



The Royal School

*Wolverhampton*



**CANDIDATE INFORMATION PACK  
BOARDING HOUSEPARENT  
START DATE SEPTEMBER 2025**



## 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 Tom Macdonald**  
Principal





## Job Description:

<b>Job Title:</b>	Boarding Houseparent
<b>Accountable to:</b>	Head of Boarding
<b>Terms of employment:</b>	Permanent, full time
<b>Start Date:</b>	September 2025
<b>Salary:</b>	RSW Grade 5 £14.41-£16.26 per hour

### The Post

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

### Boarding at The Royal School, Wolverhampton

Boarders at the Royal are a keep part of the school's character, ethos and history. The school has two boarding houses, Dartmouth and Lichfield house, serving boys and girls from year 7 to year 13. We have capacity for 82 boarders at present, but following refurbishment 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 have a pro-active and visible role 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.

## House Duties

- Houseparents are required to take full charge of the house with support from an assistant houseparent and evening house tutors. They will take charge of two days during the week and alternate weekends as well as being responsible for covering any short-term absences.
- Houseparents are also entitled to off-duty periods. They will be entitled to two weekday nights off duty plus one weekend in two. The weekend consists of a 48-hour period running from either Friday evening to Sunday evening or Saturday morning to Monday morning.
- They will be required to be present in school for any major school event, such as Founder's Day, Prize Day etc.
- They will be expected to help support and provide activities for the pupils during the week, in particular the compulsory activities on Wednesday evenings and Saturday mornings.
- They will be expected to live in the accommodation provided during term times. It is however, more than acceptable and encouraged to be off-site when off-duty particularly at weekends, the Head of Boarding should be made aware as a point of courtesy. During these times it is not necessary to sleep in the accommodation provided.
- They will be the first point of call for any emergencies whether on or off duty, but will have support from Head of Boarding/SLT where necessary.
- When on duty, they should be present with the students in the house.

## School Duties

- Houseparents are integrated into the boarding staff duty rota. They will be on duty for two days per week and alternate weekends, these duties will be specified by the Head of Boarding and duty days are usually arranged to suit individual needs.
- These boarding duties require the supervision of boarders during the evening including at meals times, compulsory activities and overnight. At weekends, 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 assembly will be required on duty days.
- Any changes to school duties must be agreed, in advance, by the Head of Boarding.
- The houseparent will operate the house in accordance with school policies and procedures and in a manner which conforms to the National Minimum Standards for Boarding.
- Houseparents must maintain effective communication with the assistant houseparent and duty reports are sent to the whole boarding team at the end of each shift.
- Good practice will include regular face-to-face meetings with all staff including the assistant houseparent, house tutors, domestic, catering and maintenance staff.
- They will be required to attend weekly boarding meeting with the rest of the boarding team and the Head of Boarding.
- Be on site for 48 hours before the start of each term to welcome boarders and stay for 24 hours at the end of term to ensure rooms are left in an acceptable state and be a point of communication for travelling boarders.
- Attend boarding community events such as the Valentine's disco, the Halloween Party and Christmas dinner.
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- Select, train and support suitable pupils to act as Head of House and House prefects and those with positions of responsibility.
- To be prepared to take responsibility for administration tasks including health and safety (such as reporting maintenance issues), financial tasks (such as administering pocket money) and other administrative tasks linked to the running of the house.
- Working with the assistant houseparent to liaise with academic/medical/boarding staff and parents in relation to the pastoral well-being of students.
- Help manage leave requests for overnight/weekend exeats and end of half term/term travel details.
- To be prepared to undertake any additional tasks, within reason, as directed by the Head of Boarding.
- To 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 varied by the School Management.



# Person Specification

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

## Person Specification continued



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

**Ability to drive or willingness to learn to drive a minibus would be an advantage.**





## 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.





## 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 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 Senior 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.



# 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
- 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 Tuesday 6<sup>th</sup> May

Enquiries related to the role to Mr A Large [al@theroyal.school](mailto:al@theroyal.school)

Completed application forms to [lcalloway@theroyal.school](mailto:lcalloway@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.

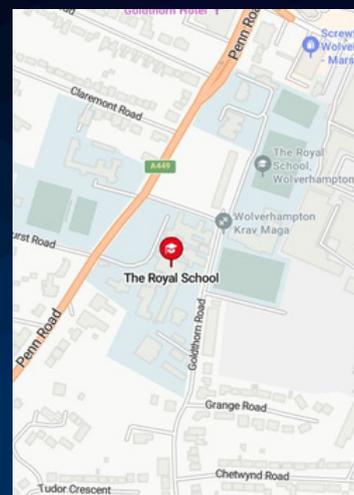
Wolverhampton is a vibrant city in the West Midlands, where you can enjoy a rich cultural and historical heritage.

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.



**The Royal School Wolverhampton**

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