



# ACTIVITY AND BOARDING ASSISTANT IMPACT PROGRAMMES

FIXED TERM CONTRACT – 5 JULY TO 3 AUGUST 2026



## 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.

The Activity and Boarding Assistants at IMPACT Programmes will play a crucial role in creating a highly memorable and engaging experience for domestic and international students attending our summer programme. All Activity and Boarding Assistant roles are required to be residential for the duration of the summer programme.



# JOB DESCRIPTION

<b>Job Title</b>	Activity and Boarding Assistant (IMPACT Programmes)
<b>Line of Report</b>	Head of Sports, Activities and Events and Head of Boarding and Pastoral
<b>Main Purpose</b>	To support and lead the delivery of a safe, engaging, and memorable experience for UK-based and international students by providing day-to-day pastoral care.

## MAIN DUTIES

### Activities, leisure, and social programme:

- Assist with preparations and setting-up for student arrivals, departures and teambuilding days.
- Assist with activity planning: Collaborate with the Head of Sports, Activities and Events to organise and plan a variety of engaging and inclusive activities for students, ensuring a well-rounded programme that caters to different interests and abilities.
- Support activity delivery
  - Assist with the successful delivery of on-campus activities, including coordinating logistics, setting up equipment, and ensuring the safety and well-being of students throughout the activities.
- Supervise students
  - Maintain high levels of student welfare and discipline, ensuring they adhere to the rules/student code of conduct and guidelines set by the IMPACT Programmes. Support students in their personal development and pastoral care needs.
- Assist with excursions
  - Help coordinate and supervise off-campus excursions and trips, ensuring students' safety and enjoyment while exploring different destinations and landmarks in the UK.
- Attend all relevant briefings for off-campus excursions and trips.
- Actively contribute to social activities
  - Participate in evening social activities, such as movie nights, quizzes, talent shows, and sports events, fostering a fun, engaging and inclusive atmosphere for students.
- Collaborate with staff
  - Work closely with other IMPACT summer staff members, including tutors, support staff, and other residential staff, to ensure seamless coordination and delivery of activities and events.

### Boarding and Pastoral:

- Act as a role model to students, providing guidance and support, fostering positive relationships, and promoting inclusive behaviour within the IMPACT summer community.
- Assisting Head of Boarding and Pastoral or IMPACT Academic Director in checking any student absences throughout the day.
- Working as part of a duty team to undertake campus duties including meal and break time supervision, evening campus patrolling etc.
- Supporting Senior Leadership in enforcing college rules and regulations to ensure students understand rules and relevant emergency procedures.
- Assisting with undertaking morning and evening bedrooms checks.
- Assisting Head of Boarding and Pastoral and Lead Activity and Boarding Assistant with enforcing rules in the Residences.
- Assisting with accommodation and room preparations, including labels for doors, updating notice boards.
- Attending and contributing to boarding meetings as instructed by the Head of Boarding and Pastoral, Lead Activity and Boarding Assistant or IMPACT Programmes Coordinator.



- Assisting with a night-time fire drill in liaison with Head of Boarding and Pastoral, Lead Activity and Boarding Assistant or IMPACT Programmes Coordinator and other relevant boarding staff.
- Providing cover for the Lead Activity and Boarding Assistant and other Activity and Boarding Assistants on occasions of absence.
- Immediately reporting any students who appear unwell to the Head of Boarding and Pastoral, IMPACT Programmes Coordinator, or IMPACT Programmes Director.
- Dealing with any emergency that may arise during the night in order to ensure the safety of students and staff.

#### **Other duties:**

- Attending meetings and relevant briefings as instructed by Head of Sport, Activities and Events, Head of Boarding and Pastoral and/or IMPACT Programmes Coordinator.
- Talking and listening to students and dealing with any queries/problems.
- Being mindful of student behaviour and reporting any welfare concerns to the Head of Boarding and Pastoral or IMPACT Programmes Coordinator.
- Setting an example with regard to punctuality and standards of behaviour.
- Engaging with students in a friendly but professional manner, ensuring that appropriate boundaries are maintained between yourself and students in your care.
- Providing support for administrative duties in the summer office.
- Ensuring all spaces are left clean and tidy at the end of each activity or event.
- Assisting tutors with their class activities.
- Assisting with cleaning and set up of rooms before students' arrivals and after students' departure.
- Monitoring the dining room during mealtimes.
- Attend one day of online orientation prior to the course's commencement.
- 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**

- Previous experience in an international boarding school setting would be an advantage.
- Previous experience working with children or teenagers in an educational, summer school, or similar setting would be an advantage.
- A valid First Aid certificate is desirable but not essential (training can be provided).

#### **Skills and Abilities**

- Excellent communication and interpersonal skills, with the ability to build rapport with students and colleagues.
- Excellent organisational and time-management skills, with the ability to manage multiple tasks and prioritise effectively.
- Fully computer literate and confident with various computer systems, (Microsoft Office, OneDrive, Teams etc.).

- 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.

### **Personal Attributes**

- Enthusiasm for cultural exchange and the ability to create a supportive and inclusive environment for students from different backgrounds.
- A positive and enthusiastic attitude, with a passion for supporting the personal and educational development of students.
- 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**

**This is a fixed-term contract from 5 July to 3 August 2026.**

Variable hours between 7.30am and 11pm. Shifts and time off are organised on a rota basis. There will be a one-hour unpaid break each working day; meals will be provided while on duty.

### **ACCOMMODATION**

This is a residential role requiring the post holder to remain in the boarding residence from 10.30pm and sleep in the boarding residence every night that students are present unless specific permission is given by the IMPACT Programmes Director or Head of Boarding and Pastoral.

This role includes accommodation in a single study room with shared bathroom facilities with other Activity and Boarding Assistants, three meals a day, and laundry once a week.

### **REMUNERATION**

Between £585 and £645 per week (including proportionate holiday pay), dependent on skills, experience and qualifications.

**1 day of pre-programme 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 20 February 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**

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