



GRADUATE TEACHER - GEOGRAPHY

SEPTEMBER 2026



THE GRADUATE TEACHER POST

Our Graduate programme was introduced in 2016 and we are proud to say that year on-year it has gone from strength to strength. The role of Graduate Teacher is offered annually on a fixed one-year basis to recent university graduates.

The programme is designed to give an all-encompassing experience of school life working in an independent school. As a Graduate Teacher you will be given responsibility for teaching your own sets, sharing your passion for your subject with enthusiastic, bright and able pupils. The role comes with a level of autonomy as a teacher but within a well-supported environment, including:

- regular one-to-one meetings with your department subject mentor, often the Head of Department, providing advice and guidance on curriculum coverage and subject-specific teaching techniques, and pupil insight.
- regular group meetings with the Director of Learning and Academic Enrichment and with other staff who are new to teaching, which will offer the opportunity to share experiences and reflect on general pedagogical approaches.
- lesson observations with reflection sessions, enabling target-setting and an ownership of progression.
- a drip-feed induction programme covering a range of relevant professional skills, including the use of EdTech software.

Outside the classroom you will be a tutor in one of the seven Boarding Houses working alongside the Housemaster and House team. Your co-curricular involvement will link to your expertise, but also to the school's need: there are a significant range of sporting and cultural activities that take place throughout the timetabled week, making use of Tonbridge School's impressive facilities.

In summary, the role of the Graduate Teacher involves:

- Being responsible for delivering up to 24 periods of timetabled lessons per fortnight, to at least two but not more than three academic sets.
- Being available for the department to use for extension or extra support of students where appropriate.
- Offering a range of sporting and co-curricular opportunities to the school where appropriate, to include assisting the Director of Learning and Academic Enrichment in the running of Athena, the society for Academic Scholars.
- Being a tutor in the boarding house to provide pastoral support.

Tonbridge School has an outstanding record of developing staff and promoting good practice, with various opportunities for continuous professional development. If you are thinking of becoming a teacher and would like to effectively spend time preparing for a possible career in teaching without committing to this, you should consider this opportunity. Applications based on subjects taught within the school's curriculum are of particular interest.

JOB DESCRIPTION

Job Title Graduate Teacher – Geography

Reporting to Head of Department (and Housemaster, as a Tutor) and ultimately the Headmaster

Main Purpose Teaching to the highest possible professional standards, supporting and upholding the Aims and Ethos of the School. To be familiar with, and to operate effectively, the many and various policies and systems by which the pupils are cared for and the School is managed.

The Job Description below is, of necessity, brief. Further details of school systems will be provided to the appointed person in various handbooks associated with this post:

- The Tonbridge School handbook
- The Academic handbook
- The Pastoral and Tutor handbook (all new staff are asked to be a Tutor)

The full job description is the sum of all the tasks mentioned in these handbooks as might reasonably apply to a teacher. What follows is a summary of these tasks.

Main Duties and Responsibilities: Teaching and Associated activities

- Teaching a range of classes as specified by the Head of Department, who will balance the needs of the pupils and those of the members of the other teaching staff in the department with those of the post-holder, taking into account the particular skills and expertise of the departmental staff.
- Planning lessons to ensure that departmental schemes of work are effectively covered via interesting, engaging activities, which take account of the differing needs of the pupils in the class.
- Assessing the work of the pupils according to the departmental and school assessment and marking policies so as to measure progress and inform planning of appropriate lessons. Making pupil marks available to the Head of Department and to other senior colleagues when required.
- Making use of the rewards and sanctions systems.
- Reporting on the work of the pupils to parents and pastoral staff via the systems set out in the Tonbridge School handbook.
- Taking part in Parents' Evenings.
- Providing comments on University Applicants for those compiling references.
- Leading on areas of Enrichment and Extension within the department and more broadly within the Athena Society for Scholars.

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 instance, 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.
- Supervising the termly School socials under the direction of the Lower Master.
- Other duties that the Headmaster or senior colleagues might reasonably request.

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.

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.

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

hrdept@tonbridge-school.org
01732 365555

Closing Date: Tuesday 17 March 2026 at 12 noon

Interviews: From Friday 20 March

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

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.

The selection process will typically involve:

- Teaching a lesson
- A tour of the School
- An interview with the Headmaster and Second Master
- An interview with the Head of Geography and Director of Learning & Academic Enrichment
- An opportunity to meet other members of the Department

If circumstances dictate, these interviews may be conducted virtually.

For information about the Senior Team, please visit:

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

