



# BUSINESS TUTOR (IMPACT PROGRAMMES)



## THE DEPARTMENT AND POST

IMPACT Programmes at Tonbridge School are a transformative suite of Summer, Online, Blended, Winter, Easter, and Revision programmes for ambitious students aged 13–17.

Our flagship IMPACT Summer Programme will be launching in July 2026. Designed for girls and boys aged 13 to 17, these two- and four-week residential Sprint courses will equip students with the skills for success in today's evolving, interconnected world. Based on Tonbridge's extensive 150-acre campus, just 40 minutes from London, the programme will enable students to personalise their experience by combining pathways across STEM, Business and English. The curriculum will be enriched by career workshops, team challenges, hackathons, life skills sessions, and excursions to Oxbridge and other exemplar organisations. Our Online Programme (formerly the Discovery Programme) will launch in January 2027 and offer courses in Applied Science, Humanities, Business, and English.

Tutors will be responsible for preparing and delivering hands-on, Project-Based Challenges and Growth Workshops that go beyond the standard curriculum. All sessions must reflect the exceptional academic standards and reputation of Tonbridge School, ensuring a memorable and enriching experience for every student.

Working closely with the IMPACT Programmes Director, IMPACT Programmes Coordinator, and Academic Director (IMPACT Programmes), tutors will contribute to a dynamic, student-centred learning environment that fosters creativity, collaboration, and personal growth.

We are looking for individuals who:

- Have experience teaching outside the traditional curriculum, with a student-centred approach
- Are passionate about education and enjoy working with young learners
- Bring a strong sense of humour, warmth, and enthusiasm to the classroom
- Are committed to delivering lessons to a very high standard, aligned with Tonbridge School's values
- Thrive in collaborative settings and are excited to contribute to a transformative summer experience

### **We are looking for tutors for the following courses:**

- Tutor of English for Global Leaders (EAL)
- **Tutor of Innovative Entrepreneurialism (Business)**
- **Tutor of Global Leadership in Action (Business)**
- Tutor of Engineering, Design and Technology (STEM)
- Tutor of Science and Biomed (STEM)
- Tutor of Computer Science, Robotics and AI (STEM)

# JOB DESCRIPTION

<b>Job Title</b>	Business Tutor (IMPACT Programmes)
<b>Line of Report</b>	Academic Director (IMPACT Programmes)
<b>Main Purpose</b>	To deliver high-quality, engaging educational experiences to UK based and international students aged 13–17

## MAIN DUTIES

### Academic

- Become familiar with the IMPACT Programmes agile structure of sprints, challenges, phases.
- Plan and deliver high-quality practical project challenges, and growth workshops to international students in line with IMPACT Programmes structure and reflective of Tonbridge School's high academic standards.
- Prepare a list of essential materials and resources needed for your specific pathway before 1 May 2026 - ready for organising of purchasing or hiring lab technicians or classroom assistants etc.
- Support the IMPACT Academic Director and IMPACT Programmes Coordinator with the Hackathons on the last Saturday of each sprint. Providing expert guidance and support to students throughout.
- Lead and show enthusiasm when on Wednesday off-campus enrichment, ensuring these are kept academic in nature.
- Supervise students during the half day excursions on a Wednesday.
- Foster a positive classroom environment that encourages student participation, group interaction, learning, and continuous peer and tutor feedback.
- Develop creative and stimulating teaching materials and resources that cater to a range of abilities and learning styles.
- Utilise a variety of teaching strategies, modern technologies, and methodologies to ensure an engaging and highly dynamic learning experience.
- Monitor and assess student progress to provide continuous constructive feedback.
- Create and maintain a safe and inclusive learning environment where students feel highly valued and supported.
- Maintain accurate records of student attendance, progress, and log any incidents or concerns in line with Tonbridge School policies.
- Manage student behaviour and promoting good conduct both in and outside the classroom.
- Support other tutors with general lesson preparation and planning.
- Assist the Academic Director (IMPACT Programmes) in keeping the staff work room organised and tidy.
- Respond to ad-hoc academic management tasks as and when they arise in conjunction with the Academic Director (IMPACT Programmes).
- Write a short end of course student report for each pathway.
- Attend management meetings, as required.

### Enrichment

- Take part in one half-day university taster day/business HQ visit followed by a half day excursion per week and attend the relevant briefings for these during breaktimes every Tuesday from 11.00-11.30.

### Pre-Programme Planning

- One day of pre-programme planning per sprint (two-week period). This should be done and signed off by the Academic Director (IMPACT Programmes) no later than 1 May 2026.
- Half a day of online orientation prior to the course's commencement.

## **General**

- Undertake any other reasonable tasks or duties as directed by your Line Manager.

## **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.

## **PERSON SPECIFICATION**

### **Experience and Qualifications**

- Bachelor's degree or higher. Preferably in a relevant subject area (e.g., English, Maths, Science, Business or Languages).
- A recognised teaching qualification (e.g., PGCE, QTS, CELTA, DELTA) is highly desirable.
- Previous experience teaching beyond the standard curriculum, driven by a love for designing and delivering highly practical, hands-on project-based classes with a student-centred approach to teaching.
- Proven experience in teaching international students, preferably in a summer school or similar educational setting.
- Excellent knowledge and understanding of teaching methodologies, and assessment methods.

### **Skills and Abilities**

- Excellent communication and interpersonal skills, with the ability to build rapport with students, colleagues, and parents.
- Flexible and adaptable approach to teaching, with the ability to differentiate instruction to meet the needs of a diverse student body.
- Fully computer literate and confident with various computer systems, (Microsoft Office, OneDrive Teams etc.).
- Strong administrative skills, numeracy, accuracy and meticulous attention to detail is essential.
- Able to work under pressure, managing competing priorities and producing and delivering pragmatic solutions.
- Able to respond flexibly and adapt to changing and challenging circumstances.
- Able and willing to embed the School's values in all aspects of day-to-day operations.
- Ability to work to strict schedules and deadlines.

### **Personal Attributes**

- Passionate about teaching and learning.
- Enthusiasm for cultural exchange and the ability to create a supportive and inclusive environment for students from different backgrounds.
- Excellent organisational and time-management skills, with the ability to manage multiple responsibilities and meet deadlines.
- Diplomatic, tactful and open-minded and able to work collaboratively.
- Confident, firm when required and willing to take difficult decisions.
- Team player with willingness to support others in their roles.
- A commitment to excellence.

- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- Hardworking, dependable, punctual and professional in approach to work.

## HOURS OF WORK

**One day's pre-programme planning and half a day of online orientation** as detailed in the Main Duties above.

- **Sprint 1: Monday 6 July to Saturday 18 July**
- **Sprint 2: Monday 20 July to Saturday 1 August**

### Tutors can select to tutor on:

- Both Sprints (4 weeks)
- One Sprint (2 weeks)
- Share a Sprint with a Colleague\* (1 week)

*\*please note sharing a Sprint is only available to internal applicants.*

To ensure consistency, team cohesion, and the best possible experience for our students, preference will be given to applicants who are able to commit to both Sprints.

### Tutoring:

- Pathways
  - Mondays, Tuesdays, Thursdays, Fridays
  - 09.00-11.00, 11.30-12.30
  - 30-minute break (11.00-11.30)
- Growth Workshops
  - Mondays, Tuesdays, Thursdays, Fridays
  - 13.30-15.00

\*please note session plans are provided for all growth workshops

- On the first Monday of each Sprint,
  - 13.00-17.00 only to prepare their challenges and classrooms including tutoring a 1-hour session from 16.00-17.00
- On the final Saturday of each Sprint, tutoring for two hours to give expert guidance and support to students with their Hackathon challenge.

Tutoring time is approximately 18 hours per week

### Off Campus Enrichment:

- Wednesday Enrichment
  - 09.00-13.30 - university taster days/business HQ visits, 13.30–18.00 - half-day excursion.

### Hackathon Challenges:

- Take place on Saturday 18 July and Saturday 1 August between 10.00-17.00. Tutors will be expected to commit two hours per Hackathon.

Tutors will not be expected to work evenings or weekends other than those stated above.

## ACCOMMODATION

Residential and non-residential candidates are welcome to apply. Accommodation for residential roles includes a single study room with shared bathroom facilities with other teachers, three meals a day, and laundry once a week.

Residential candidates will be subject to a post-tax deduction of £150 per week.

## REMUNERATION

Between £1,000 and £1,250 per week (including proportionate holiday pay), dependent on skills, experience and qualifications

**1 day of pre-programme planning per Sprint and half a day of online orientation is included in the salary.**

## APPLICATION PROCESS

Full details and an application pack may be found at: [www.tonbridge-school.co.uk/jobs](http://www.tonbridge-school.co.uk/jobs)

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

[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)

01732 365555

**Closing Date: Friday 13 March 2026 at 12 noon.**

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



**TONBRIDGE  
ONLY CONNECT**

Tonbridge School  
High Street  
Tonbridge  
Kent TN9 1JP  
+44 (0)1732 365555  
[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)

**TONBRIDGE-SCHOOL.CO.UK**

Tonbridge School is a registered charity No. 1097977

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