



# HEAD OF ECONOMICS AND SOCIAL SCIENCES

SEPTEMBER 2026



## THE DEPARTMENT AND POST

The Governors of Tonbridge School would like to appoint a **Head of Economics and Social Sciences** to start in September 2026.

The ideal candidate will have studied Economics to degree level and will be capable of teaching to A level and Oxbridge entry standard. This is an exciting opportunity for an experienced teacher or current Head of Economics who is looking to develop their skills and experience, working in an experienced and thriving faculty that is widely renowned for the excellence of its provision. The successful candidate will demonstrate a commitment to lifelong learning, academic excellence and a passion for teaching Economics to a very high standard in the Sixth Form, as well as providing strategic leadership across the Social Sciences faculty.

The Social Sciences faculty has eleven teaching staff with a wide range of subject expertise across the three subjects offered.

Boys study the AQA Economics A level specification. Results are outstanding and numbers for A level are strong; nearly 50% of both the Upper and Lower 6<sup>th</sup> are taking the subject currently. Of those, a large proportion go on to read a social science at a leading university including Oxbridge.

The successful candidate will contribute to the diverse and vibrant super-curricular programme that underpins this success and will be committed to developing the presence of the faculty in the wider School through enrichment and outreach opportunities. There are, currently, societies for Social Science, Economics and Investing. We produce an annual in-house journal – *The Bull and the Boar* – which is run by and for students. Our boys enjoy competing in national competitions, including various essay competitions and, this year, the National Economics Olympiad.

Teachers at Tonbridge take advantage of professional development opportunities to expand their knowledge and skill set. They embrace developments and innovations in teaching, work transparently, and are open to feedback and co-operation. They demonstrate ICT competence and a willingness to use new technologies. In dealing with colleagues and students, teachers enjoy warm relationships and display a positive attitude and a good sense of humour.

Please contact the Head of Economics and Social Sciences, Sam Cleary at [sam.cleary@tonbridge-school.org](mailto:sam.cleary@tonbridge-school.org) for more information or an informal conversation about the role.

# JOB DESCRIPTION

<b>Job Title</b>	Head of Economics and Social Sciences
<b>Reporting to</b>	Deputy Head Academic and ultimately the Headmaster
<b>Main Purpose</b>	Heads of Department are responsible, through the Deputy Head Academic, to the Headmaster for the efficient running and management of the Department.

They should attend all meetings of the Head of Department cluster meetings and liaise with the Deputy Head Academic concerning policymaking, general academic issues, staffing problems and requirements, classroom needs and the development of resources, etc. They should also liaise with the Director of Learning and Academic Enrichment regarding teaching and learning issues and the Second Master regarding professional development of staff in their department.

Within this wide brief there are several major areas of responsibility including Health and Safety, and many specific tasks. Appropriate delegation of some of these functions to experienced departmental colleagues is permissible and to be encouraged, but the Head of Department has ultimate responsibility for them. They include the following:

## **Management of Pupils: Heads of Department should:**

- Ensure that organisational information is communicated clearly and effectively to pupils (e.g. information about examination courses, coursework requirements and deadlines, examination dates).
- Monitor the progress and performance of pupils in their department (e.g. through discussions with Housemasters and colleagues, internal reporting system, internal examinations, block tests, etc).
- Ensure that departmental policy on behaviour and discipline is consistent with, and upholds, school practice.
- Produce set lists when appropriate and monitor setting arrangements over the year.
- Ensure that preps within the department are set and marked regularly, and in accordance with school and departmental policy.
- Explain and monitor as necessary departmental use of all school systems of encouragement and sanction, e.g. Commendations, Distinctions, subject prizes, departmental and school detentions.
- Collect information on university courses in their subject areas and offer advice and guidance to pupils applying for appropriate university courses.
- In consultation with the Deputy Head Academic, Director of Learning and Academic Enrichment and those members of CR in charge of Oxbridge oversee Oxbridge applications from the department and the provision of Oxbridge teaching.
- Ensure that pupils and staff in their department are aware of the School's policies and practices that specifically mention Heads of Department such as fire drill, complaints procedure, cheating at coursework, etc.

## **Management of Staff: Heads of Department should:**

- Hold regular departmental meetings. These meetings should be used to update staff on curriculum and administrative details including changes of School policy and decisions taken at the Academic Group meetings, to exchange ideas and develop departmental policy, and to discuss and develop teaching practices and methods. Minutes of meetings should be taken and uploaded to Sharepoint as soon as possible after the meeting. These minutes are thus circulated to the Headmaster's PA, Deputy Head Academic, Director of Learning and Academic Enrichment, Second Master and members of the department.
- Help in the development of staff in their department. This would include the induction and monitoring of any new members of the department; appraisal of staff within the department; encouraging staff to attend external CPD training courses as necessary and appropriate; organising lesson observation of, and by, colleagues, both within the department and occasionally in other departments; encouraging continued training of all members of the department in the use of ICT in teaching. The Director of Learning & Academic Enrichment and/or the Second Master are available for advice in these matters.
- Organise the departmental timetable ensuring a fair, balanced and appropriate allocation of teaching sets within the department.
- Ensure that they have fully familiarised themselves with the School's Health & Safety policy with regard to their department. They are required to take responsibility for implementing all Health & Safety requirements in their department as set out in that policy, particularly with regard to the identification of

- Health & Safety hazards, fire procedures and risk assessments'.
- Ensure that they have familiarised themselves with School's Staff Wellbeing policy.
- Maintain the School's expectations around staff attendance and availability at all times.

#### **Curriculum: Heads of Department should:**

- Establish and monitor programmes of study, producing schemes of work appropriate to each year group. Cross-curricular issues, including ICT, PHSEE and Study Skills, should be clearly indicated within the schemes of work.
- Establish appropriate examination specifications.
- Keep abreast of, and disseminate, national developments in the evolution of specifications, the curriculum and pedagogy.
- Maintain and promote an interest in their subject, for example by membership of subject associations.
- Ensure that departmental curricular aims are in line with whole School curricular aims.

#### **Administration: Heads of Department should:**

- Ensure the efficient administration of all paperwork and correspondence connected with their subject, including the documentation required for inspection, and develop and maintain a working knowledge of the School's IT&D Administration system.
- Produce and update a departmental handbook annually, together with any other curriculum documentation requested by the Deputy Head Academic.
- Write an annual report early in the academic year on the results of external examinations for the Headmaster and Deputy Head Academic.
- Carry out any necessary health and safety risk assessments.
- Organise the setting and marking of all internal examinations in their subject as appropriate, including Common Entrance, Tonbridge Scholarship at 13+ and L6th entry tests.
- In liaison with the Examinations Officers and Deputy Head Academic deal with the paperwork connected with external examinations (entries, predictions, coursework, results and remarks).

#### **Co-curricular Activities (including Games)**

- All members of teaching staff contribute to the co-curricular life of the School. Your co-curricular involvement will be agreed with the Deputy Head Co-Curricular with a huge range of sporting and cultural activities taking place throughout the week across Tonbridge's many fantastic facilities. No specified commitment is required other than an expectation of involvement at an appropriate level. Training is often available.

#### **Pastoral (Tutoring)**

- Teachers can expect to be a Tutor to a year group within a House. Tutors are allocated to Houses by the Second Master in consultation with the Deputy Head Pastoral. 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 example, supervising the road crossing outside the Avenue Entrance at 8.25am, or supervising the Orchard Centre Café during morning break, etc.
- 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.

#### **School Week**

Tonbridge School follows a Boarding School's weekly pattern with lessons spread over 6 days, Monday – Saturday, with protected time created for co-curricular pursuits and academic enrichment. We have a fortnightly timetable and the rhythm of the week ensures variety for pupils and teachers, while helping to manage workload. Similarly, the nature of being a Boarding School means that School holidays are longer than those enjoyed by day schools.

#### **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 who 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 Protection 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.

**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 PROCESS**

## **SUBMITTING AN APPLICATION**

Full details and an application pack may be found at: <https://www.tonbridge-school.co.uk/jobs>

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.

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.

To apply, send your completed application form and accompanying documents to:

**hrdept@tonbridge-school.org  
01732 365555**

**Closing Date: Monday 2 March 2026 at 12 noon**

**Interviews: from Wednesday 4 March**

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

The selection process will typically involve

- Teaching a lesson.
- A tour of the School.
- Lunch in a boarding or day house.
- Interviews with the Headmaster, the Second Master, and the Deputy Head Academic.

For information about the Senior Team, please visit:

<https://www.tonbridge-school.co.uk/about/senior-team>



## **TONBRIDGE ONLY CONNECT**

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**TONBRIDGE-SCHOOL.CO.UK**

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