



The Royal School

Wolverhampton



CANDIDATE INFORMATION PACK





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Wolverhampton

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

SCHOOL COUNSELLOR - PART TIME

Candidate Information Pack

Start Date: 1st November 2023



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.



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.



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 which lasts until 4:45pm 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.**



Job Description:

Job Title: School Counsellor

Grade: (RWS Level 7) £21.57-29.13 per hour dependent upon experience and qualifications

Accountable to: Vice Principal - DSL

Terms of employment: Permanent: Wednesday 12noon-4pm, Thursday & Friday 9am-4pm, term time only

Start Date: 1st November 20223

Duties and responsibilities:

To provide a professional and confidential counselling service to children, young people and staff, promoting their emotional health and well-being, building their resilience and developing strategies with them to help them cope with the difficulties they face. To refer safeguarding concerns to and to support the designated safeguarding lead within the school

General responsibilities:

- To provide a high-quality counselling service covering a wide range of emotional problems.
- To offer pupils individual counselling following relevant ethical guidelines (e.g., BACP, UKCP) and responsibilities as well as working within school policies and procedures.
- To keep accurate and confidential records.
- To connect school counselling programmes to the academic mission and school improvement plan.
- To liaise with families (as appropriate).
- To evaluate and improve the counselling programme.
- To deliver school assemblies, as requested by the DSL.
- To refer staff and students to external agencies.
- To liaise with teaching staff, including wellbeing and pastoral staff.
- To provide regular updates and reports to the DSL.
- To be mindful of the needs of the whole school and flexible in delivering a therapeutic service.
- To support the Wellbeing Coordinator in highlighting national and global wellbeing initiatives
- To liaise with the Wellbeing Coordinator in the development of mentoring and wellbeing programmes
- To observe safeguarding procedures in adherence with The Royal School policies and procedures.

General Duties

- To adhere to the policies and procedures of the Royal School.
- To make a positive contribution to the wider life and ethos of the school;
- To demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community
- To take a pro-active part in the school's performance management system, with the ultimate aim of improving standards
- To take reasonable care of one's own health and safety and that of others and inform the Estates Manager of any concerns with regard to health and safety
- At all times to carry out duties with due regard to the school's Health and Safety policy.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To ensure all procedures relating to Safeguarding and Child Protection are followed as a priority.

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.

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.

Flexibility - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

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.

School Counsellor - Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	SPECIFICATION	ESSENTIAL	DESIRABLE
<p>Education/ Training</p>	<ul style="list-style-type: none"> • Qualifications/certificate in counselling. • Further therapeutic training, experience or qualification in working with children and young people 		<p>Skills, Knowledge & Abilities</p>	<ul style="list-style-type: none"> • To understand the need to adapt communication style to suit the audience and situation. 	
<p>Experience</p>	<ul style="list-style-type: none"> • Experience of working with children and young people. 	<ul style="list-style-type: none"> • Experience within an education setting. • Experience of managing heavy workloads. • Attention to detail. 		<ul style="list-style-type: none"> • The ability to adapt to constantly changing priorities and demands 	

Domestic - Person Specification

SPECIFICATION	ESSENTIAL	SPECIFICATION	ESSENTIAL
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Enthusiasm and approachability - excellent communication and interpersonal skills • Superb organisational skills with a meticulous eye for detail • Flexible, adaptable and open to new ideas • Capable of independent thought and willing to accept responsibility, but also a good team player willing to consult, seek advice and accept direction when appropriate and learn positively from experience • Intuitive, resourceful and discreet • Commitment to regular training and continued professional development 	<p>Other Requirements</p>	<ul style="list-style-type: none"> • Flexibility to working hours to accommodate school requirements e.g. sick/holiday cover. • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality, and diversity. • Candidates must demonstrate awareness/understanding of equal opportunities. • A commitment to follow all requirements, training and adhere to all policies ensuring and promotion of the safeguarding and welfare of students. • Candidates must demonstrate an understanding and knowledge of the individual's responsibility for promoting and safeguarding the welfare of children and young people. 

Benefits Of Working At The Royal

The Royal School offers significant benefits for its staff:

- Regular CPD programme and investment in training
- 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.

Application process

The Royal School Wolverhampton



Closing date	Submit application form by Friday 13th October (Midday)
Return applications to	lcallaway@theroyal.school





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