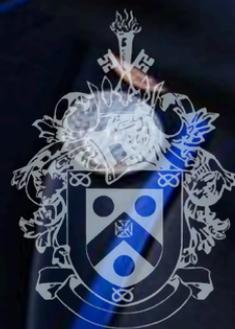




The Royal School

Wolverhampton



**CANDIDATE INFORMATION PACK
RESIDENT ASSISTANT HOUSEPARENT,
BOARDING
START DATE APRIL 2026**



WELCOME MESSAGE FROM OUR PRINCIPAL

Dear Candidate,

Thank you for your interest in the post here at The Royal School, Wolverhampton. We are keen to make sure you have a clear sense of our journey so far, and the direction we are heading, as you consider whether this is the right school for you.

The Royal is shaped by a distinctive heritage; a long-standing commitment to academic excellence and character education; and a strong civic mission rooted in inclusion and opportunity. Our work is values-led and purpose-driven: widening access, strengthening belonging, and enabling every young person to thrive and achieve their best.

The Royal School, Wolverhampton is a non-selective, co-educational, all-through day and state boarding school for pupils aged 4–19, serving Wolverhampton and the surrounding area. Through our boarding provision, pupils also join us from across the world, bringing a wider national and international perspective that enriches school life for everyone. Alongside a strong academic curriculum, we place real emphasis on wider learning—sport, music, the arts, clubs, leadership and service—so that pupils develop confidence, character, and the ambition to succeed locally, nationally and internationally.

We are privileged to have the support of our Patron, HRH The Duke of Edinburgh, and we are entering an exciting phase of development, including planned redevelopment of all of our facilities and learning environment starting later this year.

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

Mr Tom Macdonald
Principal





Job Description:

Job Title:	Resident Assistant Houseparent, Boarding
Accountable to:	Head of Boarding
Terms of employment:	Permanent, Monday-Sunday, including evenings and sleeping duties. Term time plus 2 weeks.
Start Date:	April 2026
Salary:	RSW Grade 4.7-4.11 (average hours 57 per week) £34,011-£36,243 p.a.

The Post

The Royal School is looking for a dynamic, innovative and empathetic assistant houseparent to join our boarding team and add to our award-winning boarding experience. The role of an assistant houseparent, while challenging, is often the most fulfilling and rewarding role in any school and here at the Royal this is no different. The successful candidate will have the opportunity to contribute to and build on our boarding experience that has helped students achieve academic and extra-curricular success (including a gold medal and an MBE).

Boarding at The Royal School, Wolverhampton

Boarders at the Royal are a key part of the school's character, ethos and history. The school has two boarding houses, Dartmouth and Lichfield, serving boys and girls from year 7 to year 13. We have capacity for 82 boarders at present, but following expansion as part of our £46 million rebuild and refurbishment programme, this will increase to 100 students across the two houses.

Our boarders join us from across the globe and from all walks of life. We house Elite Swimmers, International Students (with British citizenship or leave to remain), and UK residents alongside a small number of Unaccompanied Asylum Seeking Children (UASCs) in keeping with our origins and foundation as an orphanage.





Purpose of the role

- **To support the houseparent in the day-to-day running of the house.**
- **To help provide the caring "family" atmosphere essential for the wellbeing of the pupils**
- **To be aware of the special needs of all pupils in the boarding house particularly those from overseas or from vulnerable backgrounds.**
- **To live within the house to supply the necessary adult presence. This must take into account the not always obvious fact that "simply being there" is an invaluable contribution to a well-run house.**
- **To deputise for the houseparent in their absence**

House Duties

- **Assistant houseparents are required to take full charge of the house when on-duty in accordance with the duty rota.**
- **They are required to be present in school for major school event, such as Founder's Day, Prize Day etc.**
- **They are expected to help support and provide activities for the pupils during the week, in particular the compulsory activities on Wednesday evenings and Saturday mornings, as part of their on-duty activities.**
- **They are expected to live in the accommodation provided during term times. It is however, acceptable to be off-site when off-duty, the houseparent and head of boarding should be made aware as a point of courtesy. During these times it is not always necessary to sleep in the accommodation provided, but this should be confirmed with the houseparent or Head of Boarding.**
- **When on duty they will refer any problems to a houseparent (if on duty) as a first point of contact then the Head of Boarding, or the member of SLT providing cover for the Head of Boarding.**
- **When on duty, they should be present with the students in the house.**

School Duties

- **Assistant houseparents are integrated into the boarding staff duty rota. These duties will be specified by the Head of Boarding and duty days are usually arranged to suit individual needs of the Boarding team.**
- **Boarding duties require the supervision of boarders during the evening including at meals times, compulsory activities and overnight. At weekends and on Wednesdays, there will be the additional responsibilities of providing activity programmes according to the format, which will be specified by the Head of Boarding.**
- **Supervision of house registration and attendance in chapel will be required on duty days as necessary.**
- **Any changes to school duties must be agreed, in advance, by the Head of Boarding.**
- **Assistant houseparents must maintain effective communication with the houseparent and share handover notes to the whole house team each morning they are on duty.**
- **They are required to attend weekly boarding meeting with the rest of the boarding team and the Head of Boarding.**
- **They are expected to help at the start and end of each term to welcome boarders and ensure rooms are left in an acceptable state.**
- **They are expected to attend boarding community events such as the Valentine's disco, the Halloween Party and Christmas dinner.**
- **They should be prepared to take responsibility for administration tasks at the discretion of the houseparent.**
- **They will work with the houseparent and school nurse to liaise with academic/medical/boarding staff and parents in relation to the pastoral well-being of students.**
- **They should be prepared to undertake any additional tasks, within reason, as directed by the Head of Boarding.**
- **They must be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.**
- **These terms of service may be reasonably varied by the School Leadership as required by the needs of the school.**



Person Specification

Requirements	Essential	Desirable
Education & Qualifications		
Educated to A Level or above.	X	
First Aid Training Outdoor Qualifications BSA Qualifications Minibus MIDAS training		X
Willingness to undertake further work-related training	X	
Relevant experience		
Have sound and proven experience of working within a boarding environment	X	
Skills, Knowledge & Abilities		
Excellent literacy, numeracy and IT skills	X	
Ability to communicate effectively, both orally and in writing.	X	
Accuracy and attention to detail	X	
Accurate record keeping	X	
Organisation skills	X	
Disposition		
Ability to think creatively and to prioritise	X	
Excellent interpersonal and communication skills	X	
Organised and self-motivated	X	
A commitment to safeguarding and promoting the welfare of children and young people.	X	
A commitment to the school values and professional standards	X	
Ability to work under pressure and to prioritise and meet deadlines	X	
Willing to participate in development and training opportunities.	X	
Calm, professional and good-humoured personality	X	

Person Specification continued



Other requirements		
A knowledge of the National Minimum Standards for Boarding		X
Candidates must demonstrate awareness/understanding of equal opportunities.	X	
A commitment to follow all requirements, training and adhere to all policies ensuring and promotion of the safeguarding and welfare of students.	X	
Candidates must demonstrate an understanding and knowledge of the individual's responsibility for promoting and safeguarding the welfare of children and young people.	X	





The Royal School Boarding Houses



Dartmouth House

Dartmouth Boarding House is our boys' boarding house with capacity for about 50 boarders. The aim of Dartmouth boarding house is to help shape young, ambitious boarders ready for whatever future lies ahead of them. Building on fundamental principles of the house – encouraging boarders to be honest even in difficult circumstances, demonstrate confidence in all situations and above all else show good character, Dartmouth House aims to bring together an eclectic mix of nationalities and cultures to help prepare students and equip them to be successful young adults.



Lichfield House

Lichfield boarding house is our girls' boarding house with capacity for approximately 30-35 students dependent on age. Lichfield House is dedicated to support our boarders to become young female role models, challenging themselves to achieve their goals. Building on fundamental principles of the house – encouraging boarders to learn from their experiences, to have integrity, to value friendship and to feel empathy, Lichfield House celebrates everyone's uniqueness and culture to create a calm and caring environment in the house.





School Ethos



- A values-led culture that blends the Royal’s heritage with a modern, outward-facing ambition: to help every young person and adult in our community to “Be Extraordinary.”
- Excellence and breadth across the curriculum, with strong opportunities to flourish in the arts, sport, STEM and academic study, so that pupils can find and develop their individual strengths.
- A rich co-curricular and enrichment offer, delivered through our extended day and wider experiences programme—sport, music, performance, clubs, leadership and service—building cultural capital, confidence and life skills that strengthen academic success.
- An inclusive all-through community (4–19) with vertical House structures and strong pastoral and wraparound care, ensuring pupils joining at any phase are known well, supported thoughtfully and challenged to meet ambitious, personalised goals.
- A distinctive day and state boarding community that strengthens belonging, independence and personal responsibility, supported by positive relationships, alumni connection and meaningful engagement with Wolverhampton and the wider region.
- A shared belief—staff, pupils and families—that learning and character development open doors, and that education is most powerful when it combines knowledge with wisdom, purpose and service.
- A commitment to staff wellbeing and morale, with a culture that supports sustainable workload, encourages colleagues to take a “family first” approach, and values kindness, teamwork and professional trust.
- A unique setting in the heart of Wolverhampton—rooted in the city and serving local families—while our boarding dimension brings a wider national and international perspective that enriches school life for all.



The Royal School Values

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

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.

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

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.





What we offer

The Royal 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 region.
- 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!



Benefits Of Working At The Royal

The Royal School offers the following significant benefits for its staff amongst many others

- A 'family first' approach for staff
- Regular CPD programme and investment in training
- Access to NPQ programmes
- Staff laptop
- Cycle to work scheme
- 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.

Application Process

Closing date 9am Friday 20th March
Enquiries related to the role to Mrs. K Davies kdavies@theroyal.school
Completed application forms to lcallaway@theroyal.school



How to find The Royal School

By Car: Postcode WV3 0EG

By Rail: Wolverhampton Train Station is located at WV1 1LE.

The Local Area

The Royal primarily serves the local Wolverhampton area, as well as Shropshire, Staffordshire, and the greater West Midlands. We also maintain our long-established boarding culture and have 80 boarding places taken up by students from far and wide.

Wolverhampton is a vibrant city in the West Midlands, where you can enjoy a rich cultural and historical heritage.

Ideal for family days out to support learning visits can be made to Wolverhampton Art Gallery, Bantock House Museum Wightwick Manor.

The Halls, The Grand Theatre and Arena Theatre offer shows and entertainment.

Close to Baggeridge Country Park, West Park, The Wrekin, countryside is close to relax and enjoy walks.

Close transport links to Birmingham and Telford for more culture, shopping and a diverse selection of cuisine and entertainment.

