



TONBRIDGE SCHOOL

Appointment of HLTA



Tonbridge School is one of the leading boys' boarding schools in the country and 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'.



Learning Strategies

Job Description

The main role of the HLTA / SEND is to plan, teach and evaluate an effective learning experience, so that pupils at Tonbridge, including those with additional learning needs, are engaged, motivated and enable to make learning progress as independent learners and achieve outstanding results. Responsibilities include:

- to encourage excellent learning habits with regard to punctuality, behaviour, standards of work and prep
- to teach with direction from the Head of Learning pupils who have SEND
- to support the Head of Learning Strategies and SENDCo with the gathering and processing of evidence needed for an application for examination Access Arrangements
- to monitor, mentor and support the overall progress and development of pupils as a teaching and learning tutor, taking direction from the Head of Learning Support and SENDCo
- to help organise resources and displays to create a stimulating environment
- to record pupils' progress and to maintain administrative files on the Learning Strategies database
- to evaluate pupils' work as appropriate and to assess pupils against their potential
- to write termly reports for the pupils accessing LS at Tonbridge School
- to prepare individual intended outcomes and termly targets for some pupils, to track their implementation, and to report to Tutors, Housemasters and Parents
- 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, and 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 Learning Strategies 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 preferred learning style, with a strong emphasis on multi-sensory learning.

Because of the nature of the work, sometimes issues arise and confidences are shared. It is important to be fully aware of the School's Child Protection procedures. Liaising with



Housemasters, matrons in Boarding Houses, the School Counsellor, and senior staff as appropriate is an important part of the job.

Further information about the Learning Strategies can be found on the School's website:
<https://www.tonbridge-school.co.uk/academic/learning-strategies>

About Tonbridge School



Location

The 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 Charing Cross (40 minutes), 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.

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 life of the School.

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 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 superb Sports Centre was opened in 2008 by Lord Coe which includes a 25m swimming pool. There is a full size athletics track and field facility, which was used by the Australian Athletics team as its training base for the London 2012 Olympic and Paralympic Games. Additional classrooms have recently been built for English and Divinity, and the Library is currently being modernised and expanded.

Academic Life



The School is academically very strong. Tonbridge offers a full range of academic subjects at GCSE/IGCSE and, in the Sixth Form, A levels and Pre-U. In 2017 the School achieved excellent GCSE results with 90% of all grades being A* or A. At A level or equivalent over 70% of grades were A* or A. Typically 30-40 boys win places at either Oxford or Cambridge Universities and there is a growing interest in overseas universities.

The House System



There is a strong boarding culture. There are about 785 boys in the school, 60% of whom are boarders and there are twelve houses, seven boarding and five day. Boys often identify very strongly with their house during their time at the school. Meals are taken in houses and there is an extensive programme of inter-house competitions for sport, music, art, debating and many other activities. All the Houses, day and boarding, have their own buildings with study and recreation areas and each House has its own resident Housemaster and a pastoral team who help to provide care and support for the boys.

Co-Curricular Life

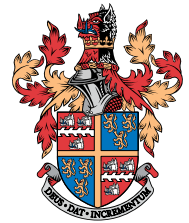
Tonbridge aims to provide an unsurpassed education of excellence and breadth. We focus our efforts and resources on achieving this by offering, amongst other things, a vibrant and balanced programme of co-curricular Breadth and Depth. Involvement in sport, music, art, drama and many other activities underpins a culture of creativity, innovation and excellence. The co-curricular programme also provides opportunities for service to others, and the development of self-reliance and leadership skills. This ranges from a popular CCF to an extensive range of outreach activities. We encourage a strong sense of social responsibility in the school community which includes our sponsorship of the Marsh Academy.

**Sixth
Formers with**



primary schoolchildren on Charities Day

Sporting Life



Tonbridge is well known as a school which offers many forms of sport to its pupils. In addition to the traditional field sports such as cricket, rugby, hockey and football there are around 15 other sports on offer such as badminton, rackets, cross country, golf, shooting and Ultimate Frisbee. All boys are encouraged to take a full and active part in the sporting programme and competition at both inter-school and inter-house level is well supported. A number of Tonbridgians carry on to professional sporting careers, particularly in the fields of cricket and rugby.



Cricket played on the Head – the First XI pitch.





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.

Application forms, accompanied by a short letter of application, a current curriculum vitae and the names, addresses, and telephone numbers of three referees, should be made by noon on **Wednesday 21st November** to the Patricia Matsaert, Personnel Manager, Tonbridge School, Tonbridge, Kent, TN9 1JP. Tel: 01732 365555, Email: patricia.matsaert@tonbridge-school.org, Website: www.tonbridge-school.co.uk

The application form and further details may be found on the Employment Opportunities page of the website: <https://www.tonbridge-school.co.uk/about/employment-opportunities>

A willingness to take part in the wider life of a boarding school would be an advantage 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 Child Protection Policy 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 Child Protection Officer or to the Headmaster.

Interviews will be the week beginning 26th November. The selection process will involve spending a day at the School, plus consideration of references. The day will consist of:

- a tour of the School taken by a learning mentor and lunch in a House
- presentation to a small group of pupils on SEND list – details will be discussed with shortlisted candidates in advance
- an interview with the Headmaster, Second Master, Director of Teaching & Learning and Head of Learning Support

Details of the members of the Senior Team can be found on the website: <https://www.tonbridge-school.co.uk/about/school-management/senior-team>