

Candidate Brief – Teaching Staff



TONBRIDGE  
SCHOOL

# TEACHER OF GEOGRAPHY

FIXED TERM CONTRACT (MATERNITY COVER) – SEPTEMBER 2026 to JULY 2027



## THE DEPARTMENT AND POST

The Governors of Tonbridge School would like to appoint a **Teacher of Geography** on a fixed term contract basis from September 2026 to July 2027.

A successful candidate is likely to have studied Geography (or a very closely related subject) at degree level or beyond; they will demonstrate a commitment to academic excellence and a passion for teaching the subject to a very high standard across the entire 13-18 age range, ideally including A-level Physical Geography. Preparing candidates for Oxbridge entry is an important element of the role, as well as taking part in the wider life of the department and school.

The successful candidate will work alongside a team of three other subject specialists. Each member of the department has their own classroom in the same corridor on the top floor of the main school building. All colleagues teach across the age and ability-range, and there is a strong collaborative spirit within the department characterised by a commitment to helping every student achieve their maximum potential, whilst encouraging them to reflect on their position in, and impact on the world.

Geography is taught to all Tonbridge pupils in Year 9 ('Novi') and becomes optional for years 10 and 11, where the students follow the Edexcel International GCSE. Next year there will be 4 sets of approximately 20 students in each year of the GCSE course. Students who opt for A-level Geography (two sets in each year group next year) study the CAIE 9696 specification and have consistently achieved very considerable academic success. These specifications do not have coursework components but include a number of single day field trips to the local river and town for IGCSE and East London and Camber Sands at A-level.

There is also an annual Novi trip to the Ardèche with a local girls' school, and a year 11 and 12 trip every two years, most recently to Iceland. The department aspire to minimise the environmental footprint of their trips, with the France trip travelling overland and long-haul flights avoided in recent years.

A significant percentage of A-level geographers go on to study the subject beyond Tonbridge, many of whom doing so at leading universities. Extension sessions aim to expose all interested students to the vast breadth of the subject beyond A-level, whilst preparing the most ambitious for their Oxbridge interviews. However, there is also a strong culture of including enrichment beyond the minimum requirements of the course specifications within the day-to-day teaching. Teaching is supported by high quality School-wide ICT provision and generous access to professional development opportunities. A new HOD would be joining a friendly and supportive team of dedicated geography teachers.

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 willingness to use new technologies. In dealing with colleagues and students, teachers display a positive attitude and a good sense of humour.

Please contact the Head of Geography at: [paul.lilley@tonbridge-school.org](mailto:paul.lilley@tonbridge-school.org) for more information or an informal conversation about the role.



# JOB DESCRIPTION

**Job Title** Teacher of Geography – fixed term contract (maternity cover)

**Reporting to** Head of Department 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.

## **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.
- Teaching up to a notional maximum of 56 out of 72 forty-minute periods per fortnight for a full time teacher. On occasions it may be necessary to teach more than this in a particular year.
- 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 School's reporting systems.
- Taking part in Parents' Evenings.
- Providing comments on University Applicants for those compiling references.

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

- All members of teaching staff contribute to the co-curricular life of the School. Your co-curricular 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 at 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.

## **Handbook Reference**

- The Tonbridge School handbook
- The Academic handbook
- The Pastoral and Tutor handbook

## **Remuneration and Benefits**

- The Tonbridge Salary scale is highly competitive (approximately £38k-£75.5k) with new members starting at the point on the salary scale which is appropriate to their experience.

- The School strongly encourages staff to attend CPD and provides a large budget to facilitate this.
- Pension Scheme: currently TPS for teaching staff. An alternative Defined Contribution Scheme is also available.
- Private medical insurance for the postholder
- Subsidised Sports Centre membership (staff rates) including use of gym, squash and tennis courts, and a swimming pool.
- Cycle to Work scheme.
- Subsidised EM Forster Theatre tickets (selected performances).
- School lunch and refreshments are provided during term-time where this would form part of your working day.
- Membership of the School Library.
- Confidential counselling service.
- Staff car parking.

### CPD

Tonbridge has an outstanding record of developing staff and promoting good practice. If you are excited about teaching, you should consider this opportunity. Professional development is regular, supported and actively encouraged. Outside the classroom you will support one of the seven boarding or five day Houses, working with the boys in a different environment.

Opportunities will also be available to engage with the School's extensive trips programme during the holidays, both in the UK, Europe and further afield.

### 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.

[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)

01732 365555

**Closing Date:                    Monday 18 May 2026 at 9am**

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.
- Lunch in a boarding or day house.
- Interviews with the Headmaster, the Second Master, and the Deputy Head Academic and Head of Geography.

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/>



