



Tettenhall College

Study Centre Supervisor

Information for applicants



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 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 24 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.

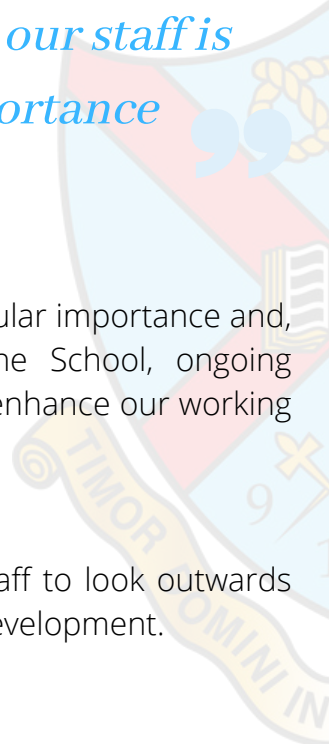


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of particular importance*

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



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Our mission is to nurture our pupils to achieve their full potential and discover their 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.

Duties & Responsibilities

- Supervise students in the study centre to ensure that the study area is a positive learning environment where IT equipment, books etc. are utilised in an appropriate, responsible, and well-behaved manner.
- Ensure all promotional display material is up to date and enhances the standard appearance of the Study Centre, in order to provide an attractive environment conducive to achieving optimum use for purposeful study.
- Promote a positive environment for effective work ethic / engagement, ensuring quiet private study.
- Support the school's behaviour for learning by promoting positive and courteous behaviour by all pupils.
- Support the Behaviour policy and other school policies and codes of conduct.
- Monitor and assist with student punctuality and attendance. Maintain registers for students attending supervised study sessions and follow up on missing students.
- Challenge students who do not follow instructions regarding work ethic and conduct and liaise with Head of Sixth Form.
- Support Sixth Formers in developing effective study skills, independent skills and research skills.

- Support the Sixth Form and Careers teams in promoting and displaying enrichment and HE/FE progression activities and study skills activities for KS5 and to maintain suitable books, journals and other HE/FE and Progression resources in the Sixth Form Study Centre
- Liaise with subject leaders to maximise learning opportunities for students in study periods.
- Work collaboratively with all members of the pastoral, EAL and academic support team to help support students.
- Liaise with the Head of Sixth Form/Assistant Head of Sixth Form, form tutors and other staff to discuss students' needs, issues or concerns.
- To assist in the examination invigilation process for both internal and external examinations.
- To assist in the production and safekeeping of internal examination material.
- Attend and participate in team and staff meetings as required.
- Attend training and undertake appropriate professional development activities as required for the role, or as identified in professional development reviews or operational supervision.
- Any other duty according to the needs of the school and within the competence of the postholder commensurate with this level of post.
- Assist in the development of materials, systems and activities to ensure that students make the best use of their supervised study sessions.

Reprographics

- To process requests from staff regarding stationery orders.
- To monitor and maintain stock relating to reprographics.
- To process large printing requests from staff.
- To assist in the production of attainment, effort and scholarship certificates.

Person Specification

- Committed to the learning and progress of students of all abilities.
- Self-motivated and emotionally resilient.
- Able to work in an organised and methodical way, prioritising needs and managing workload, working effectively and calmly under pressure.
- Able to maintain confidentiality.
- ICT literate.
- Good written and verbal communication skills.
- Able to relate well to school staff, students of all abilities and parents.
- Able to supervise individual or small groups of students.
- Experience of working in a school setting (desirable).
- A 'can do' positive approach: energetic and enthusiastic with an excellent sense of humour.
- Excellent attendance and punctuality record.

Safeguarding & 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 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.



How to Apply

- Salary:** £14,540 per annum pro-rata
- Closing date:** Thursday 14th May 2026
- Interviews:** Rolling Basis
- Hours:** Permanent, Part time
8.30am to 2pm Monday - Friday (27.5 hrs)
Term time only
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To apply, please complete an employment application form and return to head@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

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.

GET INVOLVED