



Tettenhall College

Preparatory School

Preparatory School

Nursery Practitioner

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 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

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.

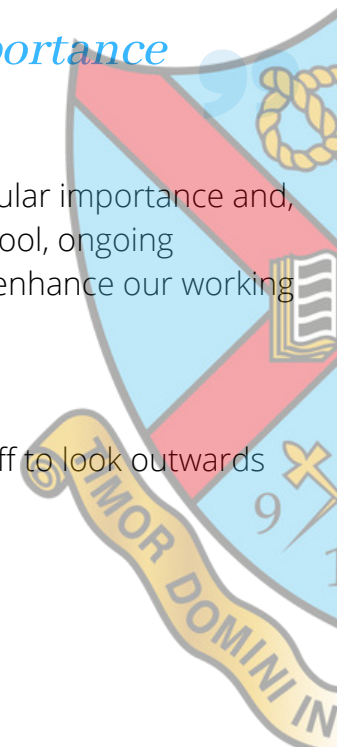


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The well-being of all our staff is of particular importance and, as part of an overall strategy for the School, ongoing initiatives are continually introduced to enhance our working environment.

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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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

The Preparatory School has grown significantly over recent years and has established an excellent team providing a first class education for children from ages 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 the effective communication with parents on a regular basis.

The role will be based in our nursery setting, 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.



Role Description

- Work collaboratively with colleagues to maintain a high standard of care and education, while being well-organised and adopting a flexible approach.
- Be enthusiastic about upholding the standards of care and quality we provide, and act as a positive role model through your 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.
- Ensure that planned activities, in line with the Early Years Foundation Stage (EYFS), are stimulating, valuable, and appropriate to the children's needs.
- 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, while supporting positive behaviour and emotional well-being.
- Maintain accurate records and contribute to reports and planning meetings.
- Observe, assess, and record children's progress, sharing insights with parents and carers in a professional manner.
- Promote independence and employ strategies to recognise and reward pupil self-reliance and resilience.
- Ensure the health, safety, and welfare of all children in your care by adhering to the statutory health and safety guidelines and policies.
- Undertake any additional responsibilities as directed by the Head of Prep.

Key Areas to Success

- NVQ 2 or equivalent qualification, relevant to the EYFS.
- Very good numeracy/literacy skills.
- Appropriate and current paediatric first aid training and food handling training (desirable).
- Experience working with Early Years children and 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.
- A lively, friendly, dedicated and dynamic personality.

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.



Safeguarding and Staff Conduct

- 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, Head of Section or members of the extended Senior Leadership Team and any duties that the Headmaster deems necessary for the effective operation of the school

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How to Apply

Closing date: Friday 17th October 2025

Interview: W/C Monday 3rd November 2025

Salary: Competitive based on experience

Hours: Full time

To apply, please complete an employment application form and return to preception@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.

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.

Full details of the School's safeguarding policies and procedures are available on the School website: 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 other fencer. The fencer on the left is in a ready stance, also in white gear. The hall features high ceilings with ornate moldings, a chandelier, and large windows in the background. A large wooden display cabinet filled with trophies is on the right. The floor is made of polished wooden planks.

GET INVOLVED