

Candidate Brief
Assistant Chaplain January 2024



TONBRIDGE
SCHOOL

FROM SUPPORTING PASSIONS TO BUILDING CAREERS

TONBRIDGE ONLY CONNECT



ABOUT TONBRIDGE SCHOOL

Tonbridge School is one of the leading boys' boarding schools in the country and is highly renowned, both in the UK and internationally, for providing a world-class education. In the Sunday Times Parent Power League Table, Tonbridge was ranked 8th best independent senior school in the country.

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.

The School has a distinctive mixture of boarders and day boys and enjoys superb indoor and outdoor facilities on a 150-acre site, which lies only 40 minutes by train from central London.

Pastoral care at Tonbridge is based around an outstanding House system. Strong and positive relationships between boys, staff and parents are central to its success, and the School strives to ensure that each pupil, whether a boarder or a day boy, feels fully at home and well supported. A culture of House dining supports the family ethos.

There is also a strong ethos of social responsibility, and boys at Tonbridge develop a keen sense of belonging to their community.

LOCATION

Tonbridge was ranked "the happiest place to live in the south east" in property expert Rightmove's annual survey in 2020, a study which looked at factors including community, local services, environment and green spaces.

There are plenty of areas of historic interest to explore nearby, including Tonbridge Castle, Penshurst Place, Ightham Mote, Knole Park, Chartwell and a number of National Trust sites. A little further afield are Hadlow Tower, Chiddingstone Castle and numerous places for country walks.

It is a short drive to the neighbouring towns of Sevenoaks, Royal Tunbridge Wells and West Malling. The extensive River Medway flows through the town of Tonbridge, with regular boat trips on offer around some of the hidden parts of the town.

TONBRIDGE AND TRANSPORT

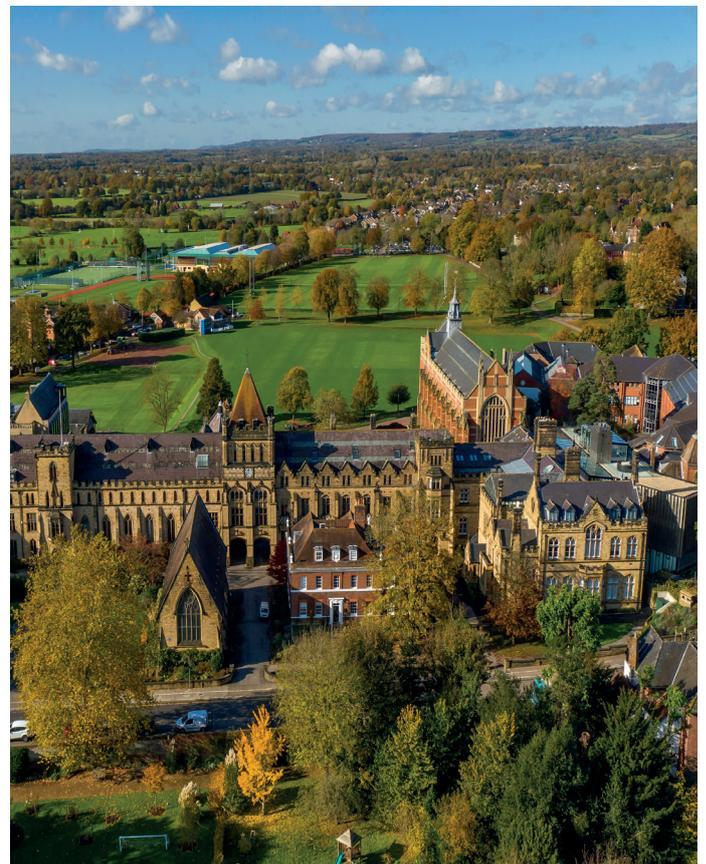
Tonbridge School is situated on a campus of 150 acres in the town of Tonbridge in West Kent. The School is placed at the top of the High Street and is surrounded by

beautiful Kent countryside. Rail links to mainline stations in London are excellent, with the journey into the capital taking approximately 40 minutes. 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.

HISTORY AND GOVERNANCE

Tonbridge School was founded in 1553 by Sir Andrew Judde, a distinguished member of the Worshipful Company of Skinners, one of the oldest City Livery Companies. Sir Andrew left property in the City of London and in the parish of St Pancras as an endowment for the School, with the Worshipful Company of Skinners assuming governance of Tonbridge following his death.

The Master and Wardens of the Skinners' Company remain the trustees of the School, and an independent Board of Governors is responsible for governance. The main buildings of the present school date from the second half of the nineteenth century, but there has been much further building in more recent years, including the magnificent restoration, completed in 1995, of the Chapel of St Augustine.



FACILITIES

Tonbridge has outstanding facilities. There is a dedicated Music School and an Art and DT centre, while the E.M.Forster Theatre is regularly used for theatrical and musical events for the general public as well as for School drama workshops, lessons and productions. The Smythe Library is a modern space, fully refurbished to support the teaching and learning needs of the whole School community. It provides a wide variety of resources for boys and staff, including more than 20,000 books, a wealth of online resources and WiFi access.

In 2019, the School opened the award-winning Barton Science Centre, a £20m, state-of-the-art building which places science and technology at the very heart of the school. The three-storey centre combines new classrooms and latest technology with many original architectural features.

Our cricket, rugby and football pitches are among the finest in the country: in particular, The Fifty (rugby) and The Head (cricket) are renowned far and wide. World-class facilities are also on offer at the Tonbridge School Centre, a major sports hub for the region which features an award-winning pool, a large fitness suite and superb athletics track. It includes a five-court sports hall and facilities for fencing and martial arts.

The centre has been used by the Australian Olympic team and has formed a training base for Saracens and Harlequins rugby clubs, as well as for England Hockey. It has floodlit clay tennis courts, astroturf pitches for hockey, a climbing wall, outdoor basketball court and rackets courts, among many other facilities.

A fundamental aim is to develop in Tonbridgians a lifelong love of sports and of taking part, an achievement which can be measured in the sheer number of students who continue to play sport at university and beyond. Ultimately, the School prepares its boys for entering the adult world equipped with the knowledge and self-belief to fulfil their own potential and to become leaders in their chosen field. In the words of the great novelist and Old Tonbridgian E.M.Forster: 'Only Connect'.

TONBRIDGE ALUMNI

Old Tonbridgians (OTs) embark on a variety of vocations once they leave the school, ranging from art, architecture, academia and education to science, business, sport and the performing arts. Tonbridge's career guidance and networking service is regarded as among the best on offer in schools across the country.

Journalists and writers educated at Tonbridge include



“Tonbridge is that rare creature: a thriving, top-of-its-game, all-boys boarding and day school that somehow manages to fly under the radar. Fiercely academic without the heat of London, Tonbridge suits the driven, hardworking - but crucially, - normal boys. Understated yet excelling across the board, this is one of our favourite schools in the country.”

Talk Education

novelists E.M.Forster, Frederick Forsyth, Christopher Reid and Vikram Seth. Scientists include Norman Heatley OBE, who turned penicillin into usable mass medicine, and Professor Derek Barton, a Nobel Prize Winner for Chemistry.

Well-known names in sport include former England cricket captain Colin Cowdrey and former national cricket selector Ed Smith. Ben Earl (rugby) and Zak Crawley (cricket) have both played for their national sides, having left Tonbridge in 2016.

Among other alumni are actor Dan Stevens; members of the best-selling band Keane; opera singer Freddie de Tommaso; documentary film-maker Vikram Jayanti; artist Anthony Whishaw; former ambassador Sherard Cowper-Coles; prominent scholar Owen Chadwick; cultural entrepreneur Sir Tim Waterstone; financier Sir John Bond, and historian Sir Anthony Seldon.

ACADEMIC LIFE

Tonbridge is renowned for its high-quality, innovative teaching and learning. Exam results at GCSE and A-level are outstanding. In 2022, 97 per cent of all GCSE/IGCSE results were at Grades 9, 8 and 7, the equivalent to A* or A. At A-level, 84 per cent of all results were A*/A, and 98 per cent of grades were A*, A or B (or their Pre-U equivalent).

Each year boys progress to leading universities in the UK and worldwide, including Oxbridge. The large majority of leavers achieve their first-choice higher education destination. A significant number now choose to study abroad, particularly in the USA, attending a range of prestigious universities.

THE HOUSE SYSTEM

Tonbridge has seven boarding and five day Houses. Boys identify strongly with their House in their time at Tonbridge, eating their meals together and taking part in an extensive programme of House competitions, including those for sport, music, art and debating.

All the Houses have their own buildings, with study and recreation areas. Each Boarding House has its own resident Housemaster, Matron and several House tutors, all of whom look after the boys.

CO-CURRICULAR LIFE

A Tonbridge education includes a vibrant programme of cocurricular breadth and depth. We offer more than 20 sports, and boys of all abilities are encouraged to take part and enjoy themselves. Tonbridge manages to do 'sporting excellence' and 'mass participation' equally well. Music plays an important part in school life: nearly half of the boys learn an instrument, and about a third learn more

than one. We have regular performances and concerts across all genres, as well as an outstanding choral tradition thanks to our School Chapel.

We offer a wide range of clubs, societies and activities, including Junior Science, CCF, Beekeeping, Rocketry, Debating, Robotics and Conservation. Bridge The Gap was started by boys at the School and is about diversity. Wide participation in co-curricular activities is encouraged at both House and School levels.

THE NEW BEACON

Tonbridge merged with The New Beacon Preparatory School, a leading independent day and boarding school for boys, in 2021. The New Beacon, in Sevenoaks, just seven miles from Tonbridge, is a leading independent day and boarding prep school for boys.

The Schools are combining experience and expertise to provide an educational pathway for boys from 3 to 18. We have a shared ethos and believe that the merger brings considerable benefits to both Schools; each, however, retains its own teaching and support staff, its own leadership and management teams, and its own uniform and site.

WORKING AT TONBRIDGE

Tonbridge has an outstanding record of developing staff and promoting good practice. Professional development is regular, supported and actively encouraged.

MORE INFORMATION

To find out more about Tonbridge School, please visit our website: www.tonbridge-school.co.uk

Or, find us on social media:

Facebook [TonbridgeUK](#)

Twitter [@TonbridgeUK](#)

Instagram [Tonbridgeuk](#)

Linkedin [Tonbridgeuk](#)





THE ROLE OF THE ASSISTANT CHAPLAIN

The Governors of Tonbridge School wish to appoint an Anglican priest for January 2024 to join the School as Assistant Chaplain and be involved in the daily life of the School Chapel and the wider School. They will also teach Religious Studies within our thriving Divinity Department (further information regarding the Divinity Department can be found [here](#)). The position will suit either an experienced chaplain and teacher or someone new to School Chaplaincy.

Tonbridge employs two Chaplains to assist in the religious, academic and pastoral life of the School. This enables the Chaplains to work together, to pray together as well as learn from and gain support from one another. The Chaplains are well respected in the school by both boys and staff (academic and support). The current Senior Chaplain has been at the school since September 2008, and has been Senior Chaplain since September 2011.

It is not straightforward to define the role of a Chaplain at Tonbridge. There is the obvious aspect of sacramental duty and life as well as the opportunity to address some of the pastoral needs of the large group of boys and staff. There is also the need to preach to and engage with an audience of 800 boys. Proficiency and confidence in preaching is an important requirement for any Chaplain at Tonbridge.

Chapel attendance is required of the boys and weekday services take place two to three times a week. In addition there are regular Sunday Chapel services with music provided by the School's excellent Chapel Choir. Confirmation takes place on a regular basis and good numbers of boys ask to be confirmed.

The Chaplains are also chaplains to the Common Room of teaching staff as well as the large body of support staff. In addition there are those members of the local community who identify with the school Chapel as their spiritual home. There is a good relationship with the local parish church and the Chaplains might find themselves asked to assist at local parishes when able.

It is a highly visible position, both in Chapel and in the School, yet much pastoral engagement happens quietly and without fuss. It is a role which involves a great deal of listening to boys and adults alike, it needs a high degree of pastoral sensitivity and patience, and requires a genuine interest in the lives and concerns of the boys. To facilitate this role, the Chaplains will visit each House over the course of each term, spending time at lunch with the boys and in their House environment on an agreed rota. It also requires a good level of engagement in the co-curricular life of the school.

Specific Chaplaincy responsibilities include (in conjunction with the Senior Chaplain and others):

- To organise and conduct school services in Chapel
- To celebrate the Holy Eucharist
- To organise and conduct extra services (weddings, baptisms, funerals etc) when required
- To preach and speak in Chapel regularly
- To run Confirmation Classes
- To offer pastoral care to the whole school community, both boys, staff and their families, of all faiths or none
- To teach within the Divinity Department on a reduced timetable
- To plan and co-ordinate the Chaplaincy visits to Houses, day and boarding, and to submit this plan to the Second Master.
- To be fully involved in the co-curricular life of the school
- To be licensed by the Bishop of Rochester
- To liaise with and assist local churches and clergy if requested and available



JOB DESCRIPTION FOR TEACHING STAFF

Reporting to: Head of Department (and Housemaster, as 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 (all 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 8.25am, or supervising the Orchard Centre Café during morning break.

“There doesn’t seem to be a typical Tonbridgian - some sporty, some less so, some musical, some not - but all seem to enjoy themselves, and the key seems to be to take part in everything.”

Good Schools Guide

- 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.

Remuneration and Benefits

- The Tonbridge Salary scale is highly competitive (approximately £34k-£68k) 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 - from one-bedroom flats to large family homes, all within an easy walk of the school - 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.
- Defined Pension Scheme, currently the TPS for teaching staff.
- Provision of a laptop for the duration of the contract.
- Subsidised Sports Centre membership including use of gym, squash and tennis courts, swimming pool.
- Staff concessions on selected EM Forster Theatre and concert tickets.
- School lunch and refreshments are provided during term-time.
- Confidential counselling service.

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 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

8th
Overall ranking

8th
National A-level ranking

3rd
Regional ranking

6th
National GCSE ranking

The Sunday Times Parent Power League Table

TONBRIDGE SCHOOL

TONBRIDGE ONLY CONNECT

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.

SUBMITTING AN APPLICATION

Full details and an application pack may be found at www.tonbridge-school.co.uk/about/employment-opportunities

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:

Email: schooladmin@tonbridge-school.org

Tel: 01732 304246

Closing Date: Noon on Monday 12 June

Interviews: Thursday 15 and Friday 16 June

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.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come 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, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

The selection process will typically involve

- Teaching a lesson.
- A tour of the School.
- An interview with the Headmaster and Second Master.
- An interview with the Senior Chaplain.
- An interview with the Head of Department and Deputy Head Academic.

If circumstances dictate, these interviews may be conducted virtually.

For information about the Senior Team, please visit:

www.tonbridge-school.co.uk/about/school-management/senior-team

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