



TONBRIDGE  
SCHOOL

Brief for the position of  
**Teacher of  
Spanish and  
French  
Tonbridge  
School  
September 2020**

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

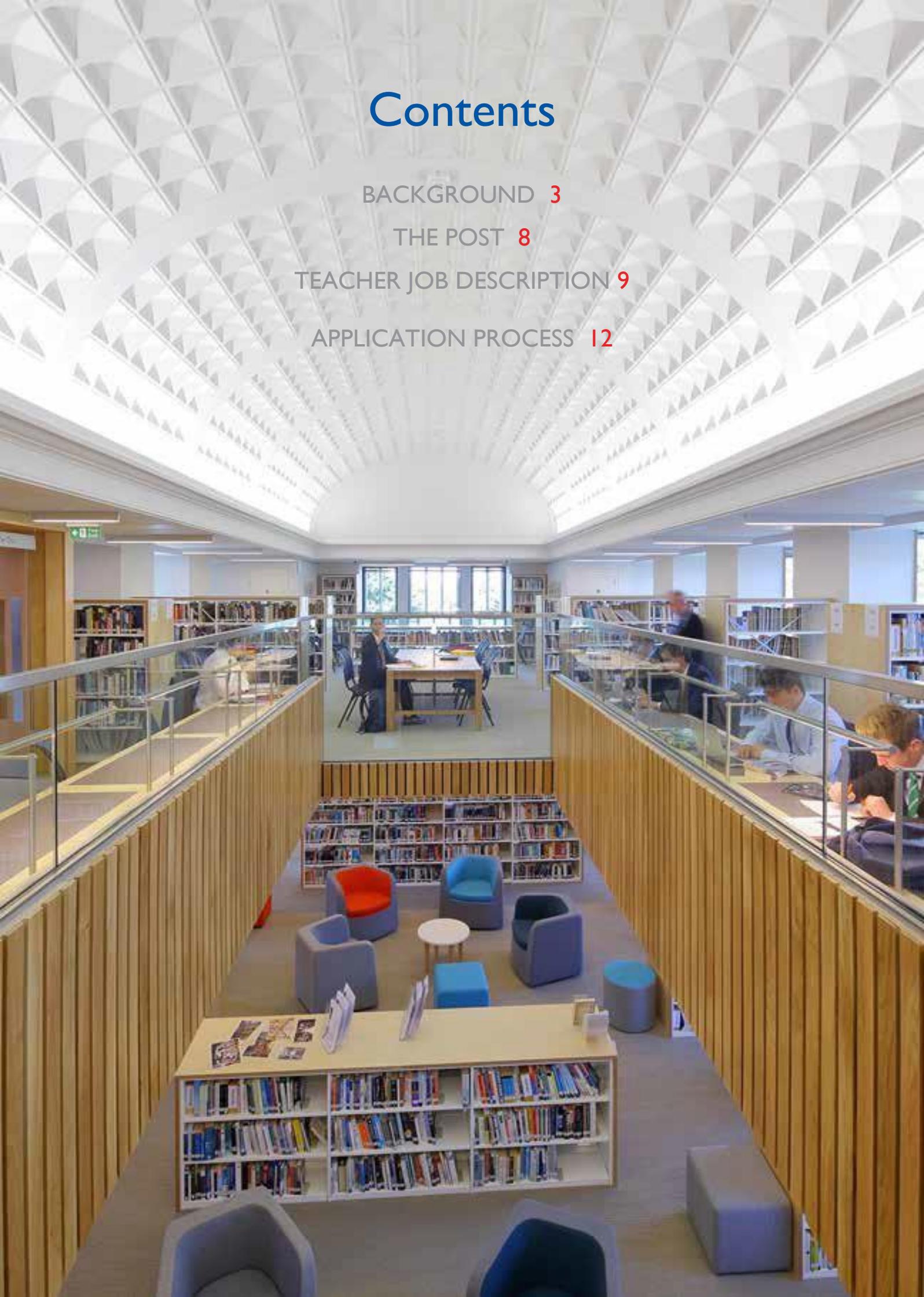
# Contents

BACKGROUND 3

THE POST 8

TEACHER JOB DESCRIPTION 9

APPLICATION PROCESS 12





*Cricket played on the Head – the First XI pitch*

# Teacher of Spanish and French

## 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.

- 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.
- 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
- Private health insurance, on a group scheme;
- All teaching staff are provided with a laptop

## ABOUT TONBRIDGE SCHOOL

### Location

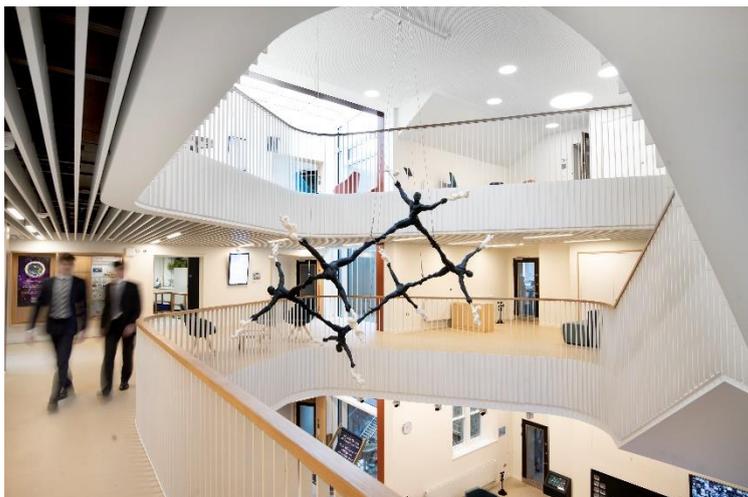
Tonbridge has been ranked 16th “best place to live” in the UK. This study is based on results of the annual Halifax quality of life study, which looks at a range of factors including health, earnings, crime rates and education.

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

Spanish and French teacher



*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 Modern Languages Faculty and This Post

The Governors of Tonbridge School wish to appoint a teacher of Spanish and French to start in September 2020. The successful candidate will have studied Spanish and French to degree level and should be capable of teaching both languages to A Level and Oxbridge entry.

The successful candidate will join a faculty of thirteen experienced subject specialists, supported by six language assistants and tutors. The faculty occupies a handsome Georgian building in the heart of campus, which was refurbished in August 2019. Each of its eleven classrooms has an interactive whiteboard or an interactive digital television, and the successful applicant will have their own classroom. All students in Year 9 learn two modern languages (chosen from French, German, Spanish and Mandarin); French is only offered as a 'continuation' language, while German, Spanish and Mandarin are offered *ab initio*. All students must study at least one modern language to GCSE level, and many choose to study two. In a typical cohort, around 90 students will take French to GCSE, and around 50 will choose Spanish. Both French and Spanish are popular subjects at A Level, with on average between 15 and 20 students in a cohort studying each language. From September 2020, as part of our reformed A Level curriculum, Additional Language Qualifications (the French DELF, the Spanish DELE and the German ZDaF) will be offered as academic enrichment. This is set to be a popular option, with around a further 25 students choosing to pursue the DELF or the DELE.



The faculty has had considerable success at Oxbridge in recent years, and the successful candidate would be expected to contribute to the continued development of our internal Oxbridge programme. In the past two years, 93% of applicants for Modern Languages at Oxford or Cambridge have been interviewed, and 70% have gained offers. Modern Languages has traditionally been the second or third most popular choice of university course for leavers.

The Modern Languages Faculty offers an array of trips and extension activities. The successful candidate will be an enthusiastic and inspiring teacher keen to engage in departmental initiatives.



# Job description for Teaching Staff

Reporting to: **Head of Department (and Housemaster, if also 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 (most 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.
- 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.

- 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 8.25 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.
- 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.

\* \* \*



# 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](mailto:schooladmin@tonbridge-school.org)  
Website: [www.tonbridge-school.co.uk](http://www.tonbridge-school.co.uk)

**Closing Date:** Friday 28<sup>th</sup> February  
**Interviews:** Week Beginning 2<sup>nd</sup> March

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 Head of Faculty and Deputy Head Academic
- an opportunity to meet other members of the faculty.

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

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

\* \* \*