

Candidate Brief – Teaching Staff



TONBRIDGE
SCHOOL

TEACHER OF SPANISH AND FRENCH

From JANUARY 2026



THE DEPARTMENT AND POST

The Governors of Tonbridge School would like to appoint a teacher of Spanish and French. The ideal candidate will have studied Spanish and French to degree level, or will be a native speaker with a relevant degree, and will be capable of teaching at least one of the two languages to A level and Oxbridge entry. We welcome applications from candidates at any stage in their career: from recent graduates (including those who may, in due course, wish to complete a PGCE), to experienced teachers. The successful candidate will demonstrate a commitment to academic excellence and a passion for teaching the subject to a very high standard across the entire 13-18 age range, as well as supporting and taking part in the wider life of the faculty and School.

The post holder will join a faculty of twelve experienced subject specialists, supported by eight Language Assistants and Tutors. The faculty enjoys a high profile within the School and occupies a handsome Georgian building in the heart of campus, which was refurbished in August 2019. Each of its eleven classrooms has an interactive digital tv, and the successful applicant will have their own classroom. All students in Year 9 learn two modern languages (chosen from French, German, Mandarin, and Spanish); French is only offered as a 'continuation' language, while German, Spanish and Mandarin are offered ab initio. All boys must study at least one modern language to IGCSE level, and many choose to study two. In a typical cohort, around 50 will choose Spanish to IGCSE, and around 90 students will take French. Both Spanish and French are popular subjects at A Level, bucking the national trend, and we also offer the DELF and DELE qualifications as a separate route in the sixth form. Boys at Tonbridge follow the Edexcel IGCSE and A level courses, and results are outstanding.

The department 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. Modern Languages has traditionally been the second or third most popular choice of university course for leavers.

A rich co-curricular programme contributes to the intellectual life of the department. In 2023 we won the Spanish national debating competition, and we have enjoyed notable success in recent years at the Festival de Théâtre francophone, winning prizes for best overall performance and best French. We participate in the Anthea Bell Translation Prize, the Stephen Spender Prize, the joutes oratoires, and the UK Linguistics Olympiad. The French department runs homestay trips to Montpellier and Paris, and boys studying Spanish visit Valencia and Granada. We take advantage of our proximity to London to run trips to the BFI.

Teachers at Tonbridge take advantage of professional development opportunities to expand their knowledge and skill set. They embrace developments and innovations in teaching, work transparently, and are open to feedback and co-operation. They demonstrate ICT competence and willingness to use new technologies. In dealing with colleagues and students, teachers display a positive attitude and a good sense of humour.

Please contact the Head of Modern Languages, Claudia Franz, at: claudia.franz@tonbridge-school.org for more information or an informal conversation about the role.



JOB DESCRIPTION

Job Title Teacher of Spanish and French

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. Your co-curricular involvement will be agreed with the Deputy Head Co-Curricular 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.

Pastoral (Tutoring)

- Teachers can expect to be a Tutor to a year group within a House. Tutors are allocated to Houses by the Second Master in consultation with the Deputy Head Pastoral. 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 example, 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 £38k-£75.5k) with new members starting at the point on the salary scale which is appropriate to their experience.
- 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.
- Private medical insurance for the postholder
- Subsidised Sports Centre membership (staff rates) including use of gym, squash and tennis courts, and a swimming pool.
- Cycle to Work scheme.
- Subsidised EM Forster Theatre tickets (selected performances).
- School lunch and refreshments are provided during term-time where this would form part of your working day.
- Staff fee remission.
- 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.

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. 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 Protections 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.

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

hrdept@tonbridge-school.org
01732 365555

Closing Date: Monday 3 November 2025 at 12 noon

Interviews: from Monday 10 November 2025

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.

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 or Head of Modern Languages.

If circumstances dictate, these interviews may be conducted virtually.

For information about the Senior Team, please visit:

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



**TONBRIDGE
ONLY CONNECT**

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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