



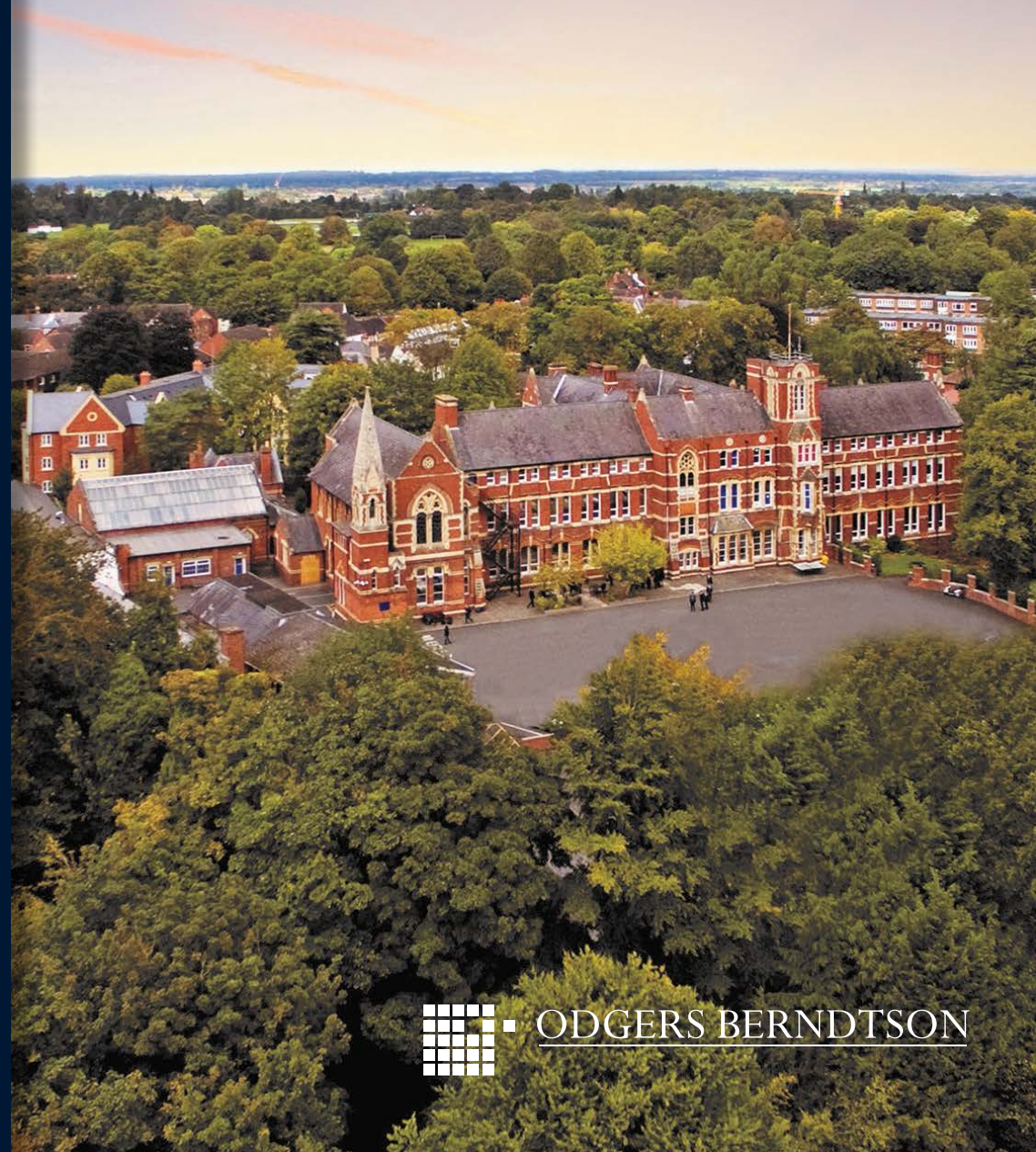
Tettenhall College

ENGLAND

AN INDEPENDENT SCHOOL FOR AGES 2 TO 18

Brief for the position of Head of Tettenhall College

April 2019



ODGERS BERNDTSON



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BACKGROUND

Tettenhall College is an independent day and boarding school for 2-18 year olds, situated in Tettenhall, a picturesque village close to Wolverhampton. Founded in 1863, the School originally housed the sons of free churchmen seeking their own independent schooling.



Since then, the School has grown and flourished to accommodate the increasing number of pupils. In 1943, significant expansion took place after the School bought Tettenhall Towers, a Grade II Special Listed building. Overseas pupils first joined the School in the 1960's, and Tettenhall College has been fully co-educational since 1982.

The School has come a long way since its foundation, yet the traditional values and wonderful historic setting remain the same. Tettenhall College today is a thriving community with excellent facilities in a stunning location, and is recognised as one of the leading independent schools in the region.

LOCATION & FACILITIES

The School's historic buildings are situated within approximately 30 acres of woodland and grounds in Tettenhall. The village is an idyllic, safe and friendly place, and is one of only a handful of places in England to have two village greens. The Upper Green has a large traditional pool, an extensive open grass area, and is home to Wolverhampton Cricket Club. The College is situated on the west side of the City of Wolverhampton on the edge of the countryside of Staffordshire & Shropshire close

to the M54 motorway with good transport links and 90 minutes from London by train.

Within Tettenhall College's stunning grounds, time honoured listed buildings stand alongside contemporary architecture. The first-class on-site facilities currently include extensive sporting grounds, a heated indoor swimming pool, tennis and squash courts, state of the art laboratories, integrated IT suites, a forest school, and the School's own Victorian theatre. There is also a dedicated Sixth Form Centre and a Sixth Form Common Room and Coffee Shop. There has been significant recent investment and there are ongoing plans to develop the School's facilities further.

ETHOS & VALUES

Tettenhall College aims to provide an outstanding personalised education that develops the whole person. The School is built on strong family and Christian values, and combines these traditional values with a forward thinking and innovative approach to education that inspires every student to excel academically and beyond. The College provides its pupils with a safe and secure family environment that is encouraging, supportive and caring. High aspirations are set for pupils, but

resilience is also encouraged by embracing mistakes as learning opportunities.

Small class sizes are a key strength and allow teaching staff to understand their pupils and respond to their individual needs, and provide academic challenge and a breadth of learning opportunities that nurture creativity. Consequently, every child's contribution to school life is recognised and every success is shared. A broad education is strongly advocated to promote a healthy and balanced lifestyle that cultivates emotional intelligence, well-being and self-respect. The School is proud to offer a truly global perspective to pupils through exceptional extracurricular opportunities, and life skills and preparation for life beyond school are just as important aspects of the educational offering as academic achievements.





ACADEMIC

Academic success is a major focus across the whole school. The School recognises that children do not learn in the same way or at the same pace, so all pupils are treated as individuals and valued for their particular skills, talents and abilities. Small classes allow teaching staff to develop a knowledgeable and meaningful understanding of each member of their group. The progress of individuals is tracked carefully through internal and external assessments, careful observation and ongoing interaction. Planning and support for pupils with SEND are excellent, and individual learning is well catered for because of the adaptable and flexible approach of staff.

Tettenhall College aims to develop a spirit of curiosity, a sense of self-worth and the highest standards of behaviour whilst supporting pupils in fulfilling their potential. The School strives to ensure that each pupil is equipped with the confidence, knowledge, aspiration and self-awareness to achieve all that they can.

The academic progress of each child follows a path which is both challenging and individual, and achievements in academic areas are celebrated just as much as successes in sports or the arts. This approach has helped pupils to flourish academically and continue to perform above expectation. At GCSE in 2018, well over two thirds of pupils achieved 5 or more grades 9-4 across a broad range of subjects including English and Maths.

The academic curriculum in the Sixth Form enables pupils to select their A Levels from a broad range of subjects whilst preparing them for study and employment beyond Tettenhall College through enrichment opportunities such as the School's Career Programme. Subjects offered include: Art, Computer Science, Drama/Theatre Studies, Electronics, French, Music, Physical Education, Psychology and Spanish. The School also offers Pre-A Levels, a one year course for international pupils who want to study A Levels over three years. Almost all school leavers go to UK universities including Bristol, UCL and Warwick, but a number also take on apprenticeships across a range of different industries.



PASTORAL

Tettenhall College believes that children learn best when they feel happy and secure. Every child's contribution to School life is recognised and every success is shared. Staff provide very effective support and guidance for pupils in accordance with the School's aim to be warm, friendly and caring. The School aims to live up to its aspiration to be a single, inclusive community in which everyone is valued equally. Teachers know the pupils very well and are able to respond to their individual needs, whether academic, practical or emotional. Every pupil belongs to a House: Bantock, Haydon, Nicholson or Pearson. The House system gives all of the pupils the opportunity to contribute and feel valued. It also provides leadership opportunities for House and team captains and ensures that older and younger pupils work together towards a common goal, reinforcing Tettenhall College's strong sense of community.

House Tutors, whom the pupils see daily, give support and guidance. Trained nursing staff and a School Counsellor are available to help with issues of health and wellbeing, and the School's peer-mentoring scheme means that trained Sixth Formers are able to provide a friendly ear for younger pupils who need it. Tettenhall College is immensely proud of its

approach to the wellbeing of staff and pupils, and has recently been awarded the 'Wellbeing Award for Schools', one of the first schools to be recognised with this award.

CO-CURRICULAR

Sport

Sport is an integral part of Tettenhall College's educational offering and a very important element of a child's development. The School recognises the benefits of structured sport in education: team skills, healthy competition, winning and losing graciously, health and fitness, personal endeavour, self-discipline and building self-esteem. The School has high-achieving pupils who compete at top levels, but the sports programme remains inclusive, varied and encourages both team work and individual skills. Pupils benefit from the School's outstanding sporting facilities and offers a broad range of sports such as rugby, football, cricket, netball, hockey, tennis, gymnastics, swimming, archery, golf, yoga, karate, step aerobics and squash to name but a few. Sport is played in formal lessons

at least three times a week, and the house system offers a wide range of sports in which all pupils can compete.

Performing Arts

With a wonderful, historic theatre right in the heart of Tettenhall College's grounds, it is no surprise that outstanding performing arts opportunities are offered for all pupils. The Towers Theatre plays host to the annual spectacular full-scale musical productions and Christmas play which are a highlight of the School calendar

The historic theatre provides a unique and inspirational setting to allow pupils to reveal their talents and develop their self-confidence. Everyone gets involved, whether backstage, in the chorus or taking a leading role, the School's productions epitomise the spirit of the School's community. The performances have an excellent reputation, and prestigious institutions such as RADA and the Royal Shakespeare Company are among the destinations of some of the School leavers.





Music

Tettenhall College believes that every pupil should have access to the joy of musical discovery. All pupils are encouraged to learn an instrument and get involved with the groups and choirs on offer. Music is taught throughout the School from Reception up to Year 9, with GCSE, AS and A-Level being offered in the Senior School.

There are numerous choirs across the whole age range and instrumental groups for those learning an instrument. Performance opportunities vary from assemblies and chapel services to overseas tours. Many of the School's pupils have gone on to perform with leading professional and national music groups as singers, actors and instrumentalists.

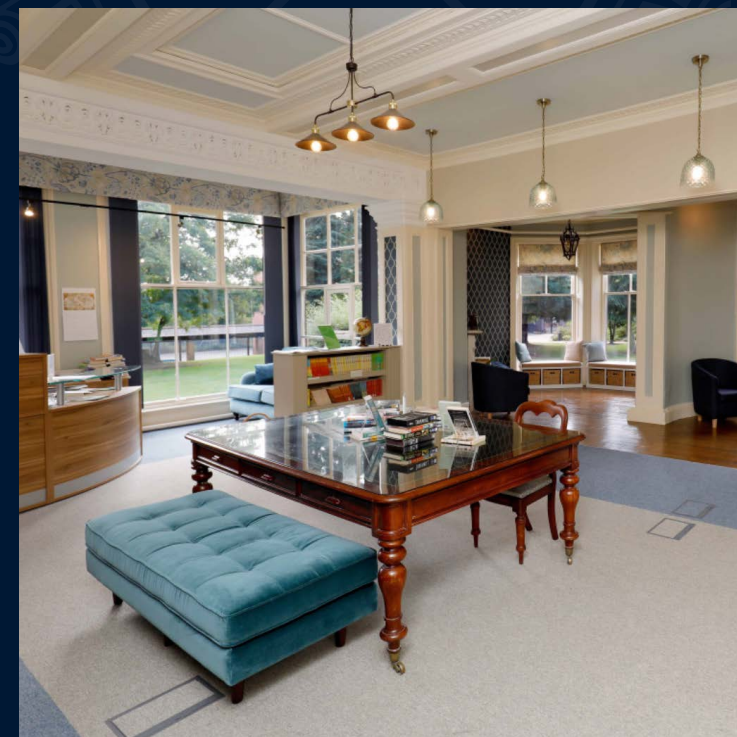
Beyond the Classroom

A large range of other extra-curricular opportunities are offered to pupils, including fencing, debating, dance, share dealing, chess, photography, language clubs and the ever popular Boot Camp. Tettenhall College is also now a Directly Licensed Centre for the Duke of Edinburgh Award scheme, and all pupils are encouraged to partake up to Gold level.

Pupils throughout the School community enthusiastically support local and national charities. Led by the Charity Committee, pupils organise and take part in whole-school fundraising activities which engage the pupils and enhance the inclusive atmosphere in the School.

The Extended Day has also been introduced on Tuesday and Friday afternoons, where pupils choose from a range of opportunities that aim to allow pupils to flourish in new and

exciting ways. Activities on offer include archery, gardening, golf, lacemaking, philosophy, lifeguarding, pottery and film making. From time to time, normal lessons are suspended in favour of enrichment sessions, giving pupils opportunities to take part in a variety of challenges and training. Leadership courses, teamwork sessions and study skills workshops are just a few examples of what is offered to pupils.





BOARDING

Tettenhall College is home to a small family of approximately 70 boarders, with a diverse mix of mainly international pupils. There are two main boarding houses in which the children live on-site; Thorneycroft House for girls and school House for boys. They both provide modern comfortable facilities for boarders including cosy common rooms, recreational areas, kitchens and quiet areas for study. The facilities are first rate and the warm family atmosphere reflects the excellent relationships that exist between the boarders and the staff that live on-site to look after them. Tettenhall College's approach to boarding is extremely flexible, with weekly and flexi-boarding options available in addition to full time boarding.

An extensive induction programme is offered to new boarders to help them settle in quickly. In the evenings they have homework sessions in designated quiet areas which are supervised by teaching staff whilst the weekends provide many chances for organised outings and activities. Weekend activities include go-karting, bowling, cinema trips, paintballing, museums, theme parks, visits to places of cultural interest and much more.

PREPARATORY SCHOOL, PRE-SCHOOL AND NURSERY

Provision for the youngest Tettenhallians is excellent. In the Pre-School and Nursery, outstanding staff, facilities and ethos combine to lay the foundations for bright futures for every child. Each pupil has a carefully created profile of their development that enables teachers to respond to their needs within a caring, family atmosphere. The Preparatory School has a traditional and flexible curriculum that is tailored to each child. Outdoor play is also a key part of learning and development, and the beautiful school environment inspires all ages.

Children thrive in the warm and motivating environment of the Preparatory School. The School aims to develop both hearts and minds, and small groups and a wonderful environment cultivates energy, curiosity, intelligence and ambition in every child. The curriculum is unique and broad, with a themed approach to forge links between subject areas, which is complemented by innovative digital learning. The Preparatory School's reward system allows the academically able to flourish and the Academic Support Department supports pupils who have specific learning needs.

The on-site Forest School also provides an important outdoor learning environment. Stimulated by the surroundings, the pupils benefit physically, intellectually and emotionally, which supports all areas of the curriculum. The Preparatory School helps produce children who are well prepared for Senior School, and who are responsible in their learning, respectful in their attitude, resilient in their approach and reflective in their thinking.

For more information on Tettenhall College, please visit: <https://www.tettenhallcollege.co.uk/>





THE ROLE

Reporting to the Council of Governors, the Head leads the Senior Leadership Team which is responsible for the day-to-day running of Tettenhall College. The Senior Leadership Team comprises the Bursar, Deputy Head (Academic), Deputy Head (Pastoral) and the Head of the Preparatory School.

The successful candidate will:

Strategic Leadership

- Provide the strategic vision for the future development of the School.
- Work with the Council of Governors and other stakeholders to agree plans for the future development and direction of the School.
- Where appropriate, support these proposed developments with a written business development plan.

Marketing & Recruitment

- Oversee all the marketing and admissions activity and play a leading role in public relations and the promotion of all sections of the School. This includes advertising schedules, the production of promotional literature, the website, presentations to current and prospective parents, attendance at exhibitions in the UK and overseas, the School's digital profile and a range of other activities.
- Oversee all aspects of the registration and admission of new pupils.

Academic

- Work closely with the Deputy Head (Academic), Head of Preparatory School and the Subject Leaders to monitor, review and develop the curriculum, paying regard to the national curriculum, national examination systems and the educational aims of the School.
- Ensure that the curriculum meets the regulatory requirements and maintains an up to date knowledge of innovation and development in all curriculum matters.
- Ensure that all required arrangements are in place to facilitate inspections, and provide guidance and leadership through the inspection process.
- Oversee procedures relating to assessment and regulation, reporting on pupil performance and progression.

Pastoral

- Work closely with the Deputy Head (Pastoral) and Head of Preparatory School, and provide pastoral support for pupils, families and staff where appropriate.



- Support the work of the Deputy Head (Pastoral) in providing pupils with moral support and spiritual guidance.
- Share in leading whole school assemblies and Chapel services.

Co-Curricular

- Monitor and review the content and range of the co-curricular activities to ensure that the School continues to provide a wide-ranging and balanced programme that meets the School's aim of encouraging the full development of each individual's particular talents and interests.

Staffing

- Appoint, lead, motivate, counsel, develop and, where necessary, discipline staff.
- Ensure that the School is able to attract high quality teaching staff and that they are deployed efficiently and effectively.

- Work closely with the Deputy Heads to produce the Staff Handbook which outlines the expectations of staff and provides staff with clear direction and detailed guidance.
- In conjunction with the Bursar, ensure that all staff recognise the business realities and constraints involved in managing the finances of a financially successful and robust school.

Communication & External Relations

- Establish and maintain good relationships and effective communication with pupils, parents, staff, other educational establishments, employers, the local community and the media so as to promote good mutual understanding of, and support for, the aims and performance of the School.
- Seek to further develop links and build long-term relationships with alumni and friends of Tettenhall College.
- Play a pivotal role in the College's future fundraising activities, including engaging with donors, seeking philanthropic support and attending key events.

Finance

- Work in partnership with the Bursar to set budgets and to ensure that the Council of Governors are briefed fully on the School's resource and development needs based upon forecast pupil numbers and the educational requirements of the School.

Safeguarding & Child Protection

- Oversee the drafting of school policies on Safeguarding and Child Protection and prevention of bullying.
- Work with the Deputy Head (Pastoral) to advise the Council of Governors on regulatory compliance in this area.
- Maintain the central register of appointments.

Self-Evaluation & Performance Review

- Monitor and review the performance of the School constantly to ensure its development and to drive improvement. This includes a regular programme of observation and review, and the regular updating of the information required by the Independent School's Inspectorate and the regulatory checklist.

Professional Development

- Liaise with Deputies to assist with the review of academic subjects, the programme of staff appraisal and the provision of INSET in line with the School's needs. The Head must be conscious of changing circumstances and to maintain his/her own professional development.

Allocation of Resources

- Working to a development plan, which is updated annually, direct and monitor the allocation of finances, staffing and other resources to achieve the agreed aims.

Building & Grounds

- Liaise with the Bursar in ensuring the conservation and proper use of school buildings, grounds and equipment.
- Encourage partnerships and community use of the grounds and premises.

Health & Safety

- Chair the School's Health and Safety Committee and liaise closely with the Bursar to ensure the safety and well-being of pupils and the provision of safe conditions for all employees and visitors to the School.

Council of Governors

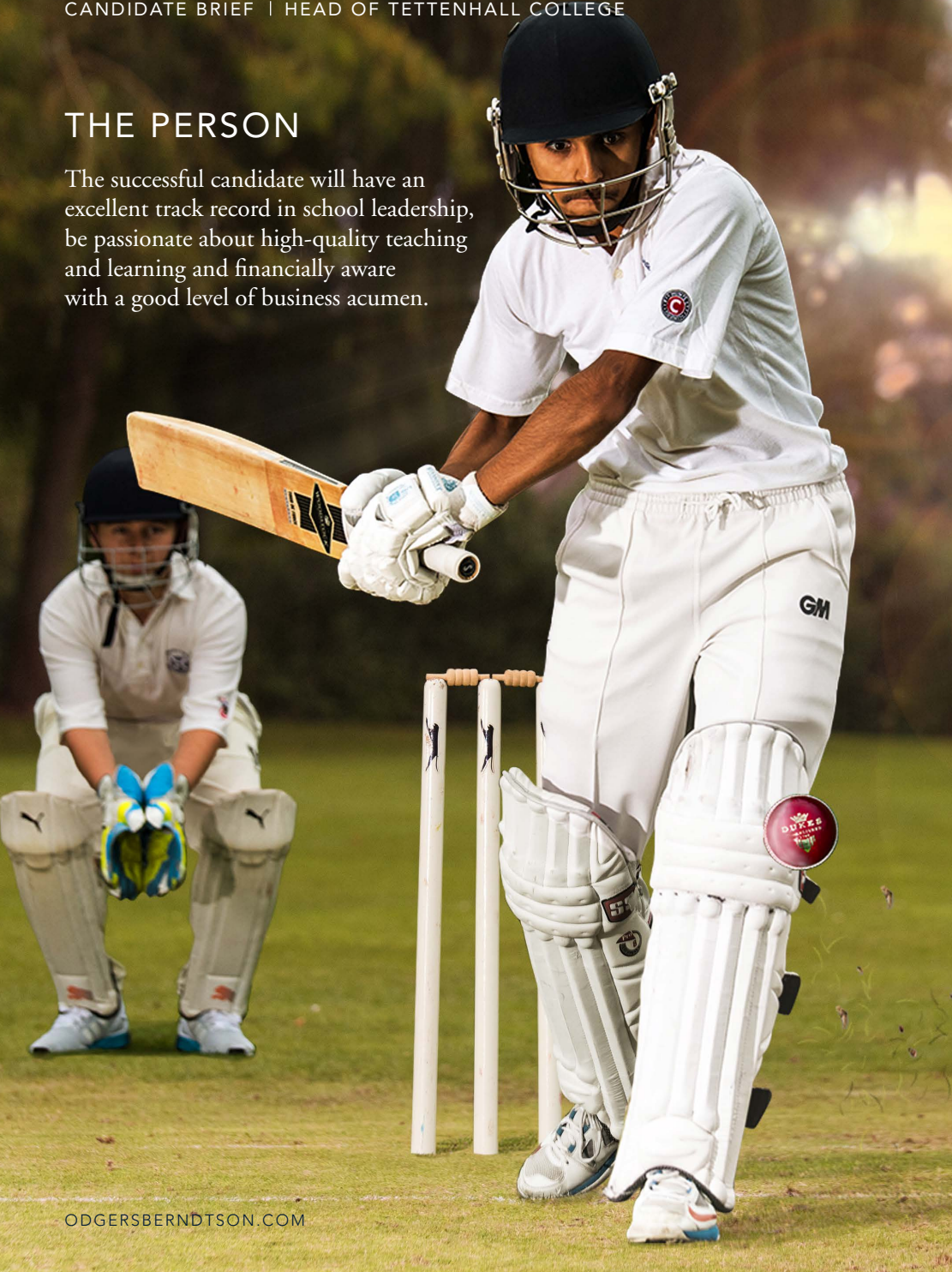
- Maintain open lines of communication to develop and maintain good relationships with the Governors.
- Report to all the Sub-Committees and provide a written report each term to assist the Council of Governors in meeting its regulatory responsibility and in discharging its duties effectively.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.



THE PERSON

The successful candidate will have an excellent track record in school leadership, be passionate about high-quality teaching and learning and financially aware with a good level of business acumen.



In particular, the successful candidate will:

- Be fully supportive of the ethos of Tettenhall College, and the environment and culture of an independent co-educational day and boarding school.
- Demonstrate a commitment to the pursuit of academic excellence and achievement of the highest possible academic standards, whilst ensuring Tettenhall College's individual pupil approach, is not compromised.
- Demonstrate a commitment to the delivery of a wide-ranging co-curricular programme which provides a wealth of sporting, artistic and cultural opportunities.
- Be fully committed to the welfare of pupils and staff.
- Possess high quality and proven experience of school leadership at a senior level, integrity and a keen and knowledgeable awareness of educational issues.
- Be a dynamic leader with an engaging and warm personality capable of motivating staff and enthusing pupils and their families.
- Be an excellent ambassador for the School and an articulate and effective communicator with pupils, parents, staff, governors, alumni and the local community.
- Maintain good relationships with parents and pupils, both current and prospective.
- Have demonstrable flair for marketing and promotion, with the ability to build strong relationships with current and prospective parents to sell the ethos of the School to traditional markets and to new ones.
- Have first class managerial and administrative skills and be capable of giving senior leaders and other teams within the School clear and positive direction.
- Have strong commercial and business acumen.
- Remain sensitive to the ethos, aims and values of the School whilst continuing its forward momentum.
- Understand the importance of change management and be committed to thinking strategically.
- Possess high energy levels, a robust personality and the ability to work under pressure while retaining a good sense of humour.
- Be a well-balanced and rounded individual.
- Be an excellent decision-maker, with pragmatic problem-solving skills, and the ability to quickly consider all relevant factors.
- Be authentic, genuine, resilient individual, able to demonstrate humility combined with excellent judgment, integrity with the ability to be firm but fair.
- Be an engaging, confident and assured communicator with a palpable enthusiasm for all areas of school life.





HOW TO APPLY

Tettenhall College has engaged the services of Odgers Berndtson to assist with the recruitment of their next Head.

Letters of application and CVs should be submitted online (preferred) at: www.odgers.com/72181

If you are unable to apply online please email: 72181@odgersberndtson.com

All applications will receive an automated response.

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation.

Following this notice, any inclusion of your Sensitive Personal Data will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

Tettenhall College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

CONTACT DETAILS

For an initial discussion, please contact:

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freddie.dennis@odgersberndtson.com

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peter.lawrence@odgersberndtson.com

Connor McCarthy: +44 (0) 207 367 0694
connor.mccarthy@odgersberndtson.com

The closing date for applications:
12.00 BST on Friday 24 May 2019.

Initial interviews with Odgers Berndtson will take place from **30 May to 11 June**. Shortlist interviews with the Selection Panel will take place on **Wednesday 19 June**. Briefing visits to Tettenhall College are scheduled for the **24, 25 or 26 June**, and final interviews will take place at Tettenhall College on **Monday 1 July**.





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