



TONBRIDGE
SCHOOL

Brief for the position of
Head of History
Tonbridge
School
September 2020

Winner: Independent Boys' School of the Year 2019
(Independent Schools of the Year Awards: *'Celebrating student experience'*)

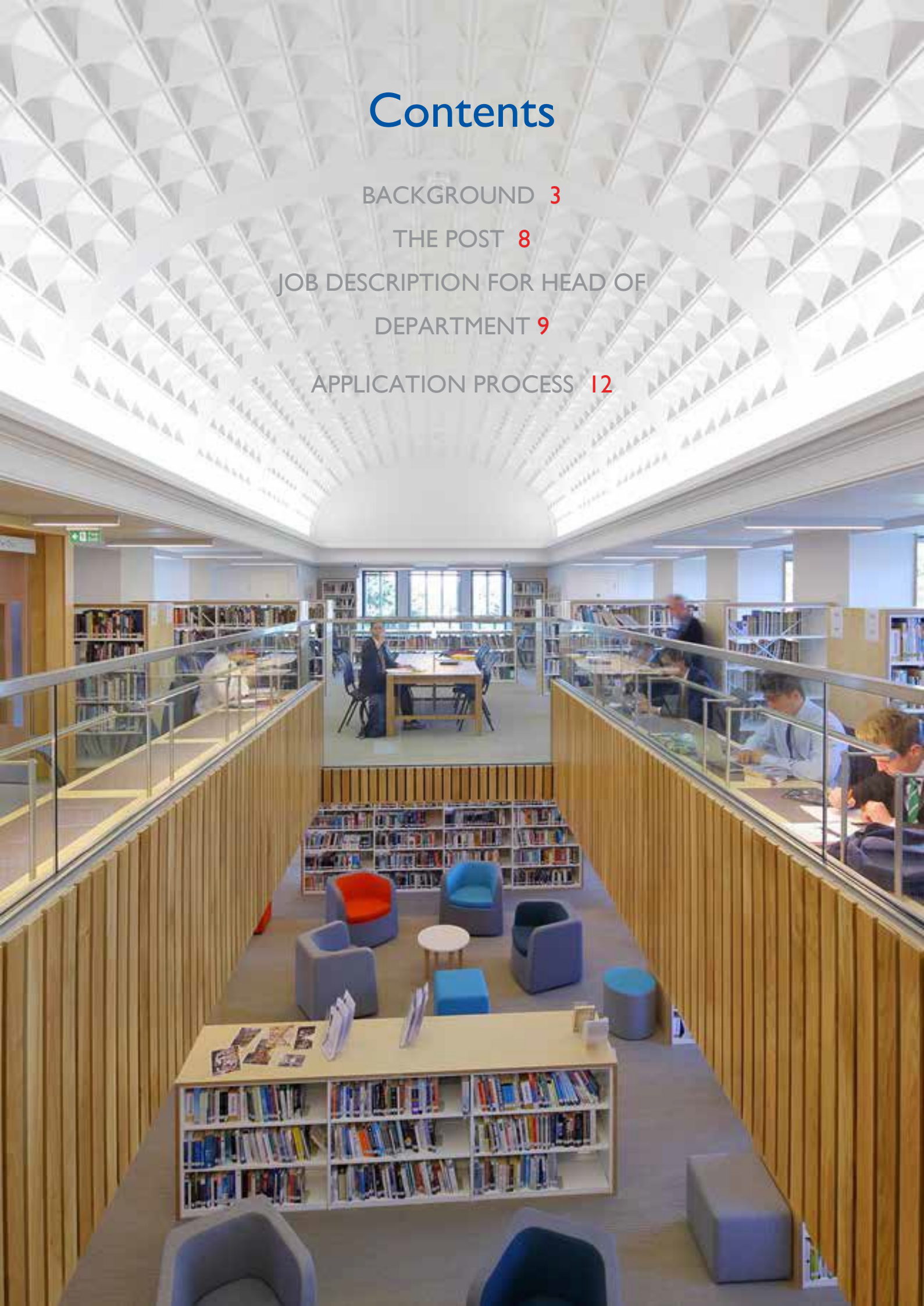
Contents

BACKGROUND 3

THE POST 8

JOB DESCRIPTION FOR HEAD OF
DEPARTMENT 9

APPLICATION PROCESS 12





Cricket played on the Head – the First XI pitch

Head of History

Salary: Very Competitive

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'.





Tonbridge has an outstanding record at 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. In addition to leading a new academic department, outside the classroom you will support one of the seven boarding or five day houses and get to know the boys in a different environment. Your co-curricular involvement will depend on your expertise, with a huge range of sport and cultural activities taking place throughout the week across Tonbridge's 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.

- Private health insurance, on a group scheme;
- All teaching staff are provided with a laptop
- Reduced membership rates of the Tonbridge Sports Centre for staff and their families;
- Lunch is provided during term-time.



REMUNERATION AND BENEFITS

- The Tonbridge Salary scale is highly competitive (approximately £32k-£65k) with new members of staff starting at the point on the salary scale which is appropriate to their experience. This post comes with an additional Head of Department allowance as well as a timetable reduction.
- Accommodation. May be 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;
- Membership of Teachers Pension Scheme

ABOUT TONBRIDGE SCHOOL

Location

Tonbridge has been ranked 16th “best place to live” in the UK. This study is based on results of the annual Halifax quality of life study, which looks at a range of factors including health, earnings, crime rates and education.

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. It is a short drive to the neighbouring towns of Sevenoaks and Tunbridge Wells.

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 atrium of the Barton Science Centre, a world class hub for teaching, learning, innovation and discovery

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. In 2019 our state of the art Science facility, The Barton Science Centre was opened to wide acclaim. 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.



(Above: Whitby's Athletics Track and Tonbridge School Centre)



(Left: Smythe Library, transformed and re-opened in 2017)



Academic Life

The School is academically very strong and offers a wide range of subjects for GCSE and A level or Pre-U. In 2019 the School achieved excellent GCSE results with 92% of all grades being 9-7. At A level 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 with 15+ applying to US Universities.

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 Boarding House has its own resident Housemaster, matron and several House tutors who look after 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



Novi pupils hosting local primary schoolchildren on Community Day

to others, and the development of self-reliance and leadership skills. This ranges from a full CCF programme to Community Action, Conservation to Music, Social Entrepreneur programmes to the annual full School Community Day. Outreach is an important bedrock of Tonbridge's ethos.

Sporting Life

Tonbridge is well known as a school which offers a broad range of sport to its pupils. In addition to the traditional field sports of cricket, rugby, hockey and football, there are around twenty other sports offered ranging from Fencing 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, with mass participation valued as much as competition. A number of Tonbridgians have carried on to professional sporting careers, particularly in cricket and rugby.





The History Department and This Post

The Governors of Tonbridge School wish to appoint a new Head of History to start in September 2020. The successful candidate will have studied History to degree level and should have a strong background in teaching the subject across the whole of the required 13-18 age range and be able to prepare candidates for Oxbridge entry.

The successful candidate will lead a department comprising six experienced subject specialists. The department, located on the top floor of the main school building, has interactive digital televisions and Wi-Fi access in all classrooms. History is taught to all pupils in Year 9 and then is a hugely popular optional subject at GCSE level, with circa 80% of the cohort continuing with the subject in Year 10 and 11. Numbers at sixth form level are traditionally strong too, with many boys pursuing the subject at university level once they have left Tonbridge at Oxbridge and other top universities. Results at GCSE and Sixth form level are impressive, with 72% of our year 11 candidates secured a Grade 8 or 9 at IGCSE. At CIE Pre-U, our department achieved an average of 50.8 UCAS points per candidate – the highest in the school.

Although currently we offer two Pre-U courses (Early Modern and Late Modern) to pupils in Year 12 and 13, the decision has recently been made, following CIE's decision to withdraw the qualification, to switch from Pre-U to OCR A-level. Consequently, one of the immediate challenges facing a new appointee will include working collaboratively with the rest of the department to develop these new sixth form courses and a complementary enrichment and extension programme.

A rich co-curricular programme of trips and other extension activities, such as reading initiatives, debates, essay competitions and speaker meetings ensure that History is not confined to the classroom. Recent trips to Germany and the USA, with the German and Politics department respectively have been enthusiastically supported by the boys. The successful candidate should have a proven track record for contributing to the enrichment programme in their current departments and schools in a similar fashion.





Job description for Head of Department

Reporting to: **Deputy Head Academic** and ultimately the **Headmaster**.

MAIN DUTIES AND RESPONSIBILITIES

Heads of Department are responsible, through the Deputy Head Academic, to the Headmaster for the efficient running and management of the Department. They should attend all meetings of the Heads of Department Committee and liaise with the Deputy Head Academic concerning policy-making, general academic issues, staffing problems and requirements, classroom needs and the development of resources, etc. They should also liaise with the Director of Learning and Academic Enrichment regarding teaching and learning issues and the Second Master regarding professional development of staff in their department.

Within this wide brief there are several major areas of responsibility, including Health and Safety, and many specific tasks. Appropriate delegation of some of these functions to experienced departmental colleagues is permissible and to be encouraged but the Head of Department has ultimate responsibility for them. They include the following (not all of which fit easily within the four categories used):

1) **Management of pupils**

Heads of Department should:

- a) Ensure that organisational information is communicated clearly and effectively to pupils (e.g. information about examination courses, coursework requirements and deadlines, examination dates).
- b) Monitor the progress and performance of pupils in their department (e.g. through discussions with Housemasters and colleagues, internal reporting system, internal examinations, block tests, etc).
- c) Ensure that departmental policy on behaviour and discipline is consistent with, and upholds, school practice.
- d) Produce set lists when appropriate, and monitor setting arrangements over the year.

Head of History

- e) Ensure that preps within the department are set and marked regularly, and in accordance with school and departmental policy.
- f) Explain and monitor as necessary departmental use of all school systems of encouragement and punishment, e.g., Commendations, Distinctions, subject prizes, departmental and school detentions.
- g) Gather information on university courses in their subject areas, and offer advice and guidance to pupils applying for appropriate university courses.
- h) Establish links with, and liaise with as appropriate, both Prep Schools and Universities.
- i) In consultation with the Deputy Head Academic, Director of Learning and Academic Enrichment and those members of CR in charge of Oxbridge oversee Oxbridge applications from the department and the provision of Oxbridge teaching.
- j) Ensure that pupils (and staff) in their department are aware of the School's policies and practices that specifically mention Heads of Department such as fire drill, complaints procedure, cheating at coursework, etc.

2) **Management of staff**

Heads of Department should:

- a) Hold regular departmental meetings. These meetings should be used to update staff on curriculum and administrative details including changes of school policy and decisions taken at Heads of Department meetings, to exchange ideas and develop departmental policy, and to discuss and develop teaching practices and methods. Minutes of meetings should be taken and circulated to the Headmaster's PA, Deputy Head Academic, Director of Learning and



Academic Enrichment and members of the department.

- b) Help in the development of staff in their department.

This would include the induction and monitoring of any new members of the department; appraisal of staff within the department; encouraging staff to attend external CPD training courses as necessary and appropriate; organising lesson observation of, and by, colleagues, both within the department and occasionally in other departments; encouraging continued training of all members of the department in the use of ICT in teaching. The Director of Learning and Academic Enrichment and/or the Second Master are available for advice in these matters.

- c) Organise the departmental timetable ensuring a fair, balanced and appropriate allocation of teaching sets within the department.
- d) Allocate departmental responsibilities as necessary and appropriate, e.g. responsibility for a society, etc.
- e) Organize the procedures for the appointment of new staff in consultation with the Headmaster and the Headmaster's PA.
- f) Organise and manage the work schedules and other commitments of any support and technical staff within the department.
- g) Ensure that they have fully familiarised themselves with the School's Health & Safety policy with regard to their department. They are required to take responsibility for implementing all Health & Safety requirements in their department as set out in that policy, particularly with regard to the identification of Health & Safety hazards, fire procedures and risk assessments'.
- h) Ensure that they familiarised themselves with School's Occupational Stress policy.

3) Curriculum issues

Heads of Department should:

- a) Establish and monitor programmes of study, producing schemes of work appropriate to each year group. Cross-curricular issues, including ICT, PHSEE and Study Skills, should be clearly indicated within the schemes of work.
- b) Establish appropriate examination specifications.

- c) Keep abreast of, and disseminate, national developments in the evolution of specifications, the curriculum and pedagogy.
- d) Maintain and promote an interest in their subject, for example by membership of subject associations.
- e) Ensure that departmental curricular aims are in line with whole school curricular aims.

4) Administration

Heads of Department should:

- a) Ensure the efficient administration of all paperwork and correspondence connected with their subject, including the documentation required for inspection, and develop and maintain a working knowledge of the school's ICT Administration system.
- b) Produce and update a departmental handbook annually, together with any other curriculum documentation requested by the Deputy Head Academic
- c) Write an annual report early in the academic year on the results of external examinations for the Headmaster and Deputy Head Academic.
- d) Carry out any necessary health and safety risk assessments.
- e) Organise the setting and marking of all internal examinations in their subject as appropriate, including Common Entrance, Tonbridge Scholarship at 13+ and LVIth entry tests.
- f) In liaison with the Examinations Officers and Deputy Head Academic deal with the paperwork connected with external examinations (entries, predictions, coursework, results and remarks).
- g) Manage the departmental budget and resources with a view to visual aids, ICT, books, equipment, CPD, etc.
- h) Monitor the physical state of the department, including the appropriate display of pupil work.
- i) Oversee the organisation of appropriate contests and competitions, lectures, societies, field trips, educational visits and conferences.

Pastoral

You will be assigned to a boarding or day house, where you will assist one of the tutors with a year group. A willingness to get involved and organise activities would be essential.



Other Duties

- 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 8.25 a.m., supervising the Orchard Centre Café during morning break, etc.
- Participating in the “Novi Visit” just after the end of the Lent Term unless engaged in other School activities at this time.
- Participating in the wider co-curricular life of the school.
- Other duties that the Headmaster or Senior Colleagues might reasonably request.

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.

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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, a current curriculum vitae, and the names, addresses, and telephone numbers of three referees to:

The Headmaster,
Tonbridge School,
Tonbridge,
Kent, TN9 1JP.

Tel: 01732 365555 Ext: 4246
Email: schooladmin@tonbridge-school.org
Website: www.tonbridge-school.co.uk

Closing Date: Monday 27th January

Interviews: Week Beginning 3rd February

Full details and an application pack may be found on the Employment Opportunities page of the website (<http://www.tonbridge-school.co.uk/contact-us/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 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, he or she must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

The selection process will typically involve spending a day at the School. The day will consist of

- teaching a lesson
- a tour of the School taken by a Sixth Former and lunch in a boys' House
- an interview with the Headmaster and Second Master
- an interview with the Deputy Head Academic and Director of Learning & Academic Enrichment
- an opportunity to meet the current Head of Department and other members of the department.

Details of the members of the ST can be found on the website:

<https://www.tonbridge-school.co.uk/about/school-management/senior-team>

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