

FUTURE-FOCUSED
SUCCESSFUL **FULFILLED**
INSPIRING **AMBITIOUS**
PROGRESSIVE
SUPPORTED
FORWARD-THINKING

STAFF
RECRUITMENT



Kent
College

**UNLOCKING
THE
POTENTIAL
OF ALL.**





WELCOME

Welcome to Kent College Pembury. I am delighted that you are considering a career here and hope that you enjoy the process of finding out more about us. I feel so lucky to lead the school community at Kent College, as I have the privilege of watching the students grow and develop through their time here and then into the world beyond. Seeing our staff nurture the students and recognise their potential is a joy to witness, and I very much hope that you will want to be a part of our community and share in the students' journey with us.

The best part about working at Kent College is our wonderful students. They recognise that hard work and ambition, combined with care and kindness to those around them is what brings success; this makes for a brilliant atmosphere, which I know you will enjoy. Through their time here, students learn to understand that they can use their skills to shape the world and so they leave here, ready for very bright futures. Staff and students work side by side in order to learn and grow together, and ensure that each and every member of the school community has a positive impact.

This unique atmosphere is only possible because of my dedicated and enthusiastic staff. I am incredibly grateful to have a fantastic staff body, each person an expert in their field who is dedicated to life-long learning and being a role model for our students.

Staff wellbeing is a top priority for me as Head, with my aim for Kent College to be a fully inclusive workplace where all employees are valued, know their wellbeing and welfare is a priority and feel a sense of belonging. Wellbeing initiatives, a Leadership Programme and KC Career Pathways are just some of the ways that we invest in staff and their own futures.

Miss Katrina Handford, Head



SENIOR LEADERSHIP TEAM

Head: Miss Katrina Handford, BA Hons, MEd, PGCE

Head of Senior School: Mr Paul Showell BMus(Hons), QTS, FRSA, NPQH

Deputy Head – Academic: Mr James Mossman, BA Hons, MA, PGCE

Deputy Head – Pastoral: Mrs Louise Payne, BA Hons, MBA, PGCE

Head of Prep School: Mrs Salli Hall, BSc Hons, PGCE

Director of Marketing and Admissions: Mrs Kerry McNair BA Hons, DipDM

WORKING AT KENT COLLEGE

This year, Kent College Pembury has welcomed boys to the Senior School, marking a new chapter in our 140 year history. However, times have changed, with the demands of the modern workforce, parental preferences and educational research no longer making a strong case for girls' only education. As a school we are, therefore, very proud to make the bold choice that is right for current and future students, knowing that Kent College has so much to offer for all pupils, be they girls or boys.

We know that Kent College is able to unlock the potential of every young person, in key ways where research shows co-educational schools being most successful. At Kent College every pupil is treated as an individual. Every pupil is encouraged to aspire and is given personalised tools to achieve, be it academically or in their passions. Every pupil is encouraged to develop an enquiring and creative mind, and not feel bound by stereotypes. Every pupil receives outstanding academic and pastoral support.

We believe there is a real demand for this quality of education among parents of local boys but there are also clear benefits for girls in a change to co-education. Most importantly and in line with our focus on Global Citizenship and preparedness for the future, we believe that a co-educational environment will best foster confidence, communication, deeper mutual respect, and inclusive, real-world social development.

OUR VISION

To unlock the potential of all.

OUR AIMS

Individual excellence is at the heart of our community. We value:

To maximise the academic achievement of all pupils whilst equipping them to make a purposeful contribution as global citizens.

Achievement

Support for all

Purposeful citizenship

Individuality

Reliability, respect, resilience

Enquiring and creative minds

Kent College's Aims:

1. By nurturing, valuing and celebrating each individual.
2. By creating an aspirational environment in which intellectual curiosity can flourish in order to maximise the academic achievement of all.
3. By promoting the Methodist value of 'doing all the good you can' and inspiring all to make purposeful contributions as global citizens.

ABOUT US

INSPECTION

The school underwent a full inspection by the Independent Schools Inspectorate in April 2026 and was found to be 'Excellent' in all areas. The reports can be found on our website at www.kent-college.co.uk.

NURSERY AND PREP SCHOOL

The Prep School is a friendly, caring and happy school with a current roll of over 100 pupils aged 2 to 11 (Nursery – Year 6). In addition to the core subjects of English, Maths and Science, all of the pupils in Key Stage 2 study Geography, History, Art, DT and RE. ICT is taught from Year 1 upwards. There are specialist teachers in Music, French, Drama and PE. Class sizes in KS1 and KS2 are normally no more than 21. Each year, a number of pupils apply for and are awarded scholarships to the Senior School, and around two thirds of Year 6 pupils move up to the Senior School.

“Pupils are encouraged to be empathetic and to recognise the value of service to others”

ISI, 2026



“The immediate availability of supportive adults contributes to pupils’ growth in self-knowledge and confidence..”

ISI, 2026



SENIOR SCHOOL AND SIXTH FORM

The Senior School has over 300 day and boarding pupils. Boarders make up around 10% of the total school and come from all over the world. Entry at 11 and 13 is by an entrance test, interview and classroom observations, and the school accepts students with a range of academic abilities. Kent College offers a choice of 24 GCSE subjects, with group sizes usually between 3 and 18. Most pupils complete 10 GCSEs or IGCSEs, but there is the opportunity to take more or less depending on interest or need. Students are also accepted for entry at 16+ and there are over 70 pupils in the Sixth Form. We offer over 20 subjects at A Level and 9 BTECs, we have recently introduced Medical Science, Criminology, Media and Marketing. Class sizes in the Sixth Form normally range between 3 and 12.

EXTRA-CURRICULAR ACTIVITIES (ECA)

Kent College places a strong emphasis on extra-curricular activities and has a flexible and innovative lunchtime and after-school programme of prep and activity sessions. All students are encouraged to plan the use of their time so that they follow a balanced programme of academic work and extra-curricular activities. The pastoral

care in the school is very strong and all staff are highly involved in wellbeing and general pastoral matters. All teaching staff are required to be involved in at least one ECA and most do more than this, as both subject and general ECA's are available.

RESULTS

Student performance at Kent College is strong, with every pupil being supported to achieve their potential. Value-added at GCSE consistently places us in the top 10% of schools nationally.

“The immediate availability of supportive adults contributes to pupils’ growth in self-knowledge and confidence.”

ISI, 2026



JAMES & OSBORN
SENIOR BOARDING

SIXTH FORM
CENTRE

ASTRO

SCIENCE

KNOWLES

NEW SPORTS HALL

OLD SPORTS HALL

MUSIC

CONFIDENCE
COURSE

WALKER

THEATRE

DINING HALL

SWIMMING
POOL

SCHOOL RECEPTION /
HEAD'S OFFICE

LIBRARY AND
ART CENTRE

HARGREAVES & HAWKELL
JUNIOR BOARDING

TENNIS
COURTS

PREP
SCHOOL

CAMPUS AND KENT AREA

LOCATION

The school is located in south-east England and is within easy reach of central London (35 mins by train), Gatwick and Heathrow airports (under an hour away) and the ports of Folkestone and Dover (just over an hour away) for access to mainland Europe. The nearest mainline train stations are Tunbridge Wells or Tonbridge which have frequent direct trains to London as well as the south coast.

There are many cultural and historic points of interest in the area including Royal Tunbridge Wells, Canterbury Cathedral and Hever Castle.



BENEFITS OF WORKING AT KC

Kent College employs over 200 people in both teaching and non-teaching positions. The school excels in adding value both academically and pastorally and the highly skilled, dedicated and passionate staff are the driving force behind this. We are delighted to welcome applications from candidates who share our core values and who are able to contribute to our continued future success. We recruit staff of the highest calibre who will inspire, support and challenge the pupils, and fellow colleagues, to achieve their full potential.

COMPETITIVE PAY

Kent College operates its own salary scale, which is regularly reviewed against the state sector and our competitors.

COMPETITIVE ANNUAL LEAVE ENTITLEMENT

Teaching staff are contracted to 169 teaching days a year versus 195 in the state sector. Non-teaching staff holiday entitlement is competitive.

SMALL CLASS SIZES

Class sizes are limited so staff have the opportunity to nurture each individual student. Engaged and curious students make it a joy to teach here.

SCHOOL FEE DISCOUNT

For staff in permanent roles there are reduced school fees for children from Reception to the Upper Sixth.

PENSION SCHEMES

We offer a competitive pension scheme for both teaching and non teaching staff.

1:1 DEVICES

All teaching staff are given a Microsoft Surface and access to ICT training and support.

ONSITE REFRESHMENT AND MEAL FACILITIES

Staff are provided with a hot midday meal daily in term time and there is access to tea, coffee, biscuits and fruit throughout the day.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

On-going professional training, including a Leadership Programme and a bespoke KC Career Pathway Programme is open to all staff.



HEALTH AND WELLBEING

It's not just the wellbeing of our students that is important to us. We know that promoting wellbeing can help prevent stress and create positive working environments where individuals and organisations can thrive. We are committed to wellbeing and have a staff Social and Wellbeing Committee, a focus on wellbeing every Wednesday and a range of sport and other activities specifically for staff. These include yoga, badminton, football and ceramics. Staff are also able to use the fitness suite and swimming pool at allocated times, and can benefit from our beautiful woodlands for a relaxing walk around the site. We offer up to a £25 reimbursement payment for eye tests and make arrangements for on-site flu vaccinations.

EMPLOYEE ASSISTANCE PROGRAMME

Kent College subscribes to the Employee Assistance Programme offered by Education Support. This programme provides free confidential support to staff and their families at times of need.

GRANTS FOR FURTHER QUALIFICATIONS / TRAINING

Financial support is available in order to obtain further qualifications.

ACCREDITED ECT INDUCTION

The school welcomes applications from ECT's and provides the necessary support and training to ensure ECT's are equipped with the tools to be an effective and successful teacher.

SABBATICAL LEAVE

We offer staff the option to apply for four weeks of sabbatical leave after seven years continuous employment for teaching staff and ten years for non-teaching staff.

CYCLE TO WORK SCHEME

The school is signed up to a cycle to work scheme which offers employees the opportunity to buy a new bike and accessories, tax free.

CAR PARKING

We have plenty of on-site parking.

RESIDENTIAL ACCOMMODATION

We have a limited number of residential properties on site which may be rented at competitive rates. These are subject to availability.

APPLICATION PROCESS

HOW TO APPLY

To apply, please download and complete the online application form, and send it with the names and addresses of two referees, your CV and a letter of application to the Head, Miss Katrina Handford, Kent College, Old Church Road, Pembury, Tunbridge Wells, Kent, TN2 4AX by letter or email hr@kentcollege.kent.sch.uk

ASSESSMENT AND SHORTLISTING

Following the closing date detailed on the advert, job applicants are shortlisted for assessment based upon how closely they match the requirements of the role.

INTERVIEW

Our interviews measure your abilities and competencies for the role, as well as your overall fit with our working culture. All interviews are conducted by an appropriate panel who fully understand the requirements of the role. For teaching roles you will be interviewed by a member of the Exec Team and Head of Department. You may also be asked to undertake additional exercises such as a classroom teaching task, an in-tray or aptitude test, or a presentation.

You will be asked to explain any discrepancies or anomalies in the information you provide either on the application form or in your covering letter, such as gaps in employment and/or reasons for leaving previous jobs, as well as any issues arising from references, which may be taken up in advance of the interview. At interview, we will ask you questions about child protection procedures and your suitability to work with children.

If you are invited for an interview and have any special requirements, or require adjustments due to a disability, please make Human Resources aware prior to your interview date by emailing hr@kentcollege.kent.sch.uk.

The School will contact you via the email address provided if you have been successfully shortlisted for interview.

OFFER OF EMPLOYMENT AND PRE-EMPLOYMENT CHECKS

Kent College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to a number of pre-employment checks, including ID and eligibility to work in the UK, satisfactory references and a successful enhanced DBS check.



ELIGIBILITY TO WORK IN THE UK

We have a legal responsibility to ensure that only individuals who are entitled to work in the UK are employed by the School.

All offers of employment are subject to proof of eligibility to work in the UK and successful applicants will be required to produce original documentary evidence on or before their first day of employment. Individuals who have not provided this evidence will be unable to commence employment until the original documentation is seen by a member of the Human Resources team.

Further information on eligibility to work in the UK can be found at [UK Visas and Immigration](#).

DIVERSITY AND INCLUSION

We aim for Kent College to be a fully inclusive workplace where all employees are valued, know their wellbeing and welfare is a priority and feel a sense of belonging. We welcome applications from people of all backgrounds and nationalities, of all ethnicities and religions, of different genders and sexualities and from all cultures. Every single member of the community deserves equal respect. We are all here for the same reason – to provide a forward thinking and creative education which opens doors to bright and successful futures in which our pupils can achieve anything they aspire to.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. At Kent College we are committed to building a diverse and inclusive workplace, so we encourage you to apply even if your past experience does not align perfectly with every qualification or experience in the information provided.

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Kent College