



# Tettenhall College

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## Resident Boarding Assistant

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September 2025

*Information for applicants*

[www.tettenhallcollege.co.uk](http://www.tettenhallcollege.co.uk)



# 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 around 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 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

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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, 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.

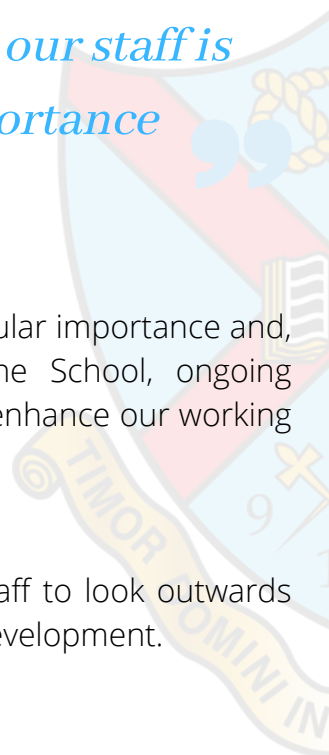


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The well-being of all our staff is of particular importance and, as part of an overall strategy for the School, ongoing initiatives are continually introduced to enhance our working environment.

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



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*Our mission is to nurture our  
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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.



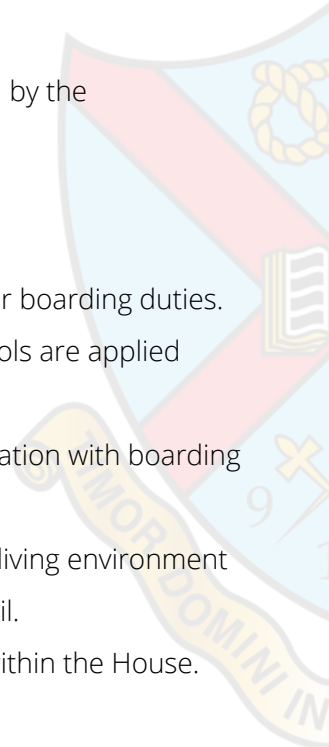
## **Character**

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.

# Duties & Responsibilities

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- Share the responsibility for the health and safety, well-being and safeguarding of all pupils.
- Promote high standards of punctuality, behaviour and good manners with all pupils, taking appropriate action where necessary.
- 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.
- Available at the beginning of term to meet and greet boarders and their parents/guardians.
- Available at the end of term to enable the fluid process of boarders leaving for holidays: meeting of taxis, parents or guardians and the monitoring and clearing of each house.
- Contribute to the boarding house duty rota as required by the Housemaster/ Housemistress.
- When on duty, supervise boarders by being a visible presence in the House. Ensuring that the House is maintained as an orderly and well-disciplined community and that the House rules are followed.
- Carry out all House routines and registers as specified by the Housemaster/ Housemistress.
- Is resident during duty days and weekends.
- Attend all meals and is available via the House duty mobile phone at all times on duty days.
- Play 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.
- Mentor a group of boarders academically. This includes identifying the need for support where necessary and reporting all academic concerns to the Housemaster/ Housemistress.
- Ensure that any incidents or communications from parents are logged and reported to the Housemaster/ Housemistress.
- Liaise with the Housemaster/ Housemistress over pastoral, disciplinary, maintenance or health and safety matters.
- Communicate openly and regularly with parents/ guardians of the boarders having consulted or informed the Housemaster/ Housemistress if circumstances allow.
- Liaise with the School Nurses on boarder health issues and issue medication following boarding procedures.
- Attend and assist with House activities and trips as required by the Housemaster/ Housemistress.
- Attend and contribute to meetings as required.
- Contribute to the marketing and promotion of the College.
- Attend INSET as required for the better performance of their boarding duties.
- Ensure that national minimum standards for boarding schools are applied consistently.
- Provide excellent pastoral care through effective communication with boarding pupils and teamwork with colleagues.
- Promote a culture within the House that provides a vibrant living environment that promotes security and brings out the best in every pupil.
- Engage fully with professional development opportunities within the House.



# Person Specification

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- Educated to degree level.
- Caring, positive and reliable with a good sense of humour.
- Experience of working with, teaching, coaching or supporting young people.
- Enthusiasm and willingness to get involved in the life of a vibrant Boarding 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.
- Competency in the use of ICT.
- An excellent role model for young people
- Demonstrate excellent communication skills to ensure that family members feel that they are connected to the House community and receive outstanding levels of customer service.
- Ability to foster a vibrant learning environment, motivating pupils to pursue their personal best.

# Duty Requirements

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- Four evening boarding duties per week.
- One weekend boarding duty in three.
- 14 to 16 hours per week in day school (in a pastoral capacity or subject area of interest to you).





# How to Apply

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**Salary:** Competitive Salary / accommodation / food / bills

**Closing date:** Monday 24th March - midday

**Interviews:** Interviews on a rolling basis

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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 [mj@tettcoll.co.uk](mailto:mj@tettcoll.co.uk).*



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.

Full details of the School's safeguarding policies and procedures are available on the School website: [www.tettenhallcollege.co.uk](http://www.tettenhallcollege.co.uk)



A photograph of two fencers in a grand, historic hall. The fencer on the right is in a dynamic lunge, wearing a white fencing jacket and mask, with their foil extended towards the opponent. The fencer on the left is in a ready stance, also in white gear. The hall features a high, coffered ceiling with a chandelier, large windows in the background, and a wooden floor. A large wooden display cabinet filled with trophies is on the right. The text "GET INVOLVED" is overlaid in white, sans-serif capital letters across the center of the image.

GET INVOLVED