

Tettenhall College

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## Senior School 1:1 Teaching Assistant

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*Information for applicants*

# Welcome to Tettenhall College

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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 500 pupils, the majority of whom are drawn from across the Midlands, but also includes a vibrant boarding community made up of pupils from over 25 countries worldwide.

The School stands in 33 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

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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 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 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.

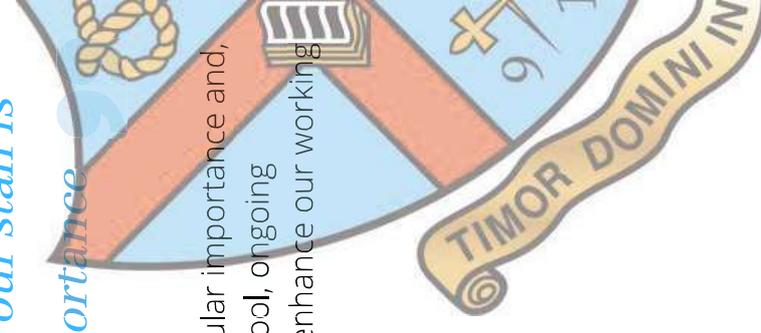
This commitment to providing the very best facilities is matched by the energy and passion of our inspirational, committed staff who strive to inspire and ensure that all pupils fulfil their personal best. Small class sizes throughout the School ensure individual attention for each pupil with emphasis on the development of the individual. This supportive environment has resulted in the School's excellent reputation for pastoral care. 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.



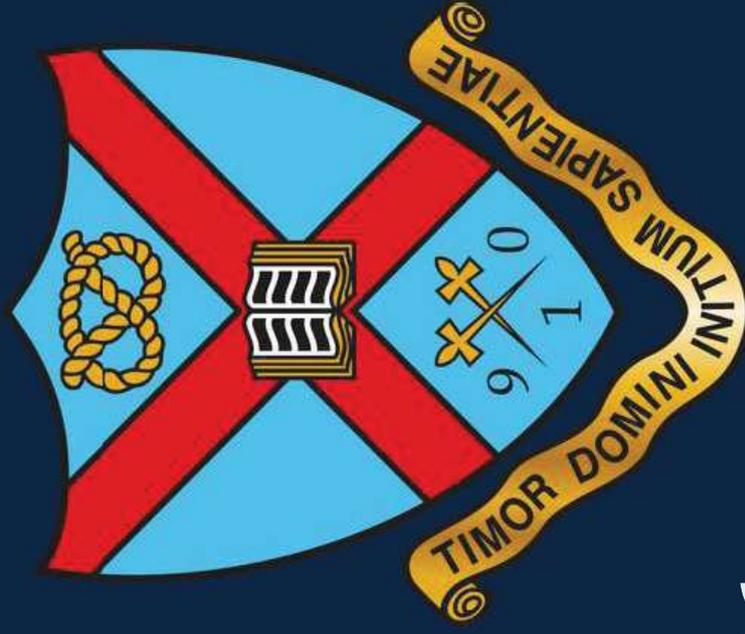
“ *The well-being of all our staff is of particular importance* ”

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.



# Our Mission, Vision & Values

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*Our mission is to nurture our  
pupils to achieve their full  
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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



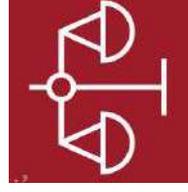
## **Creativity**

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

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The Senior School has grown significantly over recent years and has established an excellent team providing a first class education for children from ages 11 to 18. Each child is offered a breadth of opportunities to stretch, challenge and inspire them during their time in the Senior School, and we are a happy and productive centre of learning as a result. We strive to offer the best learning experience possible to all pupils.

We are seeking an enthusiastic, committed teaching assistant to work within our academic support team.

The successful candidate will have an excellent track record in the classroom and be well-qualified. A passion for exceptional standards in all aspects of care will be essential, as is an ability to work effectively as a member of our community. This post will ideally suit Level Three qualified applicants. We are especially interested to hear from individuals who have experience in supporting children with SEN needs.

The ability to support pupils across the KS3 curriculum whilst keeping high quality records will be essential. As will the consistent updating of pupil profiles and effective communication with teachers and parents on a regular basis.

## Job Description

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**Tettenhall College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

- Job Title:** 1:1 Teaching Assistant  
**Reporting to:** Head of Senior School Academic Support  
**Hours:** Full Time (30 hours per week)  
**Benefits:** Pleasant working grounds and location  
Lunch is provided free of charge during term time  
Staff have access to the College swimming pool and fitness room

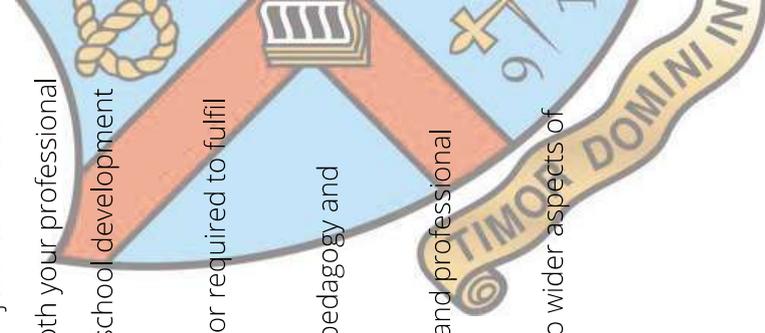


# Main Duties & Responsibilities

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- Be enthusiastic about upholding the standards of care and quality we provide, and be a fantastic role model in your own conduct and attitude.
- Ensure that planning, teaching materials and appropriate resources are in place and be rigorous in ensuring that pupils receive first class care.
- Contribute to formal and informal assessments within the class to support pupils' progress, and complete accurate and reflective records.
- Promote the highest standards and expectations in behaviour and attitudes to learning.
- Communicate professionally with parents, staff and children at all times.
- Help ensure the provision of a high quality, stimulating learning environment to meet the needs of the child.
- Promote independence and employ strategies to recognise and reward pupil self-reliance and resilience.
- Be conversant with and apply the health and safety guidelines as laid down in statutory policies.

- Promote a school culture which is positive, purposeful and professionally stimulating.
- Uphold the school's vision, mission and values within the school and beyond.
- Encourage high standards in all aspects of school life, particularly in student progress and behaviour.
- Actively take ownership of your own continual improvement through sustained engagement in self-driven professional development, as well as engaging in the School's formal professional development programme.
- Identify and work towards professional development objectives in liaison with your subject leader; the objectives will support both your professional aspirations and the fulfilment of the department and school development priorities.
- Complete any mandatory training related to your role or required to fulfil the school's statutory or regulatory obligations.
- Proactively explore developments and innovations in pedagogy and subject knowledge.
- Demonstrate consistently high standards of personal and professional conduct.
- Be punctual, organised and willing to fully contribute to wider aspects of school.



## Responsibilities to the Department and School

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- Be respectful of the needs of colleagues and the department with regards to cooperation, collegiality, deadlines and team cohesion.
- Participate positively in departmental meetings, follow policies and generally contributing to the effective and efficient running of the department.
- Take part in, and contribute to, INSET activities offered in the department and by the school.
- Keep up to date with developments in the subject, and in education more generally.

## Co-curricular and Boarding

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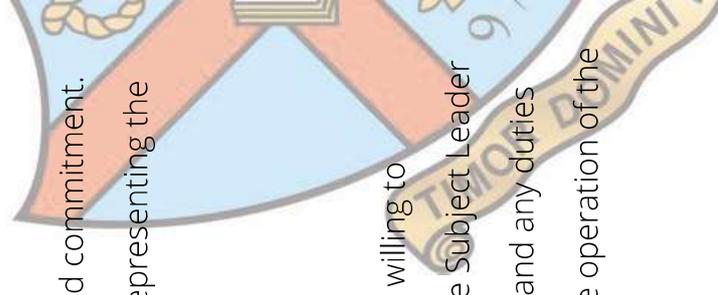
- Contribute to the school's extended day and after school activity programmes.
- Accompany pupils on trips as and when required.

## Safeguarding and Staff Conduct

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- To show commitment to safeguarding, child protection and the well-being of students.
- To insist of high standards at all times.
- To act as a role model for punctuality, resilience and commitment.
- To display a smart and professional appearance, representing the school in a positive manner.
- To uphold the staff Code of Conduct.

The above is not an exhaustive list. Applicants must be willing to undertake other reasonable duties as requested by the Subject Leader or members of the extended Senior Leadership Team and any duties that the Headmaster deems necessary for the effective operation of the school.



# How to Apply

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**Closing date:** Monday 1<sup>st</sup> September 2025 - 8am

**Interview:** W/C 1<sup>st</sup> September 2025

**Salary:** Commensurate with experience

**Hours:** Full time

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*To apply, please complete an employment application form and return to [head@tettcoll.co.uk](mailto:head@tettcoll.co.uk)*

*if you would like to arrange a informal conversation with regards to this post before applying, please contact [bj@tettcoll.co.uk](mailto:bj@tettcoll.co.uk).*



*Tettenhall College is committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation. Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.*



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. The post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

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

If successful, an external provider will undertake online background checks adhering to the Data Protection Act 1998 which states that personal information shall be processed lawfully and fairly, obtained for one or more specified and lawful purposes only and be adequate, relevant and not excessive.

# GETTING KNOWLEDGE





# Tettenhall College

A LEADING DAY & BOARDING SCHOOL FOR BOYS AND GIRLS, AGED 2 - 18

## Person Specification

### Teaching Assistant

<b>Education, training, and qualifications</b>	<b>Essential</b>	<b>Desirable</b>
GCSEs or equivalent in maths and English (level 5 or above)	√	
First Aid qualification		√
<b>Experience</b>		
Experience of using common IT programmes (word, excel, outlook)	√	
Experience of working with pupils/young adults		√
<b>Knowledge and Skills</b>		
Demonstrate excellent verbal and written communication skills	√	
Ability to work with accuracy and attention to detail	√	
Possession of good IT and administrative skills	√	
Thorough understanding of safeguarding in relation to children and young people	√	
<b>Personal Qualities</b>		
Excellent punctuality and attendance	√	
Excellent organisational skills	√	
Willingness to learn new skills and undertake relevant training, including compulsory safeguarding training	√	
Willingness to commit to the whole school ethos and values	√	
Flexible, self-motivated and hardworking	√	
Open and approachable manner	√	
Calmness under pressure	√	
Strong interpersonal skills to effectively communicate with staff and pupils	√	
A positive attitude towards students and commitment to their success	√	
Commitment to the values of the College, including valuing diversity and promoting equality	√	
Committed to self-improvement and development through self-evaluation, reflection and training	√	
Committed to the protection and safeguarding of children and young people	√	