

Tettenhall College

Graduate Resident Boarding Assistant

September 2022

Information for applicants

www.tettenhallcollege.co.uk



Welcome to Tettenhall College

Founded in 1863 by a local industrialist, Tettenhall College is an independent, co-educational day and boarding school providing continuous, quality education for children aged from 2 to 18 years. The School currently has 400 pupils, the majority of whom are drawn from across the Midlands, but also includes a vibrant boarding community made up of pupils from over 15 countries worldwide.

The School stands in 30 acres of stunning grounds and woodland situated in the picturesque village of Tettenhall, on the outskirts of the city of Wolverhampton.

Our pupils are known for their positive approach, their appreciation of the staff, of their School and of their fellow pupils, their motivation to learn and their whole-hearted commitment to every aspect of school life. Tettenhall College, in turn, is committed to providing an outstanding personalised education, combining strong academic standards and a wide range of extra-curricular activities.

Academic results are consistently high. Pupils achieve very good GCSE and A Levels. The vast majority of Sixth Form leavers choose to go on to university with many selecting Russell Group institutions and a few each year opting for prestigious international options or competitive, sought-after apprenticeships with major companies. Beyond the classroom, pupils have the opportunity to participate in a wide range of sporting, performance and co-curricular activities, as well as being encouraged to engage in adventure and charitable causes.

The School is an active member of the Society of Heads, the Independent Schools Association and the Boarding Schools Association.

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Working with us

The School combines the best of modern teaching and facilities with the heritage and values of a traditional educational establishment – both in its physical setting and in its ethos. A substantial, recently completed investment programme has created outstanding facilities for the next era of Tettenhall College: modern en-suite study-bedrooms, a state of the art Study Centre, a new Sixth Form Common Room, a library, a multi-purpose all-weather sports facility and squash courts. These investments complement the already impressive facilities of the Victorian 'Towers Theatre'; a charming Victorian indoor heated swimming pool; extensive sports fields and modern IT facilities. A high grade investment in the School's largest boarding house is currently underway.

This commitment to providing the very best facilities is matched by the energy and passion of our inspirational, committed staff who strive to inspire and ensure that all pupils fulfil their personal best. Small class sizes throughout the School ensure individual attention for each pupil with emphasis on the development of the individual. This supportive environment has resulted in the School's excellent reputation for pastoral care – confirmed by a recently awarded Well-Being Award. Support of those pupils who have additional learning needs, including EAL, is a critical element of the School's offering.

This is an exciting time to join Tettenhall College; the leadership team are committed to continuing to increase the School's profile both locally and within overseas markets. Pupil numbers have grown by 25% with a steady increase in boarding. Tettenhall College is now widely recognised as one of the Midlands' leading independent schools and is progressing rapidly towards its goal of becoming one of the best small independent schools in the UK.



"The well-being of all our staff is of particular importance"

The well-being of all our staff is of particular importance and, as part of an overall strategy for the School, ongoing initiatives are continually introduced to enhance our working environment.

Staff are entitled to a remission on their children's fees and we encourage all staff to look outwards and focus on continuous professional development.

Our Mission, Vision & Values

Our mission is to nurture our pupils to achieve their full potential and discover their unique talents

The cornerstone of our community is our vision to be the school of choice for outstanding personalised education, inspiring every pupil to excel academically and beyond. Our mission is to nurture our pupils to achieve their full potential and discover their unique talents in an educational setting where they will thrive and be happy. Our exceptional staff motivate pupils to embrace challenge, giving them the best preparation for life and personal success.

Ambition

We strive for excellence in every aspect of our work and have high aspirations for our pupils. We encourage resilience by embracing mistakes as learning opportunities.

Opportunity

We foster self-belief. We provide academic challenge, personalised support and a breadth of learning opportunities

Creativity

We have the freedom to adapt our education to find the most effective way to meet our pupils' needs. We recognise that nurturing creativity is vital in today's world.

Community

We have a safe and secure family environment throughout our School. We look to promote our shared values and respect for each other. We equally want pupils to look outwards, act responsibly and become valued global citizens.

Character

We cultivate emotional intelligence, well-being and self respect and encourage support for each other. We lead by example to promote healthy and balanced lifestyles.

The Role and General Tasks

We are looking to recruit a recent graduate, on an initial one year contract, who will be part of our boarding community and, dependent on his/ her interests, will play an active role in the wider life of the School. This may be in supporting in the delivery of academic lessons, assisting in sport, performing arts, music or any other aspect of this busy independent school environment. The post will be ideal for a graduate considering a career in the teaching profession.

The Graduate Boarding Assistant will be a residential post in the Boys' or Girls' Boarding House, with free meals provided during term time, and he/ she will form part of the duty rota and play a key part in the boarders' activities programme.

- To carry out duties within the Boarding House as required by the Head of Boarding, including assistance with evening prep (homework) and work with individual pupils when required.
- To share the responsibility for the health and safety, well-being and safeguarding of all pupils.
- To promote high standards of punctuality, behaviour and good manners with all pupils, taking appropriate action where necessary.
- To be fully aware of Tettenhall College's policies and procedures relating to the behaviour of, and safeguarding of, young people and act in accordance with these.
- To contribute to the marketing and promotion of the College.
- To attend INSET days at the beginning or end of term.

Person Specification & experience

Educated to degree level.

- Caring, positive and reliable with a good sense of humour.
- Some experience of teaching, coaching or supporting young people.
- Enthusiasm and willingness to get involved in the life of a school.
- Flexibility, stamina and adaptability, with a willingness to undertake extra duties when required.
- The ability to work with initiative and with others as part of a team.
- Effective communication skills to relate to staff, pupils and parents.
- Competency in the use of ICT.
- An excellent role model for young people with the ability to apply rules and establish guidelines.



Duties and responsibilities

- Is available at the beginning of term to meet and greet boarders and their parents/ guardians.
- Contributes to the boarding house duty rota as required by the Housemaster/ Housemistress.
- When on duty, works with the House Prefects to actively supervise boarders by being visible as much as possible, ensuring that the House is maintained as an orderly and well-disciplined community and that the agreed House rules are followed.
- Carries out all House routines and registers as specified by the Housemaster/ Housemistress.
- Attends all meals and is available on the House mobile phone at all times on duty days.
- Plays an active role in the supervision of prep, offering, where possible, advice on organisation, approach to written work, management of workload and other appropriate study skills.
- Mentors a group of boarders academically. This includes identifying the need for support where necessary and reporting all academic concerns to the Housemaster/ Housemistress.
- Ensures that any incidents or communications from parents are logged and reported to the Housemaster/ Housemistress.
- Liaises with the Housemaster/ Housemistress over pastoral, disciplinary, maintenance or health and safety matters.
- Communicates openly and regularly with parents/ guardians of the boarders having consulted or informed the Housemaster/ Housemistress if circumstances allow.
- Liaises with the School Nurses on boarder health issues and issues medication following boarding procedures.
- Attends and assists with House activities and trips as required by the Housemaster/ Housemistress.
- Attends and contributes to meetings with Housemaster/ Housemistress as required.
- Participates in the annual Boarding Assistant appraisal programme.
- Attends INSET as required for the better performance of their boarding duties.

How to Apply

Salary: £12,000 per annum + Accommodation

To apply, please complete an employment application form and return to Miss Penelope Starkey - PA to Senior Deputy Head (psy@tettcoll.co.uk). Please contact Mr Matt Jackson - Head of Boarding (mj@tettcoll.co.uk) if you would like to arrange a informal conversation with regard to this post before applying.







Tettenhall College is committed to safeguarding and protecting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.

Please note that we will take up references provided in your application form prior to interview.

Full details of the School's safeguarding policies and procedures are available on the School website: www.tettenhallcollege.co.uk


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