



**TONBRIDGE
GRAMMAR SCHOOL**

Student Support Coordinator

Required: September 2025 (Permanent)

Salary: £30,771 to £33,939 fte depending on experience (£27,500 to £30,331 pro rata) per annum

Term Time Only including Academy Days plus 10 additional days to be worked in the holidays

Full-time: 37 hours per week

We are seeking to recruit a Student Support Co-ordinator to join our dedicated wellbeing team. You will be responsible for managing day to day student wellbeing and will liaise with parents and teachers to support student progress and achievement.

We believe that students thrive by engaging in productive and creative activities, fostering positive relationships, and contributing to their community. Wellbeing is nurtured when students pursue and achieve personal and social aspirations, develop a passion for life and learning, and cultivate independent thinking and emotional growth. Our nurturing approach helps students gain self-confidence, develop moral values, and discover genuine interests beyond the classroom, giving them a sense of purpose and meaning in society.

Tonbridge Grammar School; a high performing state grammar school in Kent

Educating girls aged 11 to 16 years with a co-ed sixth form, TGS regularly features in listings of the top ranked schools in the South East and the UK. In our most recent Ofsted inspection in 2024, inspectors judged that Tonbridge Grammar School maintained the standards identified in their 2019 inspection; 'outstanding for overall effectiveness'. We have a vibrant enrichment programme and wellbeing is at the heart of everything we do. There is a real sense of community with staff, students and parents/carers working together.

A community where everyone is valued and supported to success

As a provider of employment and education, we value the diversity of our staff and students and constantly work to remove any barriers to progress and believe in fulfilling the Public Sector Equality Duty (PSED) outlined in The Equality Act 2010.

Staff wellbeing

We are committed to staff wellbeing and offer:

- Local Government Pension Scheme – 22.5% employer contribution
- Free use of our Fitness suite
- Staff wellbeing package including winter flu jabs
- Ample parking/electric car charging
- Cycle to work scheme
- Active staff community and social events

Professional Development

The School is committed to supporting your professional development and relevant training will be provided.

How to apply

Please send your completed application form to: personnel@tgs.kent.sch.uk CVs will not be accepted.

Closing date for applications: Midday Monday 23 June 2025

Interviews: Thursday 3 July 2025

Tonbridge Grammar School is committed to safeguarding and promoting the welfare of children. Please be aware that schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education legislation. This post is subject to an enhanced DBS check. We reserve the right to interview before the closing date.