



Tettenhall College

AN INDEPENDENT SCHOOL FOR AGES 2 TO 18

Preparatory School
Level Three Nursery Teaching Assistant
& Holiday Provision Manager

for June 2021

Information for applicants

www.tettenhallcollege.co.uk

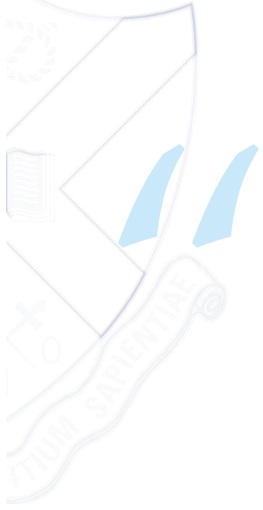


Welcome to Tettenhall College

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 420 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 33 acres of stunning grounds and woodland situated in the picturesque village of Tettenhall, on the outskirts of the city of Wolverhampton. Tettenhall is within easy reach of Birmingham, Manchester, Liverpool, Shrewsbury and London.

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. In 2020, 100% of entrants achieved grades 9-4, with over a third achieving grades 9-7, and at A level a third of all entries were graded A*-A. 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.

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 College 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 the College; under the current leadership the School has increased its profile consistently over the past five years 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.

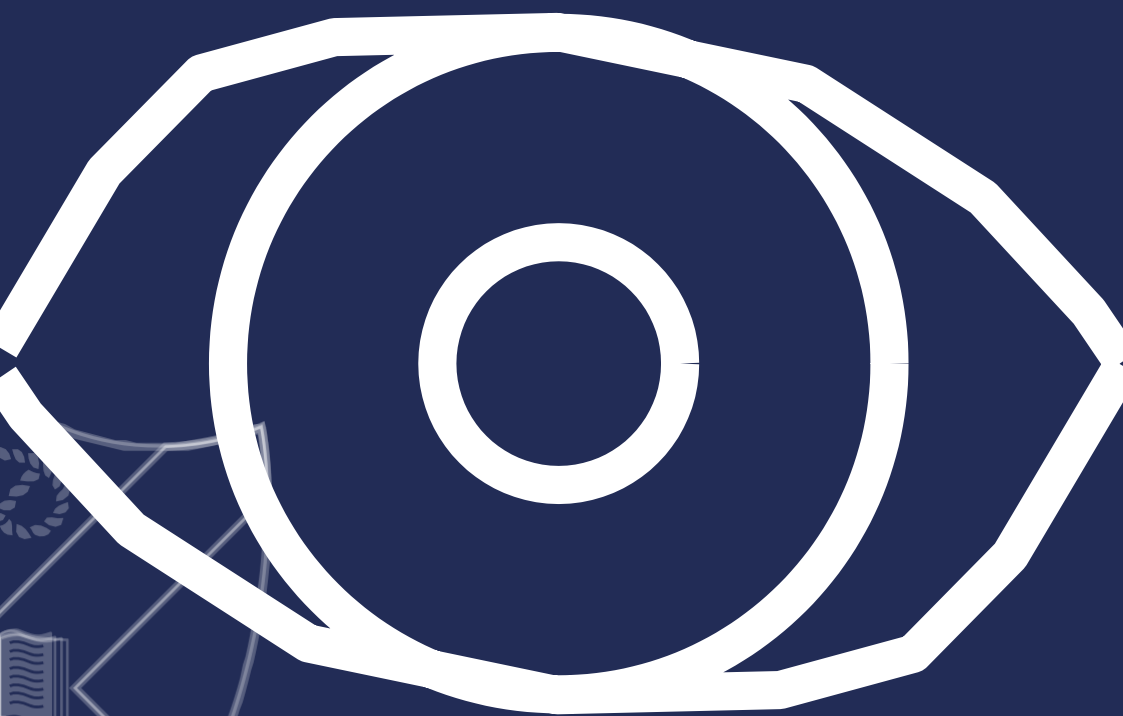
The well-being for all our staff is of particular importance and, as part of an overall strategy for the School, ongoing initiatives are continually introduced to enhance our working environment. Staff are entitled to fee remission for their children and we encourage all staff to look outwards and focus on continuous professional development.



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For further information about the School
please visit our website at www.tettenhallcollege.co.uk

Our Mission, Vision and 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.

Our core values include:



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

The Preparatory School Division of Tettenhall College has grown significantly over recent years and has established an excellent team providing a first class education for children from 2 to 11. Each child is offered a breadth of opportunities to stretch, challenge and inspire them during their time in the Preparatory 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 with a Level Three Early Years qualification. The role will involve providing a high standard of physical, emotional, social and intellectual care for children whilst facilitating the active participation of children in activities and their daily routine.

The ability to plan activities and to evaluate pupils' development whilst keeping high quality records will be essential. As will the consistent updating of pupil profiles and effective communication with parents on a regular basis.

The role will be based in our Nursery setting during term time, working with 2 and 3 year old children, and an understanding of the high profile of the School will be important in order that our standards are maintained at all times.

During the holidays the role changes to that of the Holiday Provision Manager, who will lead a small team delivering excellent care for children between 2-8 years old.

The successful candidate will have an excellent track record in the classroom, be well-qualified and will ideally already be in a management role within education. A passion for excellent standards in all aspects of care and desire to work with this age range will be essential, as is an ability to work effectively as a member of our community.



Person specification and experience

Qualifications/Training

- ▶ NVQ 3/BTEC 3 or equivalent qualification, relevant to the EYFS
- ▶ Very good numeracy/literacy skills
- ▶ Appropriate and current paediatric first aid training and food handling training
- ▶ Knowledge of and training in effective safeguarding practices
- ▶ Excellent communication skills with children, staff and families
- ▶ The ability to actively liaise with key staff including the Room Leaders to ensure that each child's learning experience dovetails with the shared aims and objectives
- ▶ Two years experience working with Early Years children and knowledge of and training in effective safeguarding practices
- ▶ Some experience in leading learning and people with a very successful track record is ideal
- ▶ Great organisation abilities with a head for ensuring staffing, resources, planning and facilities are so well prepared so that each child's experience is first class
- ▶ The ability to actively liaise with key staff including the Preparatory School leadership team, Events and Lettings Coordinator, the Registrar and Room Leaders/teachers to ensure that holiday provision dovetails with the School's aims and objectives.
- ▶ A lively, friendly and dynamic personality



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Duties and responsibilities

- ▶ Work as a team player with a well-organised and flexible approach.
- ▶ Supervision of children and organisation of play and learning activities.
- ▶ 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.
- ▶ When required, manage and motivate colleagues effectively, and organise staff rotas, taking a share in supervisory duties.
- ▶ Ensure that the programme of activities is stimulating, valuable and appropriate to the children using the facilities by providing a variety of play and learning opportunities.
- ▶ Contribute to formal and informal assessment within the class to support pupil progress, and ensure that all staff complete accurate and reflective records.
- ▶ Communicate professionally with parents, staff and children at all times.
- ▶ To promote independence and employ strategies to recognise and reward pupil self-reliance and resilience.
- ▶ Have a good understanding of statutory regulations and requirements. Be conversant with and apply the health and safety guidelines as laid down in statutory policies.
- ▶ To liaise regularly with the Registrar regarding admissions and changes in sessions.
- ▶ Ensure the provision of a high quality, stimulating learning environment to meet the needs of individual children.
- ▶ The ability to effectively promote and market our holiday provision – attracting and retaining children within both within and outside of the School population.

How to apply

Closing date: Friday 21st May 2021

Interviews: w/c 24th May 2021

Salary: By negotiation

Please contact Mrs Deborah Kane (Assistant Head - Pre-Prep) if you would like to arrange an 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.

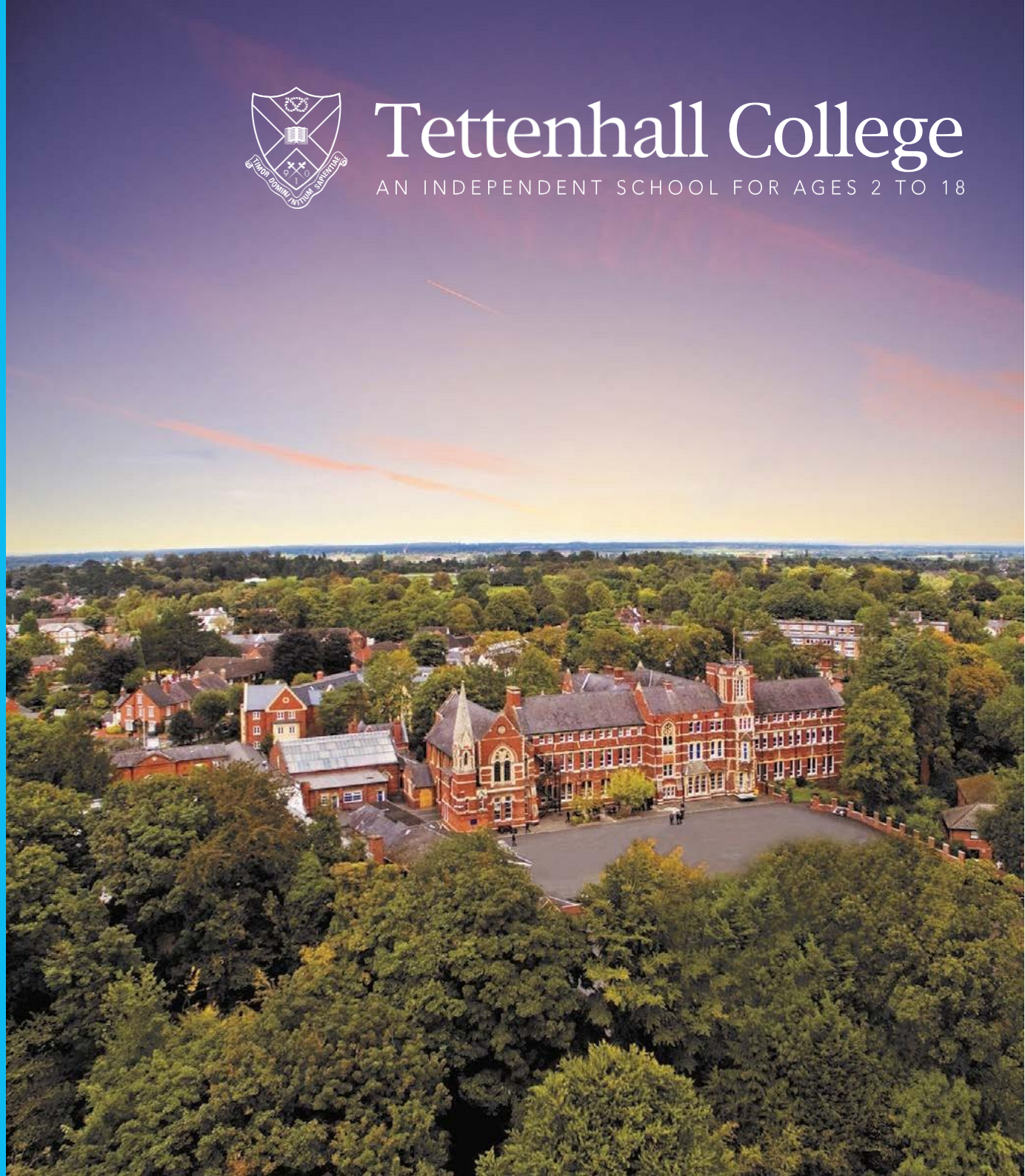
Full details of the School's safeguarding policies and procedures are available on the School website: www.tettenhallcollege.co.uk





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Wood Road, Tettenhall, WV6 8QX