



# Tettenhall College

## Preparatory School

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## Preparatory School Teaching Assistant

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*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 400 pupils, the majority of whom are drawn from across the Midlands, but also includes a vibrant boarding community made up of pupils from over 15 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.

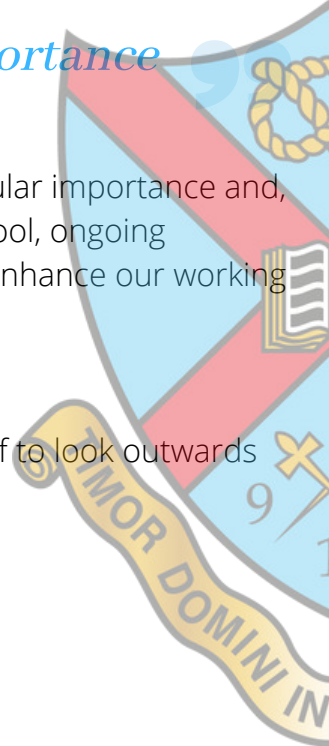
This is an exciting time to join Tettenhall College; the leadership team are committed to continuing to increase the School's profile both locally and within overseas markets. Pupil numbers have grown by 25% with a steady increase in boarding. Tettenhall College is now widely recognised as one of the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

# The Role

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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 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 plan activities and to evaluate pupils' development whilst keeping high quality records will be essential. As will the consistent updating of pupil profiles and effective communication with parents on a regular basis.



# Role Description

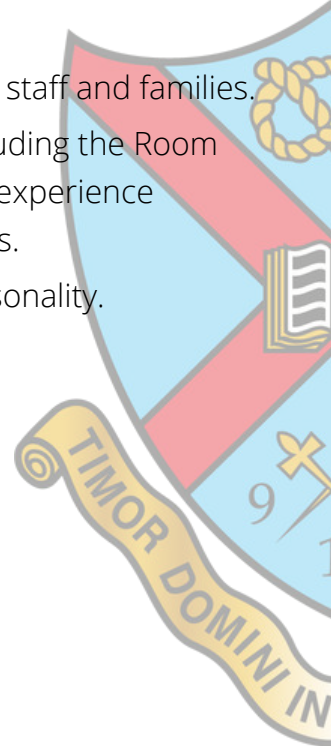
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- Be enthusiastic about upholding the standards of care and quality we provide, and be a fantastic role model in your own conduct and attitude.
- Ensure that planning, teaching materials and appropriate resources are in place and be rigorous in ensuring that pupils receive first class care.
- Ensure that planned activities 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.
- Communicate professionally with parents, staff and children at all times.
- To help ensure the provision of a high quality, stimulating learning environment to meet the needs of the child.
- To 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.

# Key Areas to Success

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- NVQ 3 or equivalent qualification.
- Knowledge of the EYFS and National Curriculum.
- Very good numeracy/literacy skills.
- To be able to understand and follow specific guidance for a pupil e.g. to follow instructions on Education, Health and Care plans.
- Knowledge of and training in effective safeguarding practices.
- Good organisational and time management skills.
- Appropriate and current paediatric first aid training and food handling training.
- 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.



# How to Apply

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**Closing date:** Friday 17th January 2025  
**Interview:** W/C 20th January 2025  
**Salary:** Competitive based on experience  
**Hours:** Full time

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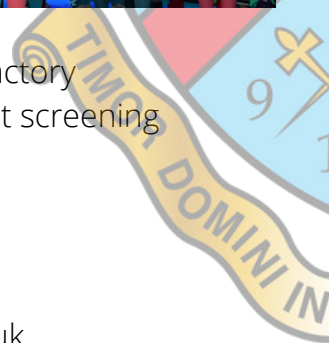
*To apply, please complete an employment application form and return to [preception@tettcoll.co.uk](mailto:preception@tettcoll.co.uk)*



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.

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 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 decorative ceiling.

GET INVOLVED