

The Royal School  
Wolverhampton



## Candidate information pack

Level 2 Teaching Assistant – Primary School  
Part time and 1 year fixed term - mornings



## Vision and Mission

“The Royal School Wolverhampton” will present a unique offer for the local and the surrounding areas:

*“An all- through, 4-19, co-educational, non-denominational day and boarding school, providing outstanding non-selective education for all its pupils, within a strong and supportive community ethos.”*

This will build upon The Royal’s distinctive heritage over the last 160 years, its record of academic excellence, its commitment to educating the whole person, and has the full support of our Patron, the Earl of Wessex. At the heart of our vision is our belief and track record of success in developing the whole person (emotionally, intellectually, socially, physically, creatively and spiritually, through a belief system, which is broadly Christian in its values, but welcoming pupils with other and no faith); alongside our commitment to

ensuring **all** pupils are able to access those academic disciplines and subjects which are the passport to success at university and for future careers.

Through this holistic approach, we will develop the potential of every child, encourage leadership, resilience, responsibility and character, and achieve our high academic aspirations for all, enabling them to lead independent, purposeful and fulfilled adult lives in a rapidly changing, multilingual world.



Dear Candidate,

3

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 for you to understand where we have come from and where we are going to. Building on its unique heritage, record of academic excellence, outstanding educational environment, and with the full support and endorsement of our Patron, the Earl of Wessex, the Governors are committed to supporting wider access for pupils of all abilities and backgrounds 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, non-denominational day and boarding school, with the capacity over time to provide for 1454 pupils, through a carefully managed programme of growth.

Established originally as an orphanage in the 1850s which attracted the patronage of Queen Victoria within a few years of its existence, RSW has a long tradition of promoting opportunity and social mobility within its local and wider boarding based community, and a commitment to the critical role of education in transforming aspirations and outcomes for its young people as well as its wider social role in local regeneration and cohesion. Formally designated as a school by George VIth in 1944, it continued to support pupils of greatest need and only amended its constitution in 1964 to incorporate fee - paying pupils (alongside an on-going and substantial means tested bursary and foundation programme), in response to the changing economic climate and local demographics. 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, to the benefit of pupils, and to create a dynamic outward looking, culturally diverse, yet inclusive school community, within which pupils acquire the rich subject knowledge, life skills, understanding and aspiration to succeed locally, nationally and internationally.

At the heart of our vision for the future of "The Royal School, Wolverhampton" (RSW) is our belief and track record of success in educating the 'whole person' alongside our commitment to ensuring that all pupils are able to access the range of academic disciplines and facilitating subjects (with a particular emphasis on STEM), which are critical to keeping access open to Russell group universities. They will also acquire high level literacy, numeracy and oracy skills, with the longer term intention that higher level maths' qualifications across the range of disciplines Post 16, will become regarded as a 'life skill', applicable to all.



*Excellence for all: inspiring individuals to achieve their personal best and to compete and contribute as local and global citizens.*

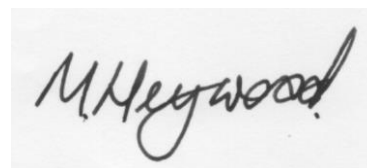
Whether pupils join RSW at Reception, Y7, Y9, the Sixth Form or at any other point of entry, they will achieve success through the ethos and opportunities provided by an 'all-through' approach, by our vertical House system (whereby older pupils act as mentors and model success) - aligned with exceptional age-related pastoral care; through the opportunities afforded by our mandatory extended day and Enrichment Programme which lasts until 5.00pm Monday to Thursday; all of which 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. Our mandatory and balanced co-curricular programme, which includes CCF for all, access to excellence through the Elite Swimming Academy (which also supports the largest UK, community based Learn to Swim programme with over a thousand pupils from the surrounding area enrolled on a weekly basis) sport, performing arts, cultural, aesthetic and intellectual development, will enable all pupils to engage with an aspirational culture, to become confident, resilient, caring and enterprising, and to operate as leaders, mentors and members of a team in its widest sense. The Boarding dimension and opportunities this affords to enrich the community will also support our fundamental ethos of 'wrap around care' through an approach to 'day boarding' which builds on the extended day, offering additional enrichment, including targeted support and intervention and supervised study sessions, as well as opportunities to socially interact with other boarding pupils and to take part in a boarding community evening meal. For those children who attract the Pupil Premium, Children who are looked after (CLA), and any child experiencing a temporary difficulty in home circumstances, this will be a key characteristic of RSW's on-going flexibility and has been recognised nationally-as a significant factor in supporting those at most disadvantage to succeed.

RSW will build on its predecessor's long history of working constructively with the Local Authority in Wolverhampton, and more widely with Sandwell and Dudley, particularly in supporting CLA through its Boarding provision, and pupils with a Statement of Need/ SEND. RSW will continue to develop its role in broadening local choice and diversity, raising aspirations and outcomes (including stimulating greater access to Russell Group higher education), and addressing the urgent demand for more local pupil places, both at primary and secondary, as well as providing a supportive community for vulnerable pupils, as above, including as recently requested, unaccompanied refugee children who would benefit from the boarding environment.

RSW has a long tradition of fostering outstanding individuals by empowering them to grow, successfully challenge stereotypical assumptions (as evidenced over time in the high levels of attainment of girls in maths and science Post 16) and exceed their expectations within a nurturing and inclusive, culturally diverse community. RSW will build on these values and this success in developing the potential of pupils from all abilities and backgrounds through a holistic programme of academic challenge, personal and leadership development and wider curricular and 'boarding community' life, within a culture of mutual respect and consistently outstanding expectations of attendance and behaviour.

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.

Warm regards,



**Mark Heywood**  
Principal



## The Royal School ethos

***“Intelligence  
plus  
character-  
that is the  
goal of true  
education”***

- Martin  
Luther King

- 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
- 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

## Job Information

**Title:** Primary Teaching Assistant – Early Years  
**Salary:** £9.55- £10.32 per hour (dependent upon experience and qualifications)  
**Start date:** 31<sup>st</sup> October 2022  
**Contract type:** Part time; 1 year fixed term - mornings, term time only, including INSET days.

**Contribution to the broader curriculum would be an essential part of the role.**

The Royal School is seeking enthusiastic and innovative teaching assistants to join The Royal Primary School. The aim of the role is to support academic as well as pastoral progress of pupils who face barriers to learning to ensure that pupils can thrive and achieve their personal best



<b>Salary</b>	Dependent upon experience and qualifications. Term time only plus INSET days.
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To provide the highest quality of education, care and preparation for life for all students in the school.</li> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To model the school's vision and values through implementation of agreed policy, practices and procedures.</li> <li>• To work closely with teaching staff to promote effective working to improve learning and teaching and raise achievement for all students.</li> <li>• To motivate staff and pupils.</li> <li>• To maintain The Royal School's high academic and wellbeing expectations.</li> </ul>
<b>Accountable to</b>	Primary Inclusion Manager
<b>Accountable for</b>	Supervision of pupils.
<b>Main core duties:</b>	
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support children at both ends of the academic spectrum both individually and in micro groups.</li> <li>• Supply classroom support in lessons as required by class teachers.</li> <li>• Liaise with SENCO provide SEN support as required.</li> <li>• Keep and update all records of pupils, including folders of work, lesson records.</li> <li>• Liaise with SENCO, parents and form tutors and attend consultations as required.</li> <li>• Maintain a working knowledge of relevant research and changes in National Curriculum.</li> <li>• Promoting and safeguarding the welfare of children and young people for whom you are responsible and with whom you come into contact in school.</li> <li>• To be a pastoral focus for all children and to develop and run initiatives for pastoral and academic well-being including anti-bullying and good behaviour strategies.</li> <li>• To liaise with outside agencies where necessary, pertaining to the well-being and academic progress of the pupils.</li> <li>• To attend individual and whole school INSET as required.</li> <li>• Undertake such duties as required by the school to maintain the cohesive nature of the institution; including break, lunch and after school duties.</li> <li>• To lead activities and learning opportunities for children receiving before and after school care.</li> <li>• To support the school in all areas, including Prize Days and Open Days, Concerts and School Trips.</li> </ul>

<b>General Duties</b>	<ul style="list-style-type: none"> <li>• To adhere to the policies and procedures of the Royal School.</li> <li>• To share in the corporate responsibility for the development and well-being of all students.</li> <li>• Make a positive contribution to the wider life and ethos of the school</li> <li>• Demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between students and staff</li> <li>• To take a pro-active part in the school's performance management system, with the ultimate aim of improving standards of teaching and learning in the school.</li> <li>• 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</li> </ul> <p><b>Undertake such duties as may from time to time be reasonably assigned by the Head Teacher.</b></p>
<b>Ethos</b>	Promoting the ethos of the School, as expressed in the mission and vision statements, is a shared responsibility to which all staff make a significant contribution.

# Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Education/ Training</b>	<ul style="list-style-type: none"> <li>• Good basic skills in English &amp; Maths</li> <li>• Good level of spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• First aid training</li> <li>• Safeguarding training</li> <li>• Level 2/3 teaching assistant qualification</li> <li>• Childcare specific qualifications</li> </ul>	Production of the Applicant's certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working as part of a team</li> <li>• Caring for primary aged children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children from at least two different settings.</li> <li>• Experience with working with KS1 &amp; KS2 age group</li> <li>• Placement in similar settings.</li> <li>• Experience of children with SEND needs, learning disorders and other challenges to learning.</li> </ul>	Contents of the Application Form Interview Professional references
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Able to use IT effectively</li> <li>• Understanding of safeguarding process in schools</li> <li>• Basic understanding of child development</li> <li>• Able to relate well to children &amp; adults</li> </ul>	<ul style="list-style-type: none"> <li>• A detailed knowledge of the KS1 &amp; KS2 curriculum</li> <li>• A knowledge and understanding of obstacles to learning and the strategies involved in overcoming these.</li> </ul>	Contents of the Application Form Interview Professional references
<b>Skills/ Attributes</b>	<ul style="list-style-type: none"> <li>• The ability to work with young children</li> <li>• The ability to administer and update pupils' records.</li> <li>• The communication skills needed to work cooperatively with SENCO and Head of Primary School.</li> <li>• Ability to act on initiative to provide Provision map support and targets.</li> <li>• Ability to liaise with and inspire confidence in colleagues and parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity</li> <li>• Enthusiasm</li> <li>• Patience</li> <li>• Commitment</li> <li>• Ambition</li> <li>• Teamwork</li> </ul>	Contents of the Application Form Interview Professional references
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviors'</li> <li>• Positive attitude to use of authority and maintaining discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Versatility</li> <li>• A warm and kind disposition and the ability to work well with others.</li> </ul>	Contents of the Application Form Interview Professional references

	<ul style="list-style-type: none"><li>• A professional approach to work, working relationships, conduct and dress.</li><li>• Flexibility, e.g., working across key stages and subject areas</li></ul>		
--	---	--	--



The Royal School  
Wolverhampton



Penn Road  
Wolverhampton, West Midlands, WV3 0EG

01902 341 230

[www.theroyalschool.co.uk](http://www.theroyalschool.co.uk)

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

### How to apply

Your completed application form should be submitted electronically to: [icallaway@theroyal.school](mailto:icallaway@theroyal.school) or by post. Please ensure the application form is saved to include your name at the beginning of the title. In compliance with Safer Recruitment guidelines, CVs cannot be accepted.

If you wish to have an informal discussion about this role or visit the school, please email Mrs Nicky Butler [nb@theroyal.school](mailto:nb@theroyal.school)

Closing date: 16th September 2022  
(midday)