

Candidate Brief – Teaching Staff



TONBRIDGE
SCHOOL

TEACHER OF LEARNING STRATEGIES

Full or part time

FIXED TERM CONTRACT - MICHAELMAS TERM 2025



THE DEPARTMENT AND POST

The Governors of Tonbridge School would like to appoint a full or part time **Teacher of Learning Strategies** to join us for the Michaelmas term, September to December 2025.

This is an exciting opportunity for candidates at any stage in their career, from recent graduates to experienced teachers who are looking to develop their skills and experience, by working in a department with outstanding facilities, widely renowned for the excellence of its provision. The successful candidate will join a department comprising of full and part time staff. The department is based in the Smythe Library on the ground floor and consists of teaching spaces and offices. Learning to Learn programme is taught to all pupils in Year 9 and over 150 pupils regularly access LS and EAL department. All pupils have access to the Learning Strategies Department and it is particularly popular with pupils before the public examinations.

The main roles of the LS Teacher are to provide learning support for students with specific learning difficulties, to promote wider study skills and to assess, track and report on students' progress and attainment. Ensuring students are engaged, motivated, able to make learning progress as independent learners and achieve outstanding results is vital.

Responsibilities include:

- To encourage excellent learning habits with regard to punctuality, behaviour, standards of work and prep.
- To teach students who have SEND and those requesting support with Study Skills.
- To provide student drop-in sessions at break times and other co-curricular student learning activities as required.
- To monitor, mentor and support the overall progress and development of pupils as a teaching and learning tutor.
- To help organise resources and displays to create a stimulating environment.
- To record pupils' progress and to maintain administrative files on the Learning Support database.
- To evaluate pupils' work as appropriate and to assess pupils against their potential.
- To prepare individual intended outcomes and termly targets for each pupil, to ensure their implementation, and to report to Tutors, Housemasters and Parents.
- To support the delivery of Learning Mentor training.
- To actively collaborate with staff in other departments to ensure the sharing and effective usage of resources to the benefit of the pupils, departments and the School.
- To contribute to the development of effective subject links and school community partners.
- To attend staff meetings, department meetings, parents' evenings, school promotion activities.
- To promote learning outside of the classroom through activities such as educational visits, school trips, community-based learning or co-curricular events.
- To commit to personal development in relevant areas including subject knowledge and pedagogical methods and to keep up-to-date with changes in the curriculum and advancements in best practice.
- To assist in the implementation of the aims and objectives of the School.
- To undertake any reasonable professional duty which may be delegated or instructed by the Headmaster.

The work of the LS Department is built upon a strong relationship of trust between pupil and teacher, and produces individual teaching programmes that focus intensively on those areas which present pupils with particular difficulties. Pupils are taught, often on a one-to-one basis, in a way that emphasises their learning preferences, with a strong emphasis on multi-sensory learning.

JOB DESCRIPTION

Job Title Teacher of Learning Strategies – full or part time

Reporting to Head of Department 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.

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. On occasions it may be necessary to teach more than this in a particular 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 School's reporting systems.
- Taking part in Parents' Evenings.
- Providing comments on University Applicants for those compiling references.

Co-curricular Activities (including Games)

- All members of teaching staff contribute to the Co-curricular life of the School, with part time members of staff performing their duties and commitments at a level commensurate with their part time position. 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. No specified commitment is required other than an expectation of involvement at an appropriate level. Training is often available. Enthusiasm and an interest are the key here.

Pastoral (Tutoring)

- Most teachers are also Tutors to a year group within a House, typically 12 boys.
- Part time teachers are not normally appointed as Tutors to a year group within a House but on occasions may be required to cover for any short-term absence.

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 supervising the road crossing outside the Avenue Entrance at 8.25am, or supervising the Orchard Centre Café during morning break, etc.
- Participating in the Novi Visit at 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.

Handbook Reference

- The Tonbridge School handbook
- The Academic handbook
- The Pastoral and Tutor handbook

Remuneration and Benefits

- The Tonbridge Salary scale is highly competitive (approximately £37.5k-£75k, pro rata for part time staff members) with new members starting at the point on the salary scale which is appropriate to their experience.

- For full time members of staff, accommodation may be available if eligible, with properties allocated according to need. Relocation support may also be available. Successful candidates who are required to relocate to the area and purchase their own property may be eligible for a Living Out Allowance (LOA).
- The School strongly encourages staff to attend CPD and provides a large budget to facilitate this.
- Pension Scheme: currently TPS for teaching staff. An alternative Defined Contribution Scheme is also available.
- Provision of a laptop for the duration of the contract.
- Private medical insurance for the postholder (pro rata for part time staff).
- Subsidised Sports Centre membership (staff rates) including use of gym, squash and tennis courts, and a swimming pool.
- Subsidised EM Forster Theatre tickets (selected performances).
- School lunch and refreshments are provided during term-time and where this would form part of your working day.
- Membership of the School Library.
- Confidential counselling service.
- Staff car parking.

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 or five day Houses, working with the boys in a different environment.

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. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

Child Protection

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 will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. 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 their concerns to the Designated Safeguarding Lead or to the Headmaster.

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.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at
<https://www.tonbridge-school.co.uk/jobs>

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

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.

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

hrdept@tonbridge-school.org
01732 365555

Closing Date: Wednesday 18 June 2025 at 9am

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

The selection process will typically involve

- Teaching a lesson.
- A tour of the School.
- Lunch in a boarding or day house.
- Interviews with the Headmaster, the Second Master, and the Deputy Head Academic, and the Head of Learning Strategies.

Please contact the Deputy Head Academic, Mark Weatheritt, at mark.weatheritt@tonbridge-school.org for more information or an informal conversation about the role.

General enquiries to the HR Department: hrdept@tonbridge-school.org 01732 365555

For information about the Senior Team, please visit:

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



**TONBRIDGE
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TONBRIDGE-SCHOOL.CO.UK

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