



# Tettenhall College

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Boarding House Parent

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September 2025

*Information for applicants*



# 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 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 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.

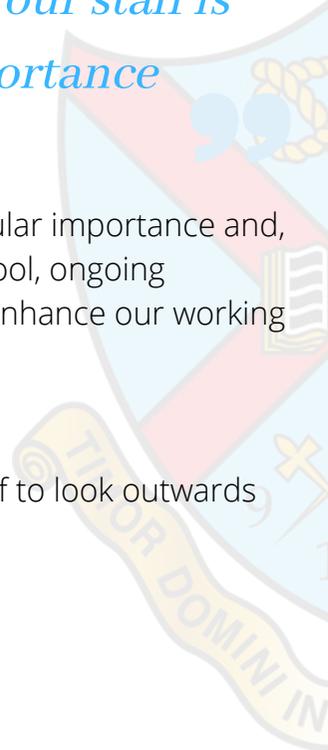
This is an exciting time to join Tettenhall College; the leadership team are committed to continuing to increase the School's profile both locally and within overseas markets. Pupil numbers have grown by 25% with a steady increase in boarding. Tettenhall College is now widely recognised as one of the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



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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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We are seeking to employ a full-time, primarily non-teaching Boarding House Parent to manage the girls' boarding house which accommodates pupils from 10-18 years of age. This is a key role within the College and follows the increasing development and popularity of boarding. The successful candidate will have a genuine passion for working with young people.

The post comes with accommodation, which is available all year round, and applications from teaching and non-teaching backgrounds are both welcome. Please note that this is a primarily a non-teaching role and, whilst applications from teachers are welcomed, we cannot guarantee a teaching timetable.

The House Parent is responsible to the Head of Boarding for the academic, pastoral and spiritual welfare of the boarders in the House, for their discipline and moral guidance. The House Parent is also responsible for the safety, hygiene and sound maintenance of the House.

The role is described best as being "in loco parentis" and is expected to offer the same level of care and attention as a good parent.

The House Parent provides a personal link between the boarders and parents/guardians and academic staff.

The House Parent will foster a vibrant learning environment, motivating pupils to pursue their personal best.

# Leadership & Management Responsibilities

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- Leads a team of boarding house tutors and boarding assistants and is responsible for organising the staff duty rotas.
- Completes supervision of the House according to the duty rota.
- Is responsible for the monitoring of academic and pastoral progress of girls in the House.
- Ensures high standards of discipline and behaviour in the House.
- Is responsible for the induction of new boarding house tutors and boarding assistants in line with the College's policy on induction.
- Appraises boarding house tutors annually.
- Appoints and inducts House Prefects and works with them to ensure the smooth running of the boarding house.
- Ensures that national minimum standards for boarding schools are fulfilled to a high standard in all areas.
- Provides leadership of the House, creating enthusiasm for pastoral care amongst House staff, developing teamwork and balancing the strengths of individuals, allocating responsibilities as appropriate.
- Promotes and monitors professional development within the House and offers support and advice to members of the House.

# Pastoral Responsibilities

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- Maintains a file for every pupil in the House, including copies of reports and records relating to rewards and sanctions.
- Liaises with the Head of Boarding, Heads of Section and Tutors over pastoral and disciplinary matters.
- Treats minor ailments in the House. However, refers any cause for concern to the Surgery team to ensure that boarders' medical requirements are properly catered for, and to encourage boarders to adopt a healthy lifestyle.
- Arranges for boarders to meet the Independent Listener annually.
- Monitors boarders' guardian arrangements and, if necessary, makes emergency arrangements for overseas pupils.
- Assists with and checks the travel and accommodation arrangements at half-term and at the beginning and end of term, recording travel and care information on a central database.
- Ensures excellent opportunities are provided to make boarders' free time enjoyable, with access to a range and choice of safe recreational areas, both indoors and outdoors, and providing access to safe areas at school where boarders can be alone if they wish.
- Updates all of the required documentation (House Handbook etc.) on an annual basis.
- Closely monitors and enforces signing in/out procedure for boarders and visitors.
- Contacts parents/guardians/agents of all new boarders in the first week and communicates openly and regularly with parents/guardians/agents thereafter.
- Responsible for the fabric and tidiness in the House.
- Liaises with Catering, Housekeeping and maintenance staff on a regular basis.
- Maintains excellent communication with home and ensures that family members feel that they are connected to the House community and receive outstanding levels of customer service.
- Liaises with and supports curriculum staff to ensure that pupil learning is effective and continuous, enabling pupils to achieve the best results of which they are capable.
- Oversees the upkeep of the House and ensures that it provides a vibrant living environment that promotes security and brings out the best in every pupil.

# General Responsibilities

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- Monitors the interests, activities, and supports the academic progress of boarders, liaising with teachers/tutors as necessary.
- Manages and maintains an environment in the boarding house that is conducive to both study, especially during prep, and relaxation.
- Assists the Head of Boarding with the planning, organising and running of evening and weekend activities and weekend outings.
- Supervises evening and weekend activities when on duty.
- Is aware of the National Minimum Standards as they apply to boarding schools, School policies and procedures, and School and boarding aims and objectives, and ensures these are understood by Boarding House Tutors and boarding assistants.
- Manages the day to day routine of the boarding house, sets the House rules in line with School policies and ensures that the house is maintained as an orderly and well-disciplined community.
- Fosters an acceptance of the House rules by encouragement and reward, and by a clearly understood and fair system of sanctions.
- Carries out fire practices in boarding time in accordance with the School's policies and maintains a record of fire practices.



- Ensures that the House is prepared before the start of term and ensures that it is left in order at the end of term.
- Ensures that daily room checks take place so that the boarding houses are in a presentable state at all times.
- Liaises with the Head of Boarding in maintaining and adding to the fabric of the boarding house.
- Plans and runs an induction programme for new boarders to ensure that all boarders are aware of House rules and conventions.
- Attends and contributes to regular meetings with Head of Boarding to review standards and discuss pupil concerns.
- Escorts boarders to health-related appointments as necessary.
- Liaises with Admissions and Marketing. Regularly contributes to the promotion and marketing of the House, within school and beyond.
- Assists the Head of Boarding with the planning and organising of boarding events and chapel services.
- Where possible attends School events in which boarders in their House are involved.
- Attends INSET as required for the better performance of their boarding duties.

# How to Apply

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**Closing date:** Monday 28th April 2025 - 12 noon

**Interview:** W/C Monday 5<sup>th</sup> May 2025

**Salary:** Commensurate with experience plus onsite accommodation

**Hours:** Full time

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*To apply, please complete an employment application form and return, along with your CV to [head@tettcoll.co.uk](mailto: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](http://www.tettenhallcollege.co.uk)

A photograph of two fencers in a grand, ornate room. They are wearing white fencing gear and masks, and are engaged in a sparring routine. The room features a high ceiling with a chandelier, large windows, and a wooden floor. The text "GET INVOLVED" is overlaid in white, sans-serif capital letters across the center 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).	√	
<b>Experience</b>		
Experience of excellent pastoral leadership and management.		√
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 of working with international (EAL) pupils.		√
Experience of working in a boarding school.		√
<b>Knowledge and Skills</b>		
Ability to lead and motivate others.	√	
Sound knowledge of current safeguarding legislation/procedures.	√	
Excellent knowledge and understanding of strategies to promote positive behaviour, discipline and social inclusion.	√	
Excellent communication skills, with the ability to adapt to a wide range of stakeholders.	√	
Sound understanding of personalising the educational experience for pupils.		√
<b>Personal Qualities</b>		
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.	√	
Committed to self-improvement and development through self-evaluation, reflection and training.	√	
Committed to the protection and safeguarding of children and young people.	√	