

Candidate Brief
Graduate Assistant September 2022



TONBRIDGE
SCHOOL

FROM SUPPORTING PASSIONS TO BUILDING CAREERS

TONBRIDGE ONLY CONNECT



ABOUT TONBRIDGE SCHOOL

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected, both here and internationally, for providing a world class education.

The School aims to provide a caring and enlightened environment in which the talents of each individual flourish. We encourage boys to be creative, tolerant and to strive for academic, sporting and cultural excellence. Respect for tradition and an openness to innovation are equally valued.

The School has a distinctive mixture of boarders and day boys and enjoys superb indoor and outdoor facilities on a 150-acre site, which lies only 40 minutes by train from central London.

Pastoral care at Tonbridge is based around an outstanding House system. Strong and positive relationships between boys, staff and parents are central to its success, and the School strives to ensure that each pupil, whether a boarder or a day boy, feels fully at home and well supported. A culture of House dining supports the family ethos.

There is also a strong ethos of social responsibility, and boys at Tonbridge develop a keen sense of belonging to their community.

Ultimately, the School prepares its boys for entering the adult world equipped with the knowledge and self-belief to fulfil their own potential and to become leaders in their chosen field. In the words of the great novelist and Old Tonbridgian E.M.Forster: 'Only Connect'.

LOCATION

Tonbridge was ranked "the happiest place to live in the south east" in property expert Rightmove's latest annual survey in 2020, a study which looked at factors including community, local services, environment and green spaces.

There are plenty of areas of historic interest to explore nearby, including Tonbridge Castle, Penshurst Place, Ightham Mote, Knole Park, Chartwell and a number of National Trust sites. A little further afield are Hadlow Tower, Chiddingstone Castle and numerous places for country walks.

It is a short drive to the neighbouring towns of Sevenoaks, Royal Tunbridge Wells and West Malling. The extensive River Medway flows through the town of Tonbridge, with

regular boat trips on offer around some of the hidden parts of the town.

Tonbridge School is situated on a campus of 150 acres in the town of Tonbridge in West Kent. The school is placed at the top of the High Street and is surrounded by beautiful Kent countryside. Rail links to mainline stations in London are excellent, with the journey into the capital taking approximately 40 minutes. The M25 and M20 are a short drive from the School. Heathrow, Gatwick and Stansted airports are easily reached, as are the Channel Tunnel and ferry terminals.

HISTORY AND GOVERNANCE

Tonbridge School was founded in 1553 by Sir Andrew Judde, a distinguished member of the Worshipful Company of Skinners, one of the oldest City Livery Companies. Sir Andrew left property in the City of London and in the parish of St Pancras as an endowment for the School, with the Worshipful Company of Skinners assuming governance of Tonbridge following his death.

The Master and Wardens of the Skinners' Company remain the trustees of the School, though in recent years an independent Board of Governors has taken



on responsibility for governance. The main buildings of the present school date from the second half of the nineteenth century, but there has been much further building in more recent years, including the magnificent restoration, completed in 1995, of the Chapel of St Augustine.

FACILITIES

Tonbridge has outstanding facilities. There is a dedicated Music school and an Art and DT centre, while the E.M.Forster Theatre is often used for theatrical and musical events for the general public as well as for School drama workshops, lessons and productions. The Smythe Library is a modern space, fully refurbished to support the teaching and learning needs of the whole School community. It provides a wide variety of resources for boys and staff, including more than 20,000 books, a wealth of online resources and WiFi access.

In 2019, the School opened the Barton Science Centre, a £20m, state-of-the-art building which places science and technology at the very heart of the school. The three-storey centre combines new classrooms and latest technology with many original architectural features. Our cricket, rugby and football pitches are among the

finest in the country: in particular, The Fifty (rugby) and The Head (cricket) are renowned far and wide. World-class facilities are also on offer at the Tonbridge School Centre, a major sports hub for the region which features an award-winning pool, a large fitness suite and superb athletics track. It includes a five-court sports hall and facilities for fencing and martial arts.

The centre has been used by the Australian Olympic team and has formed a training base for Saracens and Harlequins rugby clubs, as well as for England Hockey. It has floodlit clay tennis courts, astroturf pitches for hockey, a climbing wall, outdoor basketball courts and rackets courts, among many other facilities.

A fundamental aim is to develop in Tonbridgians a lifelong love of sports and of taking part, an achievement which can be measured in the sheer number of students who continue to play sport at university and beyond.

TONBRIDGE ALUMNI



“**Tonbridge is that rare creature:** a thriving, top-of-its-game, all-boys boarding and day school that somehow manages to fly under the radar. Fiercely academic without the heat of London, Tonbridge suits the driven, hardworking - but crucially, - normal boys. Understated yet excelling across the board, this is one of our favourite schools in the country.”

Talk Education

Old Tonbridgians (OTs) embark on a variety of vocations once they leave the school, ranging from art, architecture, academia and education to science, business, sport and the performing arts. Tonbridge's career guidance and networking service is regarded as among the best on offer in schools across the country.

Journalists and writers educated at Tonbridge include novelists E.M.Forster, Frederick Forsyth and Vikram Seth. Scientists include Norman Heatley OBE, who turned penicillin into usable mass medicine, and Professor Derek Barton, a Nobel Prize Winner for Chemistry.

Well-known names in sport include former England cricket captain Colin Cowdrey and current national cricket selector Ed Smith. Ben Earl (rugby) and Zak Crawley (cricket) are both playing for their national sides, having left Tonbridge in 2016.

Among other alumni are actor Dan Stevens; members of the best-selling band Keane; documentary film-maker Vikram Jayanti; former ambassador Sherard Cowper-Coles; prominent scholar Owen Chadwick; entrepreneur Tim Waterstone; financier Sir John Bond, and historian Sir Anthony Seldon.

ACADEMIC LIFE

Tonbridge is renowned for its high-quality, innovative teaching and learning. Exam results at GCSE and A-level are outstanding. In 2021, 96 per cent of all GCSE / IGCSE results were at Grades 9, 8 and 7, the equivalent to A* or A. At A-level, 87 per cent of all results were A*/A, and 97 per cent of grades were A*, A or B (or their Pre-U equivalent).

Each year boys progress to leading universities in the UK and worldwide, including Oxbridge. The large majority of leavers achieve their first-choice higher education destination. A significant number now choose to study abroad, particularly in the USA, attending a range of prestigious universities.

THE HOUSE SYSTEM

Tonbridge has seven boarding and five day Houses. Boys identify strongly with their House in their time at Tonbridge, eating their meals together and taking part in an extensive programme of House competitions, including those for sport, music, art and debating.

All the Houses have their own buildings, with study and recreation areas. Each Boarding House has its own resident Housemaster, Matron and several House tutors, all of whom look after the boys.

CO-CURRICULAR LIFE

A Tonbridge education includes a vibrant programme of co-curricular breadth and depth. Wide participation in activities is encouraged at both House and school levels.

The School offers a wide range of activities through clubs and societies, musical and dramatic groups and the popular Combined Cadet Force (CCF). There are more than 20 societies, including Junior Science, Beekeeping, Rocketry, Debating, Robotics and Conservation – the latter includes coppicing and looking after pigs! Bridge The Gap was started by boys at the school and is about diversity. Creative Writing is thriving and sees regular trips to the Arvon Foundation. We offer more than 20 sports, and boys of all abilities are encouraged to take part and to enjoy themselves.

MORE INFORMATION

To find out more about Tonbridge School, please visit our website: www.tonbridge-school.co.uk

Or, find us on social media:

Facebook [TonbridgeUK](https://www.facebook.com/TonbridgeUK)

Twitter [@TonbridgeUK](https://twitter.com/TonbridgeUK)

Instagram [Tonbridgeuk](https://www.instagram.com/Tonbridgeuk)

Linkedin [Tonbridgeuk](https://www.linkedin.com/company/Tonbridgeuk)





THE GRADUATE ASSISTANT POST

Our Graduate Assistant programme was introduced in 2016 and we are proud to say that year-on-year the programme has gone from strength to strength.

These roles are offered annually on a fixed one-year basis to recent university graduates. The programme is designed to give our Graduate Assistant an all-encompassing experience of school life working in an independent school.

As a Graduate Assistant, you will teach a maximum of three sets sharing your passion for your subject with enthusiastic, bright and able pupils. You will meet regularly with your subject mentor who will support you as you develop your knowledge of teaching.

Outside the classroom you will support one of the seven boarding Houses working with the boys in a different environment.

Your co-curricular involvement will link to your expertise, but also the school's need. There is a huge range of sport and cultural activities taking place throughout the week across Tonbridge's fantastic facilities in which to engage meaningfully.

Tonbridge School is particularly interested in applications based on subjects taught within its curriculum.

Tonbridge has an outstanding record of developing staff and promoting good practice, with various opportunities for continuous professional development. If you are thinking of becoming a teacher, you should consider this opportunity.





JOB DESCRIPTION FOR TEACHING STAFF

Reporting to: Head of Department (and Housemaster, as a Tutor) and ultimately the Headmaster

Main Purpose: Teaching to the highest possible professional standards, supporting and upholding the Aims and Ethos of the School. To be familiar with, and to operate effectively, the many and various policies and systems by which the pupils are cared for and the School is managed.

The Job Description below is, of necessity, brief. Further details of school systems will be provided to the appointed person in various handbooks associated with this post:

- The Tonbridge School handbook
- The Academic handbook
- The Pastoral and Tutor handbook (all new staff are asked to be a Tutor)

The full job description is the sum of all the tasks mentioned in these handbooks as might reasonably apply to a rank and file teacher. What follows is thus a summary of these tasks.

Main Duties and Responsibilities: Teaching and Associated activities

- Teaching a range of classes as specified by the Head of Department, who will balance the needs of the pupils and those of the members of the other teaching staff in the department with those of the post-holder, taking into account the particular skills and expertise of the departmental staff.
- Planning lessons to ensure that departmental schemes of work are effectively covered via interesting, engaging activities, which take account of the differing needs of the pupils in the class.
- Assessing the work of the pupils according to the departmental and school assessment and marking policies so as to measure progress and inform planning of appropriate lessons. Making pupil marks available to the Head of Department and to other senior colleagues when required.
- Making use of the rewards and sanctions systems.
- Reporting on the work of the pupils to parents and pastoral staff via the systems set out in the Tonbridge School handbook.
- Taking part in Parents' Evenings.
- Providing comments on University Applicants for those compiling references.

Co-Curricular activities (including Games)

Teaching staff are expected to lead and participate in a variety of these activities according to the School's need. No specified commitment is required other than an expectation of involvement at an appropriate level. Training is often available. Enthusiasm and an interest is the key here.

Pastoral (Tutoring)

Most teachers are also Tutors to a year group within a House, typically a dozen or so boys. Details of what is involved are given in the Pastoral and Tutor handbook.

Other Duties

- “Duty teams”: being a member on a rotating basis of a team of five staff who carry out various supervisory duties as specified by the Second Master; including, for instance, supervising the road crossing outside the Avenue Entrance at 8.25am, or supervising the Orchard Centre Café during morning break.
- Participating in the “Novi Visit” just after the end of the Lent Term, unless engaged in other School activities at this time.
- Other duties that the Headmaster or Senior Colleagues might reasonably request.

Remuneration and Benefits

- Salary of £24,00 p.a.
- Shared accommodation may be available if required.
- Defined Pension Scheme.
- All teaching staff are provided with a laptop for the duration of the contract.
- Sport Centre Membership (staff rates).
- Lunch/dinner is provided during term-time.

Tonbridge has an outstanding record of developing staff and promoting good practice. If you are excited about teaching, you should consider this opportunity. Professional development is regular, supported and actively encouraged. Outside the classroom you will support one of the seven boarding Houses working with the boys in a different environment.

Your co-curricular involvement will depend on your expertise, with a huge range of sporting and cultural activities taking place throughout the week across Tonbridge’s many fantastic facilities.

Opportunities will also be available to engage with the School’s extensive trips programme during the holidays, both in the UK, Europe and further afield.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business as sensitive and confidential materials are regularly handled in the department. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

APPLICATION PROCESS

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

Potential candidates are invited to attend an **Overview and Q&A** event on Wednesday 26 January at 6.30pm by clicking on the live link [here](#).

SUBMITTING AN APPLICATION

Full details and an application pack may be found at www.tonbridge-school.co.uk/about/employment-opportunities

Application forms should be accompanied by a short letter of application, a current curriculum vitae, and the names, addresses, and telephone numbers of three referees.

Apply via our online application form, or, send your completed application form and accompanying documents to:

Email: schooladmin@tonbridge-school.org
Tel: 01732 304246

Closing Date: Thursday 3 February
Interviews: Thursday 10 and Friday 11 February

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

A willingness to take part in the wider life of a boarding school is expected and candidates are asked to give an indication of their interests in their letter of application.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

Longlisted candidates will be invited to an online interview with the Deputy Head Co-Curricular and Director of Learning & Academic Enrichment. Subsequently, shortlisted candidates will be invited to the school.

Typically, the selection process will involve

- Teaching a lesson
- A tour of the School
- An interview with the Headmaster and Second Master
- An interview with the Head of Department and Director of Learning & Academic Enrichment
- An opportunity to meet other members of the Department

For information about the Senior Team, please visit:
www.tonbridge-school.co.uk/about/school-management/senior-team



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**TONBRIDGE
ONLY CONNECT**

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The information contained in the brochure is accurate at the time of going to press

