



Tettenhall College

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Part Time Senior School  
1:1 Teaching Assistant  
& Non-Resident Boarding  
Tutor

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Starting January 2026

*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 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.

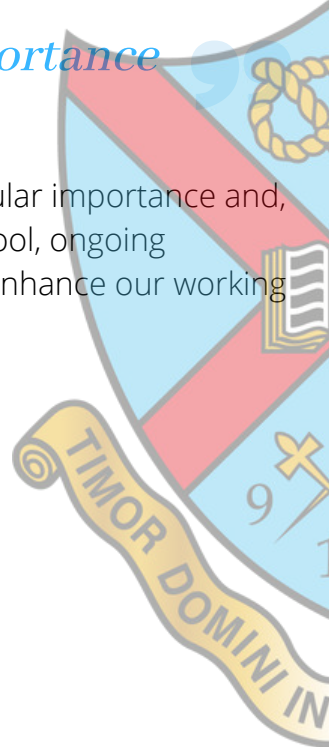
This commitment to providing the very best facilities is matched by the energy and passion of our inspirational, committed staff who strive to inspire and ensure that all pupils fulfil their personal best. Small class sizes throughout the School ensure individual attention for each pupil with emphasis 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.



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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*  
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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

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.

In addition the position will incorporate the role of Non-Resident Boarding House Tutor. This person provides valuable support for the House Parent and/or Resident Boarding Tutors in maintaining the day-to-day routine of the boarding house and the welfare and wellbeing of boarders.

When responsible for the boarding house, tutor's role is best described as being "in loco parentis".

## Job Description

**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.**

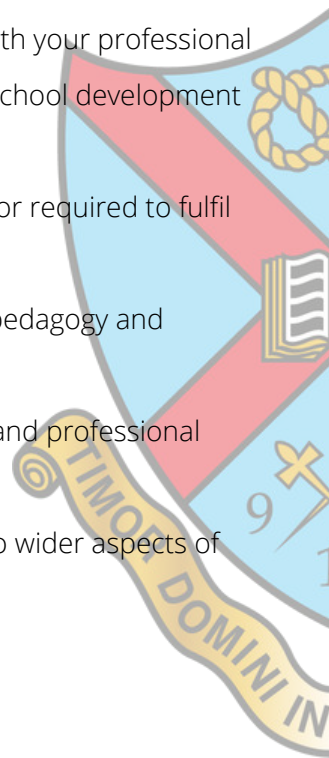
**Job Title:** Part Time Senior School 1:1 Teaching Assistant & Non-Resident Boarding Tutor  
**Reporting to:** Head of Senior School Academic Support  
**Hours:** Teaching Assistant - Part time - 15 hours per week  
Non-Resident Boarding Tutor - One evening duty per week and one weekend in three.  
**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.

# Non-Resident Boarding House Tutor

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Tutors contribute to the boarding house duty rota as required by the House Parent. Specifically, a Boarding House Tutor whilst on duty:

- Acts as a substitute for the House Parent in conjunction with the Resident Boarding Tutors.
- Provides sensitive pastoral care and support for the boarders.
- Ensures that the House is maintained as an orderly and well-disciplined community and that rules and routines are followed.
- Attends boarding team meetings as required.
- Follows the guidelines for safe practice and safeguarding of pupils.
- Monitors the interests and activities of boarders as required.
- Liaises with the House Parent over pastoral and disciplinary matters.
- Communicates with parents/guardians of the boarders as and when needed whilst on duty in consultation with the Resident Boarding Tutor / House Parent. Logs of all communications must be kept.

- Supervises activities/visits for boarders during the week and at weekends when on duty as delegated by the House Parent.
- Monitor pupils' co-curricular and academic activities to ensure they are on task.
- Will be a consistent and proactive member of the team.
- Will enjoy spending quality time with the boarders under your care and take time to nurture the individual and personal qualities that each have.
- Promote positive mental health and wellbeing.
- Liaises with surgery team as necessary and keeps accurate record of any medication given to boarders.
- Take an active interest in the boarders' lives.
- Keep full and accurate records using our boarding MIS.
- Run House meetings as required.
- Maintain high personal standards of behaviour, appearance and punctuality.
- Assist the House Parent with the arrival and departures of boarders at the beginning and end of term.
- Should be aware of the Children Act, Keeping Children safe in Education and National Boarding Standards as they apply to independent schools.

### Reporting to:

House Parent or in the House Parent's absence, the Resident Boarding Tutor

### Work Expectations:

One evening duty per week and one weekend in three.

The weekend duty can be split (by day) over more than one weekend e.g. a Saturday one weekend and a Sunday the following. Alternatively, x2 Saturdays or x2 Sundays, with the agreement of the Head of Boarding.

Weekday evening hours are:

Monday - Thursday: 6.00pm - 10.00pm

Friday: 6.00pm - 10.30pm

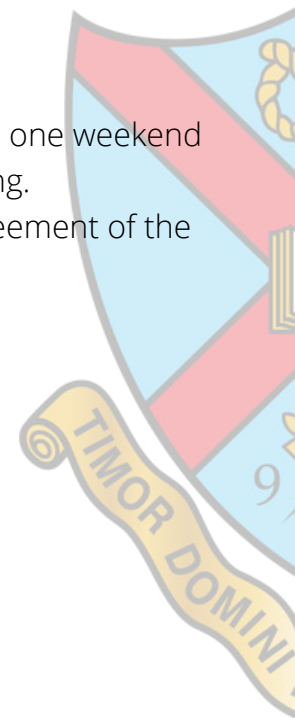
Weekend hours are:

Saturday: 10.30am - 10.30pm

Sunday: 10.00am - 10.00pm

### Benefits

- Meals in the school dining room when on duty.
- Becoming part of a boarding team and a key part of the boarding community.
- Having the opportunity to gain valued experience in a boarding environment and complete appropriate CPD.
- Access to onsite facilities when they are available.





# 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 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:** Thursday 20<sup>th</sup> Nov 2025 - 12 noon  
**Interview:** Rolling basis  
**Salary:** Commensurate with experience  
**Hours:** Teaching Assistant - Part time - 15 hours per week  
Non-Resident Boarding Tutor - One evening duty per week and one weekend in three.

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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.

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 other fencer. The fencer on the left is also in a ready stance, wearing a white jacket and mask. 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