



Tettenhall College

Assistant Head Pastoral and Designated Safeguarding Lead

Information for applicants

Starting September 2024

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 28 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.

“

Beyond the classroom, pupils have the opportunity to participate in a wide range of sporting, performance and co-curricular activities

”



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 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.

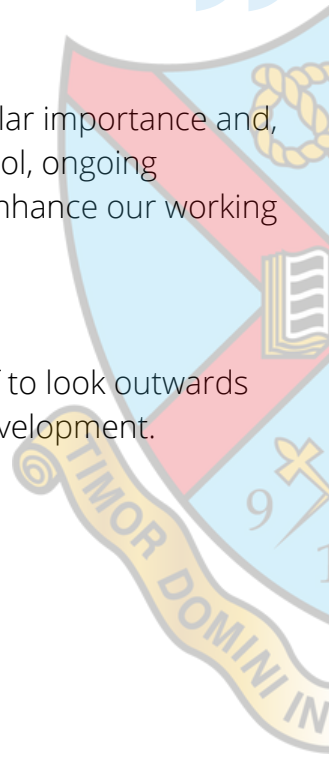
This is an exciting time to join Tettenhall College; the leadership team are committed to continuing to increase the School's profile both locally and within overseas markets. Pupil numbers have grown by 25% with a steady increase in boarding. Tettenhall College is now widely recognised as one of the 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.

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



“

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.



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.

Assistant Head Pastoral and Designated Safeguarding Lead

We are delighted that you are interested in applying to become our Assistant Head Pastoral and Designated Safeguarding Lead. The Assistant Head Pastoral is a member of the Extended Senior Leadership Team, responsible for safeguarding across the College and the pastoral and behavioural management of the Senior School. The successful candidate will oversee all aspects of the Senior School's pastoral provision and ensure the health, safety and welfare of pupils, including the promotion of pupil wellbeing.

The candidate will also be the Designated Safeguarding Lead for the entire College. Tettenhall College is committed to safeguarding and protecting the welfare of all children and young people within our care.

In the Senior School, the Assistant Head Pastoral leads the pastoral team consisting of Heads of Year/Section and Form Tutors to provide pastoral provision for approximately 300 pupils from 11-18 years old. They work very closely with the Assistant Head Academic, the Head of Boarding and our Surgery team, as well as a range of external providers.

Tutor groups are year-group based, and all pupils are allocated into four Houses. Each House is run by a Head of Year/Section. The aim of the Houses is to promote resilience, team spirit, competition, and fun, as well as leadership.

Pupils at Tettenhall College are a mixture of day and boarding students representing 28 different nationalities bringing cultural diversity, allowing our pupils to develop broader global perspectives and knowledge of other countries and cultures. Our pastoral provision is designed to enable pupils to make informed decisions, to show respect and care about others within our diverse community, as well as the World in which we live.

At Tettenhall College, we pride ourselves on providing a safe, happy and comfortable environment for all of our pupils so they can excel at school. They are offered a wide range of enrichment activities in conjunction with their academic study. When our pupils finally leave us, they are enthusiastic learners who are not only able to meet life's next step but excel in their chosen field. Achieving academic success is a fundamental goal of Tettenhall College but it is also balanced with the development of essential personal skills. We facilitate and encourage involvement in activities such as charitable work, sport, music, drama and roles of responsibility, reinforcing pupils' preparation for life beyond the School.



The Person

We are seeking to appoint an exceptional Assistant Head Pastoral and Designated Safeguarding Lead who is caring, dedicated and pupil-focused, and will always act in the best interests of children within their care.

The successful person will have energy and vision and be a role model for our pupils, setting high expectations for behaviour, creating positive relationships, a sense of community and a strong ethos and culture of respect.

The successful candidate needs to be enthusiastic, diligent, and an outstanding educator with strong leadership skills. Excellent communication and interpersonal skills together with an ability to develop quality relationships with all stakeholders are essential elements in this role as a key feature of the position is liaising with parents, external providers (such as the LADO, social services, the Police, counsellors, psychologists), tutors, teachers, boarding staff, and any other relevant individuals to ensure that each pupil is fully supported.

This is a teaching position (approximately 10-12 hours a week). The postholder will play a leading role in the development and management of pastoral provision across the senior school.

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: Assistant Head Pastoral and Designated Safeguarding Lead
Reporting to: Senior Deputy Head
Hours: Full time, permanent
Benefits: Pleasant working grounds and location
Lunch is provided free of charge during term time
Reduced rates for children of teaching staff being educated at Tettenhall College
Staff have access to the College swimming pool and fitness room



Main Duties & Responsibilities

Leadership and Management

- To provide strong and effective leadership for the student body and staff across the school.
- To set the tone for the students in the school in terms of ethos, morals, respect and positive attitudes, supporting whole school expectations.
- To be an Assistant Head on the Extended Senior Leadership Team of the school, upholding school policies and procedures and maintaining confidentiality, reporting directly to the Senior Deputy Head
- To ensure pastoral and safeguarding policies are consistent across all age groups and across day and boarding pupils. To ensure these policies are applied effectively and consistently.
- To line manage the Heads of Year/Section and oversee their yearly appraisals.
- To lead the Senior Pastoral Team meetings and have regularly coaching meetings with Heads of Year/Section.
- To set the tone for staff working across the school to ensure the highest expectations of all students and the highest standards of behaviour and academic achievement are met.
- To lead the Safeguarding Governors Committee and report to it's Chair via the Headmaster.
- To ensure all staff are compliant and up to date in safeguarding training and legislation.
- To monitor and quality assure the work of all pastoral staff, including the Heads of Year, Form Tutors and Deputy Designated Safeguarding Lead.
- To support the Headteacher in complex cases and decisions around student suspensions and permanent exclusions.
- To support the external exam results processes on the day before and the day of the GCSE & A-level results.
- To assist Heads of Year/Section in quality control of reports.
- To contribute to relevant sections of the School Evaluation Framework.
- To ensure inspection readiness in areas of responsibility.

Safeguarding

- To take lead responsibility for all aspects of safeguarding across the school. To be responsible for ensuring the strongest culture of safeguarding across the school, acting as the Designated Safeguarding Lead. To lead on all Child Protection matters.
- To promote the strongest sense and culture of effective safeguarding across all stakeholders – students, staff, parents and governors – and visitors.
- To exercise strong judgement in support of this safeguarding culture in making difficult decisions on safeguarding matters (for example, when to make referrals to the Police or to Social Services and to the LADO).
- To be responsible for representing the view of the school (education) in all multi-agency professional meetings on serious and complex cases.
- To be responsible for effective and sensitive communication with parents/carers and wider family members as appropriate in following up all serious and complex case work.
- To work closely alongside all relevant external services in supporting the progression of complex safeguarding matters to a conclusion.
- To work closely with the Headteacher/Deputy Headteacher in dealing with safeguarding matters, including the investigation and handling of safeguarding allegations against members of staff.
- To be responsible for the review and ongoing development of school policies relating to safeguarding and safer working practices.
- To lead and be responsible for organising and delivering the training of all staff on safeguarding and safeguarding related matters, including inducting new staff.
- To maintain all school records and files on safeguarding matters, ensuring their confidentiality and legal compliance.
- To ensure all safeguarding records are requested and received for incoming pupils, and are passed on to schools as appropriate when pupils have left the school.

- To attend all relevant meetings and training on safeguarding matters, representing the school.
- To lead and support other staff with specific safeguarding responsibilities – including the DDSLs for the school and all the Heads of Year.
- To work closely with the Heads PA (who has responsibility for the effective upkeep of the Single Central Record – SCR) on all safeguarding matters that relate to staff recruitment.
- To lead on effective E-Safety provision across the school; working closely with the IT Manager and the IT Technician Team to foster best online safeguarding practices among students.
- To work closely with the Deputy Headteacher to ensure all staff are trained in the use of CPOMs and are using it effectively to record and report all concerns.
- To attend weekly safeguarding meetings with the Headteacher and Deputy Headteacher
- To Chair the Governor's' Safeguarding Committee, providing a report on all safeguarding and child protection issues.

Pastoral Responsibilities

- To work closely with Heads of Year, Tutors, Surgery team and Boarding House staff to ensure the highest standard of pastoral care for all senior students through an effective system to support the physical, mental, and social wellbeing of the pupils, and to promote, support and encourage high standards of behaviour, dress and relationships.
- To ensure all staff actively promote a culture of high expectations for pupil behaviour.
- To be responsible for the day-to-day management of staff in their pastoral roles, and to act as a positive role model ensuring staff are adhering to policies and procedures to maintain a positive climate for learning.
- To oversee the Heads of Year/Section in undertaking investigations into disciplinary matters, ensuring they are conducted thoroughly, fairly and in a timely fashion, and to ensure outcomes are communicated to parents.

- To update the Senior Deputy & the Headmaster on the outcome of investigations into serious matters with recommendations for sanctions.
- To prepare suspension letters if required.
- To liaise closely with the Assistant Head Academic to ensure Heads of Year/Section are overseeing their academic responsibilities in conjunction with their pastoral responsibilities.
- In conjunction with the Senior Deputy, organise the tutor team for the following academic year.
- In conjunction with the Senior Deputy, set the programme of assemblies for the academic year, providing themes for the Headmaster's assembly and pastoral assemblies. Lead assemblies as required.
- Together with the Assistant Head Academic, organise the termly celebration assemblies.
- To organise the break and lunch duty rota, the Prep rota and detention rota.
- To encourage full attendance at all lessons and pupil participation in other aspects of school life.
- To process senior pupils' requests for absence.
- To oversee the Heads of Year/Section in monitoring attendance and punctuality within the senior school ensuring parents are contacted if either of these becomes a concern.
- To oversee tutor time and provide themes for all tutors to follow.
- In conjunction with the Senior Deputy, oversee the rewards and sanctions system in the senior school and annually review to ensure continued relevance.
- To provide internal suspension cover as and when required.
- To annually obtain feedback from the pupil body on pastoral and welfare issues and act accordingly.
- To organise, in conjunction with the Assistant Head of Prep school, whole school pastoral initiatives/events (mental health awareness, anti-bullying, internet safety)



- To organise parental talks/workshops on current pastoral and wellbeing topics.
- In conjunction with the Headmaster and Head of Sixth form, oversee the selection, training and development of the Senior Prefect Team.
- To develop further opportunities for student leadership within the senior school.
- In conjunction with the Heads of Year/Section, organise the annual programme of house events.

Professional Responsibilities

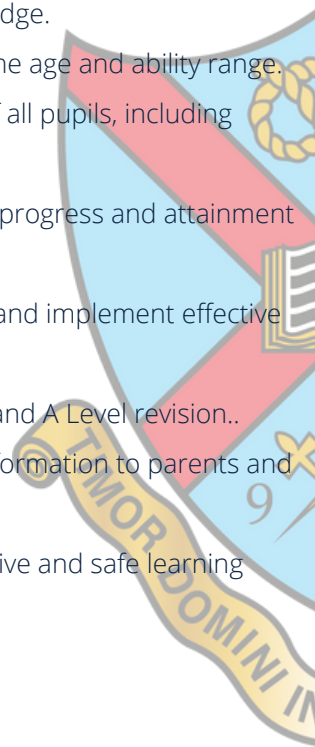
- To promote a school culture which is positive, purposeful and professionally stimulating.
- To uphold the school's vision, mission and values within the school and beyond.
- To encourage high standards in all aspects of school life, particularly in student progress and behaviour.
- To actively take 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.
- To identify and work towards professional development objectives in liaison with your line manager.
- To complete any mandatory training related to your role or required to fulfil the school's statutory or regulatory obligations.
- To proactively explore developments and innovations in pedagogy and subject knowledge.
- To demonstrate consistently high standards of personal and professional conduct.
- To be punctual, organised and willing to fully contribute to wider aspects of school life.
- To support student events such as prefect meals, prom and musicals etc.

Admissions and Marketing

- To organise student guides for school open days.
- To work with Heads of Year and Admissions to ensure maximum retention of pupils at all stages.
- To support the marketing of the College through attendance and, where required, presentations at events including Open Mornings and online events.
- To contribute to marketing materials, including the Prospectus and other publications.
- To interview potential new pupils and assess suitability for chosen courses

Teaching and Learning

- To set high expectations which inspire, motivate and challenge pupils.
- To promote outstanding progress and outcomes by pupils, ensuring the learning and development of pupils is effective, continuous and enables them to achieve.
- To demonstrate outstanding subject and curriculum knowledge.
- To plan, prepare and teach well-structured lessons across the age and ability range.
- To adapt teaching to respond to the strengths and needs of all pupils, including pupils on the SEND and EAL registers.
- To assess, monitor, record and report on the development, progress and attainment of pupils.
- To use a data driven approach to identify learning patterns and implement effective action plans to address any learning gaps.
- To contribute to intervention programmes, including GCSE and A Level revision..
- To provide high quality, accurate, constructive and timely information to parents and guardians.
- To manage pupil's behaviour effectively to ensure a productive and safe learning environment.



- To ensure teaching and learning is delivered in a way that is compatible with and supportive of the School's policies.
- To develop pupils' ability to use digital technology safely, effectively and ethically.
- To embed technology in lessons to enhance teaching and learning.

Responsibilities to the Department and School

- To be respectful of the needs of colleagues and the department with regards to cooperation, collegiality, deadlines and team cohesion.
- To participate positively in meetings, follow policies and generally contributing to the effective and efficient running of the department.
- To promote professional dialogue, share ideas about teaching and learning and support other teachers in developing good practice and new approaches and initiatives.
- To lead INSET activities and take part in INSET activities organised by the school.
- To enthusiastically contribute to cross-curricular links and initiatives.
- To keep up to date with developments in the subject, and in education more generally.
- To participate and promote the department and school at calendared school events, such as Saturday Open Days, Careers Evening, Options Evenings, Parents Evenings.

Co-curricular and Boarding

- To contribute to the school's extended day and after school activity programmes.
- To participate in three weekend boarding outings a year.
- To accompany pupils on trips as and when required.

Staff Conduct

- Staff Conduct.
- To insist on 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.



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.

How to Apply

Closing date: Friday 3rd May 2024 - 9am
Interview: Rolling interview process
Salary: Commensurate with experience
Hours: Full time

To apply, please fully complete an employment application form and return, along with your CV, to head@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 white gear sparring in a grand, ornate room with a wooden floor and a chandelier. The fencer on the right is in a dynamic pose, with one arm raised. The fencer on the left is in a ready stance. The room features classical architectural elements like columns and a large window. A dark blue bar is at the top and bottom of the image.

GET INVOLVED



Tettenhall College

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

Person Specification

Education, training, and qualifications	Essential	Desirable
Qualified to degree level (or equivalent) in a relevant subject area.	√	
Teaching qualification (PGCE or equivalent).	√	
Qualified Teacher Status in the appropriate subject and age range.	√	
Evidence of professional development relevant to the role.	√	
Experience		
An accomplished and inspiring leader.	√	
Experience of excellent pastoral leadership and management.	√	
Experience of leading or deputising on safeguarding.		√
Experience in pastoral care and pupil management.	√	
Experience working with senior school pupils.	√	
Sound understanding of current issues relating to teenagers and young people.	√	
Experience of working effectively with parents and external agencies.		√
Experience teaching at KS3, GCSE & A-Level in a secondary school.	√	
An outstanding classroom practitioner with a passion for their subject and an eagerness to share this with our pupils.	√	
Excellent understanding of assessment practices to inform teaching, learning and attainment.	√	
Experience of teaching international (EAL) pupils.		√
Experience of working in a boarding school.		√
Knowledge and Skills		
Ability to lead and motivate others.	√	
Sound knowledge of current safeguarding legislation/procedures.	√	
Ability to think strategically.	√	
Excellent knowledge and understanding of strategies to promote positive behaviour, discipline and social inclusion.	√	
Knowledge of retention and promotion of the senior school.		√
Excellent communication skills, with the ability to adapt to a wide range of stakeholders.	√	
Outstanding subject knowledge across the age range.	√	
Ability to deliver high quality, engaging and inspiring lessons that stretch and challenge all pupils.	√	
Sound understanding of personalising the educational experience for pupils.	√	

Personal Qualities		
Outstanding interpersonal skills to effectively communicate with staff, parents, and pupils.	√	
Be a role model for pupils and staff, leading and promoting the school's pastoral ethos.	√	
Ability to adopt a calm approach when dealing with challenging situations.	√	
Ability to empathise with pupils, parents and colleagues.	√	
Excellent punctuality and attendance.	√	
Excellent organisational skills.	√	
Excellent interpersonal skills.	√	
High expectations for achievement and behaviour, with a commitment to drive improvement in a non-selective school.	√	
Ability to learn quickly and adapt accordingly.	√	
Good judgment and decision-making skills.	√	
Excellent time management skills.	√	
Ability to lead and foster positive relationships.	√	
Willingness to commit to the whole school ethos and values.	√	
Dedicated, caring and pupil focused.	√	
Good team player, willing to make a full contribution fully to the work school.	√	
A positive and solution-focused attitude.	√	
An excellent role model in teaching and professional conduct.	√	
Committed to self-improvement and development through self-evaluation, reflection and training.	√	
Committed to the protection and safeguarding of children and young people.	√	