at all times</a></u></li><li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</li></ul> |





## 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.



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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.





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## 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.





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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 16 <sup>th</sup> October 2026 (9am)                                             |
| Tours                       | Contact Nicky Butler to arrange a tour of the school - <a href="mailto:nb@theroyal.school">nb@theroyal.school</a> |
| Completed application forms | Please contact Linda Callaway <a href="mailto:lcallaway@theroyal.school">lcallaway@theroyal.school</a>            |
| Interviews                  | 20th October 2026                                                                                                 |





**The Royal School Wolverhampton**

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