



The Royal School

*Wolverhampton*



CANDIDATE INFORMATION PACK





# The Royal School

Wolverhampton

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

**Primary School - Level 2 Teaching Assistant (SEND Support)**

**Candidate Information Pack**

**Start date - 6th November 2023, or as soon as possible.**



# 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.



## 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.

## 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.

## 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.



# WELCOME MESSAGE FROM OUR PRIMARY HEADTEACHER

Thank you for considering the post of Teaching Assistant for Primary, 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.

A handwritten signature in blue ink, appearing to read 'Kathy Jefferson'.

Mrs Kathy Jefferson

# What we offer

## The Royal School Wolverhampton

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!



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:** Level 2 Primary Teaching Assistant (SEND Support)

Salary: £10.82-£11.42 per hour; dependent upon experience and qualifications

**Accountable to:** Primary Inclusion Manager

**Terms of employment:** Permanent/Part time

**Start Date:** 6th November 2023

## Purpose:

- To provide the highest quality of education, care and preparation for life for students with specific SEND needs in EYFS
- 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.
- To model the school's vision and values through implementation of agreed policy, practices and procedures.
- To work closely with teaching staff to promote effective working to improve learning and teaching and raise achievement for students with SEND .
- To motivate staff and pupils. · To maintain The Royal School's high academic and wellbeing expectations.

## Main responsibilities include:

- Support children both individually and in groups, both in and out of the classroom.
- Supply classroom support in lessons as required by class teachers.
- Liaise with Inclusion manager, Phase Leads and Year Leads to provide SEN support as required.
- Keep and update all records of pupils, including folders of work, lesson records.
- Maintain a working knowledge of relevant research and changes in National Curriculum.
- Promoting and safeguarding the welfare of children and young people for whom you are responsible and with whom you come into contact in school.
- 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.
- To liaise with outside agencies where necessary, pertaining to the well-being and academic progress of the pupils.
- To attend individual and whole school INSET as required.
- Undertake such duties as required by the school to maintain the cohesive nature of the institution; including break, lunch and after school duties.
- To lead activities and learning opportunities for children receiving before and after school care.
- To support the school in all areas, including Prize Days and Open Days, Concerts and School Trips.

### **3. Duties and Responsibilities –**

- **To adhere to the policies and procedures of the Royal School.**
- **To share in the corporate responsibility for the development and well-being of all students.**
- **Make a positive contribution to the wider life and ethos of the school**
- **Demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between students and staff**
- **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.**
- **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 Undertake such duties as may from time to time be reasonably assigned by the Head Teacher.**

### **Ethos**

**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.**

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# Primary Teaching Assistant (SEND Support) - Person Specification

| SPECIFICATION                     | ESSENTIAL  | DESIRABLE   | SPECIFICATION           | ESSENTIAL   | DESIRABLE   |
|-----------------------------------|--|---|-------------------------|---|---|
| <p><b>Education/ Training</b></p> | <p>Good basic skills in English &amp; Maths Good level of spoken English</p>                                     | <p>First aid training<br/>                     · Safeguarding training<br/>                     · Level 2/3 teaching assistant qualification<br/>                     · Childcare specific qualifications</p>                       | <p><b>Knowledge</b></p> | <ul style="list-style-type: none"> <li>• Able to use IT effectively · Understanding of safeguarding process in schools · Basic understanding of child development · Able to relate well to children &amp; adults</li> </ul> | <p>·A detailed knowledge of the EYFS &amp; KS1 curriculum · A knowledge and understanding of obstacles to learning and the strategies involved in overcoming these.</p>  |
| <p><b>Experience</b></p>          | <ul style="list-style-type: none"> <li>• Working as part of a team · Caring for primary aged childre.</li> </ul> | <p>Experience with working with, EYFS children<br/>                     · Placement in similar settings<br/>                     · Experience of children with SEND needs, learning disorders and other challenges to learning.</p> |                         |   |   |

# Primary Teaching Assistant (SEND Support) - Person Specification

| SPECIFICATION                       | ESSENTIAL   | DESIRABLE  | SPECIFICATION                    | ESSENTIAL  | DESIRABLE  |
|-------------------------------------|---|--|----------------------------------|--|--|
| <p><b>Skills and Attributes</b></p> | <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 Inclusion Manger and Head of Primary School.</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 · Teamwork</li> </ul>  | <p><b>Personal Qualities</b></p> | <p>Motivation to work with children and young people</p> <ul style="list-style-type: none"> <li>· Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul> <p>Emotional resilience in working with challenging behaviors'</p> <ul style="list-style-type: none"> <li>· Positive attitude to use of authority and maintaining discipline</li> </ul> <p>A professional approach to work, working relationships, conduct and dress.</p> <p>Flexibility, e.g., working across key stages and subject areas</p> | <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> |

# 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
- 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.

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# Application process

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## The Royal School Wolverhampton



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|-----------------|---|
| Closing date    | Submit application form by Thursday 12th October (Midday)   |
| Tours           | Contact Nicky Butler to arrange a tour of the school - <a href="mailto:nb@theroyal.school">nb@theroyal.school</a> |
| Short listing   | Friday 13th October   |
| Interview dates | Successful applicants will be invited for an interview, W/C 16th October  |
| Enquiries       | Please contact Linda Callaway <a href="mailto:lcallaway@theroyal.school">lcallaway@theroyal.school</a>            |





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