

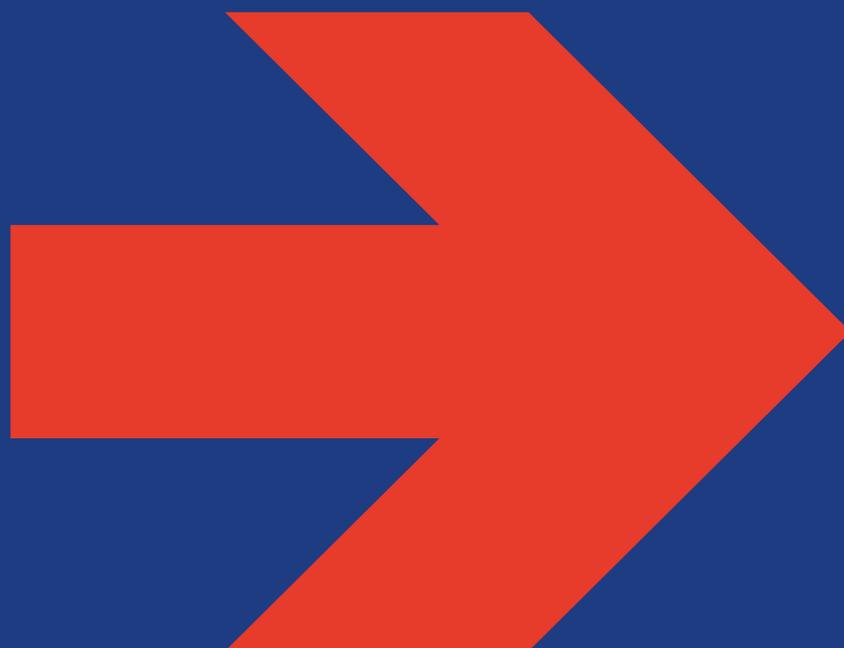
**FUTURE-FOCUSED**  
**SUCCESSFUL** **FULFILLED**  
**INSPIRING** **AMBITIOUS**  
**PROGRESSIVE**  
**SUPPORTED**  
**FORWARD-THINKING**

**STAFF**  
**RECRUITMENT**



**Kent**  
**College**

**SHAPING  
FUTURES  
TOGETHER**





# WELCOME

Welcome to Kent College Pembury. I am delighted that you are considering a career here and hope that you enjoy the process of finding out more about us. I feel so lucky to lead the school community at Kent College, as I have the privilege of watching the students grow and develop through their time here and then into the world beyond. Seeing our staff nurture the students and recognise their potential is a joy to witness, and I very much hope that you will want to be a part of our community and share in the students' journey with us.

The best part about working at Kent College is our wonderful students. They recognise that hard work and ambition, combined with care and kindness to those around them is what brings success; this makes for a brilliant atmosphere, which I know you will enjoy. Through their time here, students learn to understand that they can use their skills to shape the world and so they leave here, ready for very bright futures. Staff and students work side by side in order to learn and grow together, and ensure that each and every member of the school community has a positive impact.

This unique atmosphere is only possible because of my dedicated and enthusiastic staff. I am incredibly grateful to have a fantastic staff body, each person an expert in their field who is dedicated to life-long learning and being a role model for our students. Staff wellbeing is a top priority for me as Head, with my aim for Kent College to be a fully inclusive workplace where all employees are valued, know their wellbeing and welfare is a priority and feel a sense of belonging. Wellbeing initiatives, a Leadership Programme and KC Career Pathways are just some of the ways that we invest in staff and their own futures.

Miss Katrina Handford, Head



# WORKING AT KENT COLLEGE

Founded in Folkestone in 1886, Kent College was recognised at the outset for being 'the most forward-looking school of its time', something we still embody today.

We are an independent day and boarding school from 3–18 years. Our Forest Explorers Nursery is for girls and boys from rising 3 years. Boys can currently join Reception and Year 1, and from September 2023 Year 2 and each subsequent year group as the Prep School gradually moves to a co-educational school by 2027. The Senior School is girls only from ages 11–18 years.

Since 1939, Kent College has been located in 75 acres of beautiful countryside in Pembury, on the outskirts of Tunbridge Wells. The school campus enjoys excellent facilities, including two indoor sports halls, indoor swimming pool (due to be completed in 2023), floodlit Astro, state of the art 200 seat theatre, modern science block, art studios and a Sixth Form centre.

## OUR VISION

To be the school of choice for its forward thinking, creative and adventurous approach to life and learning.

## OUR AIMS

- To maximise the academic achievement of all pupils whilst equipping them to make a purposeful contribution as global citizens.
- Place physical, spiritual and mental wellbeing at the heart of school life.
- To attract, retain and appropriately remunerate high quality staff.
- Develop our facilities to ensure that we are providing outstanding opportunities for the pupils.
- Ensuring the financial security of the school through strong stakeholder engagement, careful cost controls and additional opportunities for revenue generation, whilst being mindful of our obligations to widen access and fulfil Public Benefit requirements.

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## LEADERSHIP TEAM

**Katrina Handford** – Head

**James Mossman** – Deputy Head, Academic

**Gaëlle Sullivan** – Deputy Head, Pastoral

**Salli Hall** – Head of Prep School

**Angela Jenkins** – Bursar

# ABOUT US

## METHODIST SCHOOL

The school is one of a group of schools within the Methodist Independent Schools Trust (MIST).

MIST oversees 12 independent schools and works closely with six other independent schools of Methodist foundation to provide a high quality, rounded and caring education. MIST also works with schools in the maintained sector wherever possible.

Methodist Schools are inclusive and welcoming communities where individuals are valued, good order is respected, relationships cherished, and where excellence in its widest sense (academic, extra-curricular, lifestyle) is pursued.

'Do all the good you can' – the opening of a prayer by our Methodist founder John Wesley – resonates deeply with us. Kent College pupils and staff experience community strength, non-judgmental understanding, support structures and respect.

## INSPECTION

The school underwent a full integrated inspection by the Independent Schools Inspectorate in December 2015 and was found to be 'Excellent' in all areas. A Compliance Inspection was carried out in January 2019 and the findings affirm the excellent quality of education and care that we provide here at Kent College. The reports can be found on our website at [www.kent-college.co.uk](http://www.kent-college.co.uk).

## NURSERY AND PREP SCHOOL

The Prep School is a friendly, caring and happy school with a current roll of over 130 pupils aged 3 to 11 (Nursery – Year 6). The majority are day pupils with a small number of boarders. In addition to the core subjects of English, Maths and Science, all of the pupils in Key Stage 2 study Geography, History, Art, DT and RE. ICT is taught from Year 1 upwards. There are specialist teachers in Music, French, Drama and PE, and Mandarin is taught in Year 6. Class sizes in KS1 and KS2 are normally a maximum of 18. Each year, a number of pupils apply for and are awarded scholarships to the Senior School, and around two thirds of Year 6 pupils move up to the Senior School.





## SENIOR SCHOOL AND SIXTH FORM

The Senior School has around 400 day and boarding pupils. Boarders make up 20% of the total school and come from all over the world. Entry at 11 and 13 is by the GL CAT4 test and the school accepts pupils with a range of academic abilities, with approximately half of our KS3 intake within the top 25% of the national ability range.

Kent College offers a choice of over 26 GCSE subjects, with group sizes usually between 3 and 18. Most pupils complete 10 GCSEs or IGCSEs, but there is the opportunity to take more or less depending on interest or need.

Students are also accepted for entry at 16+ and there are approximately 100 pupils in the Sixth Form. We offer around 27 subjects at A Level. BTECs are on offer in PE, Drama and Computer Science. Class sizes in the Sixth Form normally range between 3 and 12.

## EXTRA-CURRICULAR ACTIVITIES (ECA)

Kent College places a strong emphasis on extra-curricular activities and has a flexible and innovative lunchtime and evening programme of prep and activity sessions. All pupils are encouraged to plan the use of their time so that they follow a balanced programme of academic work and extra-curricular activities. The pastoral care in the school is very strong and all staff are highly involved in wellbeing and general pastoral matters. All teaching staff are required to be involved in at least one ECA and most do more than this, as both subject and general ECA's are available.

## RESULTS

Student performance at Kent College is strong, with every pupil being supported to achieve their potential. Value-added at GCSE consistently places us in the top 10% of schools nationally.



**ASTRO**

**JAMES & OSBORN  
SENIOR BOARDING**

**CONFIDENCE  
COURSE**

**TENNIS  
COURTS**

**SIXTH FORM  
CENTRE**

**SCIENCE**

**NEW SPORTS HALL**

**KNOWLES**

**OLD SPORTS HALL**

**THEATRE**

**MUSIC**

**LIBRARY AND  
ART CENTRE**

**SCHOOL RECEPTION /  
HEAD'S OFFICE**

**WALKER**

**DINING HALL**

**SWIMMING  
POOL SITE**

**HARGREAVES & HAWKWELL  
JUNIOR BOARDING**

**PREP  
SCHOOL**

# CAMPUS AND KENT AREA

## LOCATION

The school is located in south-east England and is within easy reach of central London (35 mins by train), Gatwick and Heathrow airports (under an hour away) and the ports of Folkestone and Dover (just over an hour away) for access to mainland Europe. The nearest mainline train stations are Tunbridge Wells or Tonbridge which have frequent direct trains to London as well as the south coast.

There are many cultural and historic points of interest in the area including Royal Tunbridge Wells, Canterbury Cathedral and Hever Castle.



# BENEFITS OF WORKING AT KC

Kent College employs over 200 people in both teaching and non-teaching positions. The school excels in adding value both academically and pastorally and the highly skilled, dedicated and passionate staff are the driving force behind this. We are delighted to welcome applications from candidates who share our core values and who are able to contribute to our continued future success. We recruit staff of the highest calibre who will inspire, support and challenge the pupils, and fellow colleagues, to achieve their full potential.

## COMPETITIVE PAY

Kent College operates its own salary scale, which is regularly reviewed against the state sector and our competitors.

## COMPETITIVE ANNUAL LEAVE ENTITLEMENT

Teaching staff are contracted to 169 teaching days a year versus 195 in the state sector. Non-teaching staff holiday entitlement is competitive.

## SMALL CLASS SIZES

Class sizes are limited so staff have the opportunity to nurture each individual student. Engaged and curious students make it a joy to teach here.

## SCHOOL FEE DISCOUNT

For staff in permanent roles there are reduced school fees for children from Reception to the Upper Sixth.

## PENSION SCHEMES

Teaching staff are part of the Teachers' Pension Scheme. For non-teaching staff we offer two pension schemes, arranged through the Government's NEST pension scheme or The Pensions Trust.

## 1:1 DEVICES

All teaching staff are given a Microsoft Surface Pro 8 and access to ICT training and support.

## ONSITE REFRESHMENT AND MEAL FACILITIES

Staff are provided with a hot midday meal daily in term time and there is access to tea, coffee, biscuits and fruit throughout the day.

## PROFESSIONAL DEVELOPMENT OPPORTUNITIES

On-going professional training, including a Leadership Programme and a bespoke KC Career Pathway Programme is open to all staff.



## HEALTH AND WELLBEING

It's not just the wellbeing of our students that is important to us. We know that promoting wellbeing can help prevent stress and create positive working environments where individuals and organisations can thrive. We are committed to wellbeing and have a staff Social and Wellbeing Committee, a focus on wellbeing every Wednesday and a range of sport and other activities specifically for staff. These include yoga, badminton, football and ceramics. Staff are also able to use the fitness suite and swimming pool (opening September 2023) at allocated times, and can benefit from our beautiful woodlands for a relaxing walk around the site. We offer up to a £25 reimbursement payment for eye tests and make arrangements for on-site flu vaccinations.

## EMPLOYEE ASSISTANCE PROGRAMME

Kent College subscribes to the Employee Assistance Programme offered by Education Support. This programme provides free confidential support to staff and their families at times of need.

## GRANTS FOR FURTHER QUALIFICATIONS / TRAINING

Financial support is available in order to obtain further qualifications.

## ACCREDITED ECT INDUCTION

The school welcomes applications from ECT's and provides the necessary support and training to ensure ECT's are equipped with the tools to be an effective and successful teacher.

## SABBATICAL LEAVE

We offer staff the option to apply for four weeks of sabbatical leave after seven years continuous employment for teaching staff and ten years for non-teaching staff.

## CYCLE TO WORK SCHEME

The school is signed up to a cycle to work scheme which offers employees the opportunity to buy a new bike and accessories, tax free.

## CAR PARKING

We have plenty of on-site parking.

## RESIDENTIAL ACCOMMODATION

We have a limited number of residential properties on site which may be rented at competitive rates. These are subject to availability.

# STAFF WELLBEING SURVEY 2022



100%

ENJOY WORKING AT KC



94%

HAVE THE FREEDOM TO DO THEIR JOB WELL

“I love working at Kent College. I think we are very lucky to work in such a lovely community.”

“I really like the school and what the school stands for - I like that progression from where you are at and the value that we add are important to us as a school.”

KC STAFF PARTICULARLY ENJOY



SUPPORTIVE COLLEAGUES

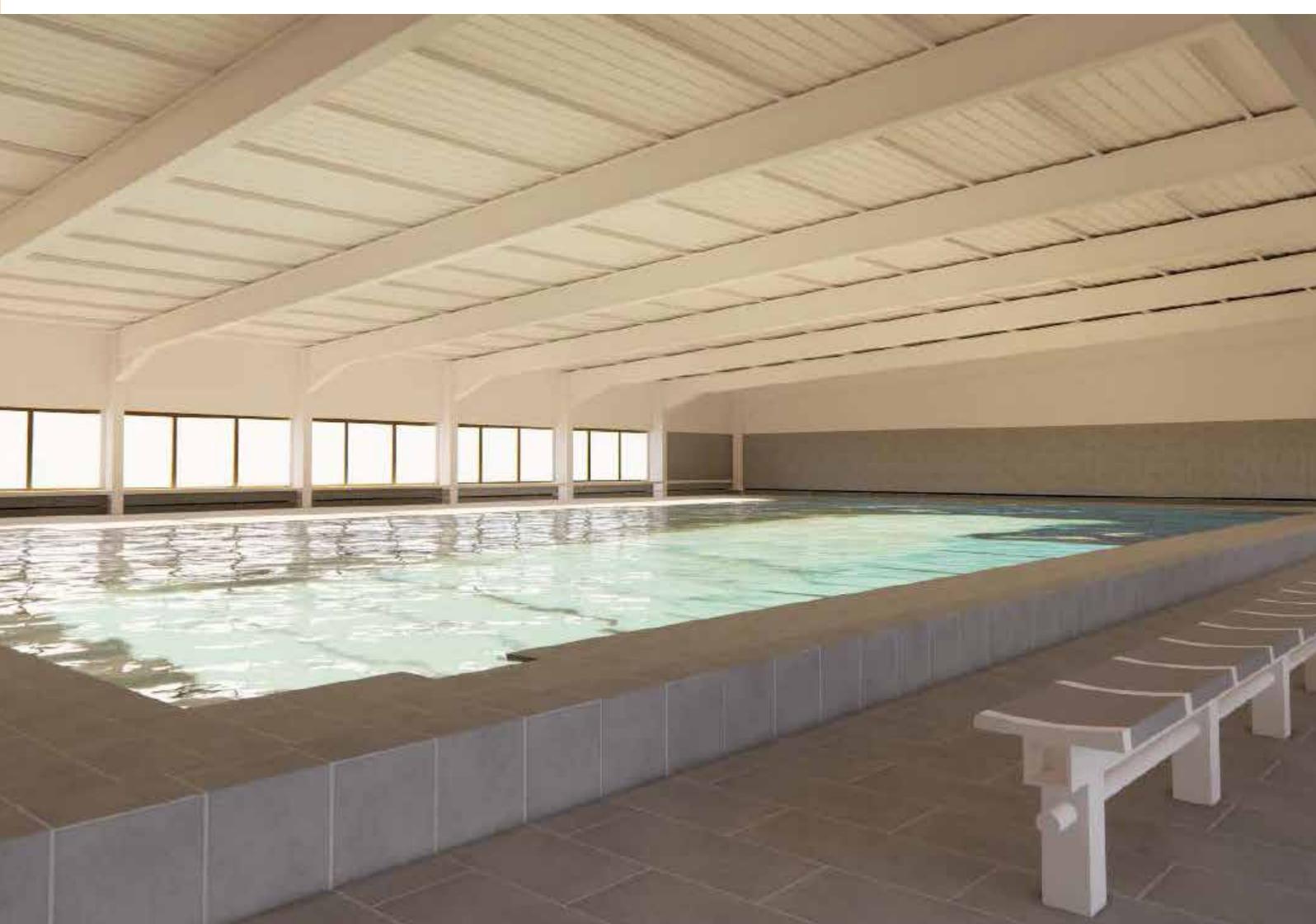
ENGAGED PUPILS

BEAUTIFUL SCHOOL SITE

DELICIOUS SCHOOL LUNCHES

FREEDOM

RELAXED NATURE OF THE SCHOOL



# APPLICATION PROCESS

## HOW TO APPLY

To apply, please download and complete the online application form, and send it with the names and addresses of two referees, your CV and a letter of application to the Head, Miss Katrina Handford, Kent College, Old Church Road, Pembury, Tunbridge Wells, Kent, TN2 4AX by letter or email [hr@kentcollege.kent.sch.uk](mailto:hr@kentcollege.kent.sch.uk).

## ASSESSMENT AND SHORTLISTING

Following the closing date detailed on the advert, job applicants are shortlisted for assessment based upon how closely they match the requirements of the role.

## INTERVIEW

Our interviews measure your abilities and competencies for the role, as well as your overall fit with our working culture. All interviews are conducted by an appropriate panel who fully understand the requirements of the role. For teaching roles you will be interviewed by the Deputy Head and Head of Department. You may also be asked to undertake additional exercises such as a classroom teaching task, an in-tray or aptitude test, or a presentation.

You will be asked to explain any discrepancies or anomalies in the information you provide either on the application form or in your covering letter, such as gaps in employment and/or reasons for leaving previous jobs, as well as any issues arising from references, which may be taken up in advance of the interview. At interview, we will ask you questions about child protection procedures and your suitability to work with children.

If you are invited for an interview and have any special requirements, or require adjustments due to a disability, please make Human Resources aware prior to your interview date by emailing [hr@kentcollege.kent.sch.uk](mailto:hr@kentcollege.kent.sch.uk).

The School will contact you via the email address provided if you have been successfully shortlisted for interview.



## OFFER OF EMPLOYMENT AND PRE-EMPLOYMENT CHECKS

Kent College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to a number of pre-employment checks, including ID and eligibility to work in the UK, satisfactory references and a successful enhanced DBS check.

## ELIGIBILITY TO WORK IN THE UK

We have a legal responsibility to ensure that only individuals who are entitled to work in the UK are employed by the School.

All offers of employment are subject to proof of eligibility to work in the UK and successful applicants will be required to produce original documentary evidence on or before their first day of employment. Individuals who have not provided this evidence will be unable to commence employment until the original documentation is seen by a member of the Human Resources team.

Further information on eligibility to work in the UK can be found at [UK Visas and Immigration](#).

## DIVERSITY AND INCLUSION

We aim for Kent College to be a fully inclusive workplace where all employees are valued, know their wellbeing and welfare is a priority and feel a sense of belonging. We welcome applications from people of all backgrounds and nationalities, of all ethnicities and religions, of different genders and sexualities and from all cultures. Every single member of the community deserves equal respect. We are all here for the same reason – to provide a forward thinking and creative education which opens doors to bright and successful futures in which our pupils can achieve anything they aspire to.

Head:

Miss Katrina Handford BA (Hons), MEd, PGCE

[head@kentcollege.kent.sch.uk](mailto:head@kentcollege.kent.sch.uk)

Chair of Governors:

Mr John Ingram

[ingramj@kentcollege.kent.sch.uk](mailto:ingramj@kentcollege.kent.sch.uk)

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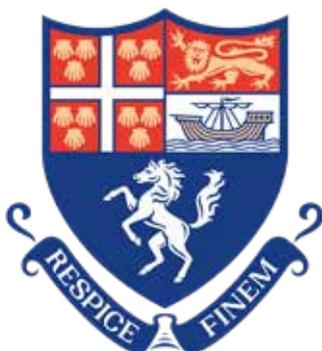
+44 (0) 1892 822006 (International)

Email

HR Department

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[www.kent-college.co.uk](http://www.kent-college.co.uk)



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