



TONBRIDGE
SCHOOL

RECRE8 COURSES TUTOR

(Art Academy and Crafty Creations)



THE DEPARTMENT AND POST

At Recre8 we offer a wide range of term time and holiday courses in a variety of sporting, artistic and educational activities including Swimming, Drama, Climbing, Gymnastics, Tennis, Cookery, Art and 11+ Tuition, plus lots, lots more. Our coaches and tutors are all highly qualified in the specific activity they lead, and our structured, progressive courses and incredible facilities enable us to offer an unrivalled quality of coaching and tuition.

The Courses Tutor will play an essential role within the Recre8 team, responsible for the planning, delivery, and evaluation of creative sessions while ensuring the highest standards of customer care are maintained at all times.

Reporting to the Recre8 Courses Manager, the post-holder will be instrumental in delivering enjoyable and innovative courses, promoting child welfare, and supporting the department's reputation for outstanding service. The role also involves direct communication with parents, ensuring their needs and expectations are met throughout the course experience.



JOB DESCRIPTION

Job Title	Recre8 Courses Tutor
Area:	Art Academy and Crafty Creations
Reporting to	Recre8 Courses Manager
Main Purpose	To work as part of the Recre8 team in planning, delivering and evaluating children's courses, ensuring high levels of customer service.

MAIN DUTIES

- To prepare and plan effective teaching and learning courses/sessions.
- To be aware of key factors influencing the sessions (National Governing Body (NGB) Guidelines, National Curriculum and established best practice).
- To lead and deliver high quality courses as required.
- To follow good practice regarding health and safety, risk assessments, etc.
- To maintain good practice regarding all aspects of child protection including updated safeguarding/child protection training.
- To gather, prepare and maintain the resources required to deliver the sessions in an effective way.
- To maintain written records and registers as required.
- To ensure the well-being of all participants on courses, collecting from enrolment and being responsible for those attending for the duration of the course.
- To develop new sessions and ideas suitable to the course attendees.
- To be available to discuss the sessions as required with parents.
- To ensure high standards of customer care and a quality service at all times.
- To administer the necessary procedures for any incident that occurs to any participant under supervision.
- To produce certificates of attendance and any awards to be distributed on the last day of each course, liaising with the Recre8 office if required.
- To undertake necessary training to maintain qualifications and attend additional training sessions as requested.
- To work as a team and attend team meetings if required.
- To carry out any other duty as requested 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 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.

PERSON SPECIFICATION

Skills and Abilities

- Ability to work on own initiative.
- Team player with willingness to support others in their roles.
- Ability to provide exceptional customer service at all times.
- Knowledge of safety requirements and child protection issues.
- A reliable and enthusiastic individual with a flexible approach to work.
- Excellent verbal and written communication skills with an ability to deal with a wide range of people including school staff, children and parents in a professional and friendly manner.

Knowledge and Experience

- Experience of working as a holiday course tutor and/or experience of working with children.
- We are especially interested in those qualified or experienced in areas such as **Art /Crafty Creations**.

Qualifications

- Educated to Degree level or equivalent in relevant course subjects and/or substantial industry/teaching experience.

AVAILABILITY

To aid cohesion and provide continuity for customers and attendees, we prefer applicants who are available for both Easter and Summer programmes (in whole or part) as well as during half terms. An application will benefit from intent to return for multiple seasons/years.

LOCATIONS

Courses are based at both Tonbridge School and The New Beacon School and successful candidates may be offered roles at either or both locations - this will be determined once the courses are viable. Please mark on the availability form which sites you are able to accept a role at, noting that The New Beacon site is not easily accessible via public transport.

HOURS OF WORK

Employment is on a casual basis, and hours are allocated subject to appropriate numbers of bookings with no guarantee of work.

REMUNERATION

- £26.50 per hour including proportionate holiday pay (subject to review in September 2026)

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:

<http://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Wednesday 23 September 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**

Tonbridge School
High Street
Tonbridge
Kent TN9 1JP
+44 (0)1732 365555
hrdept@tonbridge-school.org

TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977

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