



# The New Beacon

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**BOARDING GAP YEAR ASSISTANT**  
**Fixed Term Contract – Full time, term time only**

**CANDIDATE INFORMATION**

## ABOUT US

The New Beacon is a leading day and boarding prep school for boys aged 2-13, with a co-educational nursery, renowned for its commitment to excellence in education, sport and the arts.

We pride ourselves on providing an engaging, inspiring, and nurturing environment for our pupils, staff, and visitors. Set in 22 acres of woodland, the School benefits from excellent facilities including, a swimming pool, sports centre, forest school, floodlit astroturf pitch, music school and theatre. Weekly boarding is available for all pupils from Year 5 – Year 8, complimenting the extended day provision and encouraging boys to develop their independence as they progress through School.

In August 2021, The New Beacon merged with Tonbridge School, marking an exciting new chapter in the School's history and providing opportunities for collaboration and innovation across both institutions.

Having celebrated 125 years of all-boys prep school education in 2025, the School is excited to continue building on its outstanding reputation, mindful of its history and traditions, and ready for innovation.



## OVERVIEW

Boarding at The New Beacon is open to boys in Middle and Senior School.

The Boarding House is centrally located within the main School building, reflecting the important role boarders play in our wider school community.

Under the guidance of our dedicated Houseparent, boys develop independence, responsibility, and a strong sense of belonging.

We offer flexible boarding options to suit the needs of our busy families:

- Weekly Boarding – Boys stay from Sunday night through to Friday after school, ideal for families who live further afield.
- Flexi Boarding – Alongside weekly boarding, we offer single or ad-hoc nights (for example, when a School event finishes late), as well as regular scheduled nights throughout the week.

Life as a boarder is structured, enriching, and enjoyable. Each day begins with a hearty breakfast shared with friends, setting a positive tone for the day ahead. Boarders then join day pupils for a full programme of exciting lessons and co-curricular activities.

After the school day, boys enjoy a delicious evening meal together, take part in supervised prep sessions, supported by dedicated staff. Evenings offer time to unwind – relaxing with friends, enjoying free time, or engaging in a variety of fun and rewarding activities.

The Boarding Gap Year Assistant will play a key role in supporting the Houseparent with the day-to-day running of the Boarding House. They will help create a welcoming, positive environment for our boarders, supervise and lead activities, and contribute more broadly to life across the School campus.

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## THE POST

Post	<b>Boarding Gap Year Assistant – Fixed Term Contract</b>
Primary Lines of Report	<b>Houseparent and the Deputy Head Pastoral</b>
Summary	<b>To play a key role in supporting the day-to-day running of the Boarding House at The New Beacon, helping to create a safe, welcoming and engaging environment. The role includes supervising boarders, leading activities, supporting prep and contributing to the wider life of this busy and vibrant School community.</b>

## DUTIES AND RESPONSIBILITIES

### Key Responsibilities

- Oversee and help pupils during breaks and lunch times.
- Accompany trips off site during term time as required.
- Support departments in the preparation of practical lessons, resources for projects and assisting pupils in activities throughout the day.
- Assist with sport, setting up equipment as required and accompanying teams to fixtures both on and off site.
- Supervise groups of children in non-teaching situations.
- Be present for when boys arrive and leave boarding each week, to assist with settling in and packing and departure.
- Supervise mealtimes and prep sessions.
- Take part in evening activities with the boarders, delivering evening activity sessions as appropriate.
- Assist with general duties in the Boarding House, including tidying, cleaning and laundry as appropriate.
- Help with the morning routine for boarders and breakfast.
- Proactively engage in opportunities to assist with activities which reflect their skills and interests.
- Supervise children in play areas and break time activities.
- Organise informal games and activities in the Boarding House.
- Support the day-to-day running of the boarding house, attend boarding meetings, help upkeep displays, and be involved in the planning of the boarding activities for each term.
- Ensure that safety, good discipline and pastoral wellbeing is maintained at all times.
- Provide overnight boarding supervision for boarders.

### Safeguarding and Child Protection

- Demonstrate a commitment to safeguarding children.
  - Be proactive in reporting safeguarding issues and concerns to the Designated Safeguarding Lead.
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- Demonstrate a clear understanding of child protection and safeguarding policy and procedures including KCSIE.
- Keep up to date with safeguarding policy and developments.

### **General Requirements**

- Maintain the highest professional standards in attendance, punctuality, appearance, and conduct.
- Foster positive and respectful relationships with pupils, parents, and colleagues.
- Contribute to Common Room duties and the wider supervision and pastoral care of pupils.
- Attend and actively support major School events as required.
- Demonstrate commitment to the aims and ethos of the School, contributing positively to the wider School community.
- Adhere to all School policies and procedures.
- Attend staff meetings, INSET days, and professional development sessions as required.
- Carry out any other reasonable duties as directed by your line manager.

## **PERSON SPECIFICATION**

### **Essential Qualifications**

- Educated to A-level or above.
- Completed Sixth Form education.

### **Knowledge and Experience**

- Experience working with younger children or in a leadership role within a school setting.
- Practical experience in sport, art and design technology, with the ability to contribute to these areas.
- Experience of boarding life, either as a pupil or staff member, would be advantageous.
- Understanding of safeguarding and pastoral care within a boarding environment.

### **Skills and Abilities**

- Able to engage and motivate pupils.
- Excellent communication and interpersonal skills to build positive relationships with children, parents, and colleagues.
- Capable of planning and delivering against identified goals.
- Able to meet the diverse needs of individual children and the School environment.
- Creative and enthusiastic to engage children in stimulating and enjoyable learning experiences.
- Strong written communication skills for appropriate and effective interaction.
- Organisational skills to effectively plan and manage activities and resources.
- Ability to manage time efficiently to meet responsibilities and deadlines effectively.
- Resilience and composure under pressure, excellent problem-solving skills and sound judgement.
- A strong sense of camaraderie, promoting a collaborative and supportive work environment and respectful atmosphere within boarding.

### **Personal Attributes**

- Genuine enthusiasm for working in education and encouraging young children and contributing to their development.
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- Warm and approachable demeanour, creating a safe and supportive environment for children.
- Patience and empathy to understand and respond effectively to children's emotions and behaviours.
- Sensitive to handle delicate situations with tact and diplomacy.
- Commitment to ongoing professional development.
- Dedication to promoting diversity, equity, and inclusion in the classroom and broader community.
- Proactive, energetic and enthusiastic with a positive outlook and good sense of humour.
- A willingness to share knowledge, experience and information with other colleagues to promote good practice.
- Able to prioritise and manage a varied workload.
- Commitment to the highest standards of educational and pastoral care for all pupils.
- Enthusiasm for the ethos of The New Beacon School.

## **HOURS OF WORK**

This is a fixed term contract from 1 September 2026 to 7 July 2027.

It is a full time, term time post of 45 hours per week working Monday to Friday, to include:

- Mon to Fri: 7am - 8.15am; and
- Mon to Thu: 3.30pm - 9pm or 4pm - 9.30pm daily.

## **RENUMERATION AND BENEFITS**

Competitive salary dependant on qualifications, knowledge and experience.

Accommodation will be provided to the postholder. The postholder will stay overnight in School accommodation during term time from Monday to Friday morning.

Benefits package including:

- CPD opportunities
- Lunch provided free of cost during term time
- Staff car parking
- Use of swimming pool and fitness suite

## **SAFEGUARDING**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy Statement. 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 s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

The New Beacon is committed to safeguarding and promoting the welfare of children, and

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applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an Enhanced DBS check.

## **EQUAL OPPORTUNITIES**

The New Beacon is an equal opportunity employer and we welcome the unique contributions that everyone can bring to The New Beacon in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

## **HOW TO APPLY**

Full details and our application form can be found on The New Beacon website at:

<https://www.newbeacon.org.uk/contact-the-school/school-vacancies/>

and on Tonbridge School's website at:

<https://www.tonbridge-school.co.uk/careers>

**Closing Date: Thursday 9 July 2026 at 10am**

Apply via our online application form or, send your completed application form and accompanying documents to:

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

**01732 365555**

**Early applications are encouraged as we reserve the right to interview and appoint at any stage of the process.**

[newbeacon.org.uk](http://newbeacon.org.uk)

**Find us**

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**Get in touch**

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