



TONBRIDGE SCHOOL

Teacher of Chemistry



Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally.

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.



A well-established house system at the heart of the school fosters a strong sense of belonging. Tonbridge seeks to celebrate its distinctive mixture of boarders and day boys; this helps to create a unique broadening and deepening of opportunity. We want boys to enjoy their time here, but also to be made aware of their social and moral responsibilities. Tonbridgians should enter into the adult world with the knowledge and self-belief to fulfil their own potential and to become

leaders in their chosen field. Equally, we hope to foster a life-long empathy for the needs and views of others; in the words of the great novelist and Old Tonbridgian E.M. Forster: 'Only Connect'.



Remuneration and Benefits

The Tonbridge Salary scale is highly competitive (approximately £31k-£62k) with new members of staff starting at the point on the salary scale which is appropriate to their experience.

Additional benefits include:

- Accommodation. Available if required, with properties – from one-bedroom flats to large family homes, all within an easy walk of the school – allocated according to need. Alternatively, the school offers a generous living out allowance to those who wish to purchase their own property in the area.
- The school will contribute towards removal expenses for the successful candidate;
- Sons of permanent members of staff may be educated at reduced fees as boys at the school, subject to satisfaction of the entry requirements. A reciprocal arrangement exists with a local independent girls' school which enables the daughters of permanent members of staff to be educated there at reduced fees;
- Some local prep schools offer fee concessions for the children of Tonbridge staff;
- The school strongly encourages staff to attend CPD and provides a large budget to facilitate this;
- Private health insurance, on a group scheme;
- Membership of Teachers Pension Scheme
- Reduced membership rates of the Tonbridge Sports Centre for staff and their families;
- All teaching staff are provided with a Microsoft Surface Pro laptop;
- Lunch is provided during term-time.

Location



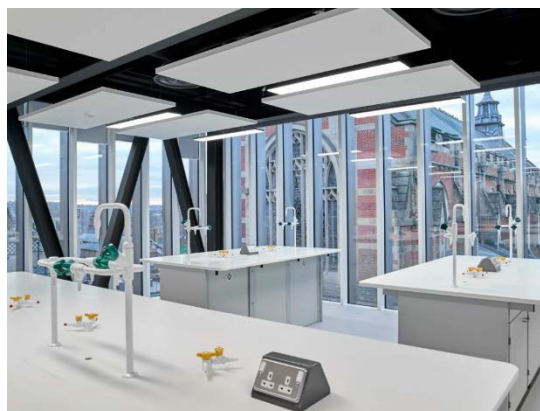
Tonbridge School is situated on a campus of 150 acres in the town of Tonbridge in West Kent. The school is placed at the top of the High Street of the town and is surrounded by outstandingly beautiful Kent countryside. Transport links are excellent. Tonbridge is the junction for railway lines to London (approx. 40 minutes to London Bridge,

Waterloo East, Charing Cross, 60 minutes to Victoria), Hastings, Ashford International, Canterbury, Dover and Redhill. 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. Tonbridge has been ranked as one of the top 20 best places to live in the UK in the annual Halifax quality of life study. It is a short drive to the neighbouring towns of Sevenoaks and Tunbridge Wells.



The Chemistry Department

The Chemistry department has just moved into a new state of the art science facility on the site of the old science block in January 2019. This has been built with the explicitly stated intention of promoting independent learning, thinking across disciplines, problem solving and entrepreneurship as well as continuing our reputation for delivering science teaching and learning of the highest quality.



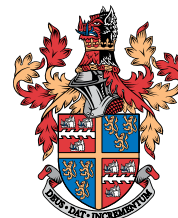
The new Chemistry Department is located on the top floor of our spectacular refurbished and extended science block. The department houses five full-sized and well - equipped laboratories (including 2 bespoke 6th form laboratories), two smaller teaching rooms, a large and well-resourced prep room and a small library area, all opening off a large central atrium providing additional breakout spaces for formal and informal working and a common, flexible exhibition and lecture space designed to unite all three sciences and promote cross-curricular learning. The new chemistry rooms are designed in a variety of different formats in order to facilitate a wide range of practical work and different styles of teaching and learning. Further details of the new build may be found [here](#).

The Staff

There are currently 7 members of the Chemistry Department, of which two have reduced timetables due to key management or pastoral roles and one of which is part time. The Chemistry teachers, and the Department as a whole, are liked and respected by the boys as superb teachers who make a wide and varied contribution to the life of the school. The teaching staff are ably supported by an excellent team of three experienced technicians, working the equivalent of two full time posts during term time, which allows the department to deliver a very wide range of practical work to all 5 year groups.

Curriculum

The Science Faculty has delivered Edexcel IGCSE science courses since 2007 with great success. Approximately 80% of boys complete separate sciences, on an average of 3, 40 minute periods per week per science. The remaining 20% are entered for Dual Award Science. Candidates are advised on which route to take at the end of Year 10 but all may continue with separate sciences if they wish. In Summer 2018, 90% of boys scored A* at IGCSE Chemistry with the remaining 10% scoring a grade A.



A typical lower school year group has in the region of 150 boys, taught in 7 mixed ability groups in year 9, divided into 8 sets in year 10 and 9 sets in year 11. The main intention of setting is to support less able boys through small group teaching, so top sets are typically 22 boys whilst lower sets have as few as 11.



Chemistry is a popular choice at A level, unsurprising given the department's reputation for excellent teaching and success in Oxbridge applications. Between 40 and 50 boys take Chemistry each year, in sets of 8-12. Results are excellent, with 95% A*-B in Summer 2017 and Summer 2018. Particularly able boys have an option to take Chemistry in half a teaching block, which enables them to study all three sciences, Maths and Further Maths if they wish.

Tonbridge has its own internal, non-assessed Extended Project scheme which boys are encouraged to start during the Lower Sixth.

Between 5 and 10 boys a year successfully apply to study Chemistry or Natural Sciences at university; 5 current Upper Sixth boys hold conditional Oxbridge offers this year.

The department offers many opportunities for super-curricular Chemistry. Around 50 boys undertake the first round of the Chemistry Olympiad, and in the last ten years, two Tonbridgians have represented the UK at the International Chemistry Olympiad. We also enter large numbers of boys in the C3L6 Cambridge Chemistry Challenge. There are three main Science societies. Principia, the general science society, hosts visiting speakers every fortnight, runs an annual student science conference attended by schools all over the southeast and has an annual, public, Barton Lecture (named after OT and Nobel Laureate Derek Barton) which in 2017 was delivered by Sir Martyn Poliakoff, and promotes independent investigative work through a Wednesday afternoon activity





option. MedSoc, the medical society, has speakers on the alternating weeks with Principia and occasional events such as Vivit Core, a live simulated autopsy, to which other local schools are invited. Younger boys are encouraged to attend all societies but also have their own Junior Science Society running a variety of talks and practical activities on alternate Friday lunchtimes. All the faculty societies are explicitly cross-curricular, as part of our wider effort to promote links between the separate science disciplines and have strong followings.



Chemistry makes a major contribution to faculty outreach, which includes 'Science for Schools' our weekly primary school programme currently run by one of the chemists. Local primary school pupils come into the department for 3-4 consecutive Wednesday afternoon sessions and conduct a range of practical activities taught and led by our sixth form boys. We also have links with several local Secondary schools, including an

Academy of which we are a sponsor, but Secondary outreach is an area ripe for expansion in our new facility.



Tonbridge School

Job description for Teaching Staff

- Reporting to:** Head of Department (& Housemaster, if also a tutor) and ultimately the Headmaster
- Main Purpose:** Teaching to the highest possible professional standards and 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 Common Room handbook
- The Academic handbook
- The Tutor handbook (most new staff are asked to be a tutor)
- The Pastoral handbook (for those with pastoral responsibilities)

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

1. 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, considering the particular skills and expertise of the departmental staff.
2. Teaching up to a notional maximum of 56 out of 72 forty-minute periods per fortnight, for a full-time teacher. It is occasionally necessary to teach more than this in a particular year, but every effort will be made not to allow this to persist for more than one academic year.
3. Planning lessons to ensure that departmental schemes of work are effectively covered *via* interesting, engaging activities, which meet the individual needs of each pupil in the class.
4. Assessing the work of the pupils according to the departmental and school assessment and marking policies 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.
5. Making use of the rewards and sanctions systems.
6. Reporting on the work of the pupils to parents and pastoral staff via the systems set out in the Common Room handbook.



7. Taking part in Parents' Evenings.
8. Providing comments on University Applicants for those compiling references.
9. Contribution to super-curricular Chemistry, in the form of trips, societies and competitions.

Co-curricular activities (including Games)

Teaching staff are expected to lead and participate in a variety of these activities according to the expertise and interests of the member of staff. 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 Matters (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 tutor handbook.

Other duties

1. "Duty teams": being a member on a rotating basis of a team of four 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 8.25 a.m., supervising the Orchard Centre Café during morning break, etc.
2. Participating in the "Novi Visit" just after the end of the Lent Term unless engaged in other School activities at this time.
3. Other duties that the Headmaster or Senior Colleagues might reasonably request.



About Tonbridge School

History

Tonbridge School was founded in 1553 by Sir Andrew Judde. The Charter ordained that the Governors of the school after the death of the Founder were to be the Worshipful Company of Skinners, one of the oldest City Livery Companies. Sir Andrew, himself a distinguished member of this Company, left property in the City of London and in the parish of St Pancras as an endowment for the school. The income from these estates is at the disposal of the Governors for the general benefit of the School. The Skinners Company, especially through the Governors, is still heavily involved in the day to day life of the School.

The School Facilities

Tonbridge is a school with enviable facilities. The buildings are a fine blend of old and new. There is a dedicated music school, an art and DT centre and the E. M. Forster theatre, often used for theatrical and musical events for the general public as well as the school. The newly refurbished Library is central to the boys' experience of the school. The school is currently



building an exciting new state of the art Science facility, due to open in the spring of 2019. The sporting facilities are outstanding. The cricket, rugby and football pitches are well known as some of the finest school pitches in the country and the Hockey astro

pitches are among the best of their kind. A second Rackets court was recently built – the first new court built in England for over a century. The outdoor



basketball court was opened in 2017. The superb Sports Centre was opened in 2008 by Lord Coe.

There is an indoor 25m swimming pool and a full-size athletics track and field facility. The school was chosen by the Australian Athletics team as its training base for the London 2012 Olympic and Paralympic Games and again for the 2017 World Championships. Three floodlit clay tennis courts were opened in the summer of 2015.





Academic Life

The School is academically very strong and offers a wide range of subjects for GCSE and A level or Pre-U. In 2017 the School achieved excellent GCSE results with 87% of all grades being A* or A. At A level over two thirds of grades were A* or A or Distinction for Pre-U subjects. Typically, between 25 and 40 boys win places at either Oxford or Cambridge Universities. Applications to overseas universities are increasingly common.

The House System



Tonbridge has a federal system of school Houses. There are twelve of these, seven boarding and five day. Boys often identify very strongly with their house in their time at Tonbridge. The boys of a House eat their meals together and there is an extensive programme of House competitions for sport, music, art and debating. All the Houses, day and boarding, have their own buildings with study and recreation areas. Each House has its own resident Housemaster and several House tutors who oversee the pastoral and academic care of the boys.

Co-Curricular Life

Tonbridge School aims to provide an unsurpassed education of excellence and breadth. We focus our efforts and resources on achieving this by offering, amongst other things, a vibrant and balanced programme of Co-Curricular Breadth and Depth. Involvement in sport, music, art, drama and many other activities underpins a culture of creativity, innovation and excellence. The Co-Curricular programme also provides opportunities for service to others, and the development of self-reliance and leadership skills. This ranges from a full CCF programme to Community Service, Conservation to Music, Social Entrepreneur programmes to the annual full School Charities Day. Outreach is an important part of our work.



Sixth Formers with primary schoolchildren on Charities Day



Sporting Life

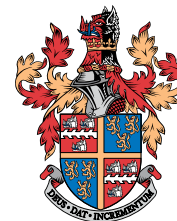
Tonbridge is well known as a school which offers a broad range of sport to its pupils. In addition to the traditional sports of cricket, rugby and hockey there are around twenty other sports offered ranging from football to badminton, rackets to cross country, golf to ultimate Frisbee. All boys are encouraged to take a full and active part in the sporting programme and competition at both inter-school and inter-house level is fierce. A number of Tonbridgians have carried on to professional sporting careers, particularly in cricket and rugby.



Cricket played on the Head – the First XI pitch.



Colts rugby in action



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.

Applications forms, accompanied by a short letter of application, and the names, addresses, and contact details of three referees, should be made by **noon on Wednesday, 30th January 2019** to the Headmaster, Tonbridge School, Tonbridge, Kent, TN9 1JP, via the **Personnel Manager, Patricia Matsaert**. Tel: 01732 365555, Email: patricia.matsaert@tonbridge-school.org

Website: www.tonbridge-school.co.uk

The application form may be found on the Employment Opportunities page of the website: <https://www.tonbridge-school.co.uk/about/employment-opportunities>

A willingness to take part in the wider life of a boarding school is essential 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 he or she is responsible, or with whom he or she comes into contact, and so to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy, and the Staff Code of Conduct 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 he or she must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

The selection process will involve spending a day at the School along with consideration of references.

The day will consist of:

- a tour of the School taken by a Sixth Former and lunch in a Boarding House
- teaching a 40-minute lesson, the topic to be agreed with the Head of Chemistry who will contact shortlisted candidates
- an interview with the Headmaster and Second Master
- further interviews with two panels. Panel 1: Head of Chemistry, the Head of Science, and the Director of Teaching and Learning; panel 2: the Director of Studies and the Upper Master
- A chance to meet members of the department over coffee.

Details of the members of the current Senior Team can be found on the website, although there will be significant changes over the summer of 2019:

<http://www.tonbridge-school.co.uk/about-the-school/school-management/>