



**Thomas's**  
COLLEGE

# Specialist English and EAL Tutor

Closing date: 24 June 2026







# Welcome to Thomas's College

Thomas's College is a brand-new selective co-educational day and weekly boarding school for students from 11 to 18. Our school sits in a beautiful five-acre campus at the top of Richmond Hill, 15 minutes' walk from Richmond Station, with magnificent buildings surrounding a central garden. We have outstanding sports facilities a short drive away, with Richmond Park on our doorstep. The whole site is full of space and greenery.

We seek to offer a new approach to London independent education, built around the choices and interests of each individual, that combines the best of traditional excellence with radical innovation. We teach psychology to all students, we offer alternative qualifications alongside GCSE and A Level, we've changed the student journey to include a three-year Sixth Form - we're at the leading edge of educational reform.

Above all we offer a family atmosphere, full of heart, along with the passion and drive of an entrepreneurial start-up environment. It is a combination that we believe will bring our students benefits, in terms of their success, happiness and values, that will last lifelong. For staff, we hope that working at the College will be an experience they treasure throughout the course of their careers.



# Vision and Aims

## PART OF THOMAS'S LONDON DAY SCHOOLS

We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen. Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.



## OUR VISION

Our vision is that every pupil at Thomas's develops core values and a strong sense of social responsibility; inner strength, outward assurance and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning.

The overall goal of a Thomas's education is to equip all of our pupils with optimism and readiness for the future, to become net contributors to society, and to flourish as successful, conscientious and caring citizens of the world.



## OUR AIMS

To achieve this vision, our aims at Thomas's College are:

- To provide an exceptional and innovative education to young people aged 11 to 18, founded on **breadth of experience and opportunity**
- To enable pupils to achieve **academic excellence** through a holistic approach that develops knowledge, skills, character and self-understanding
- To ensure that every member of our school communities learns and lives by a strong set of values, with **kindness at the heart**
- To support pupils to make meaningful choices about their future, fostering a sense of **purpose and personal ownership**
- To promote a **diversity of excellence** that encourages different types of intelligence, problem-solving and the ability to make connections

The Heads and Principals  
Thomas's London Day Schools



# The Role

## OVERVIEW

The Learning Enrichment department at Thomas's College is a coherent team, providing outstanding support to teaching staff and students.

Working closely with staff in lessons, as well as with students outside of lessons, our team develops strong relationships with students and is integral to the strength of the academic development of the College.

We are looking for an experienced Specialist English and EAL Teacher with a passion for children's education, to provide in-class and small group support to those pupils requiring additional support, both for English (up to GCSE) and for EAL. This person will also provide cover for the Library for one day per week.

## KEY RESPONSIBILITIES

### Working with teachers to:

- Support the teaching and learning of SEND pupils in the classroom
- Working alongside the class teacher to plan and create differentiated resources
- Promote inclusive classrooms
- Assist in the organisation and management of groups of children, ensuring differentiation which ensures all learners have equal opportunities to learn and develop
- Support the use of ipads in the classroom when required
- Support SEND students in achieving their targets
- Assist teachers in observing, assessing and tracking children's attainment
- Contribute to the reporting procedures and target setting
- Ensure that school policies and procedures are reflected in daily practice
- Promote independent learning and celebrate achievement
- Help create a caring, supportive and purposeful learning environment that is conducive to children's learning
- Provide organisational support for students at the beginning and end of the school day
- Promote children's self-esteem and to help them develop confidence in themselves and positive attitudes to learning

- Promote high standards of behaviour among the students
- Encourage students to interact and work cooperatively together and take responsibility for their own behaviour
- Have an awareness of confidential issues linked to home/student/teacher/school work and keep confidences appropriately
- Attend relevant in-service training

### Working with the Head of Learning Enrichment to:

- Support the Head of Learning Enrichment in sharing best practice and information about the additional learning needs of students
- Work with the Head of Learning Enrichment to develop and implement intervention groups and support
- Manage and maintain Individual Learning Plans (ILPs), pupil passports and provision maps for the pupils they work with
- Support the Head of Learning Enrichment to collate and prepare information relating to assessments, EHCPs and referrals to other agencies
- Support the Head of Learning Enrichment to collate SEND statistical data as requested and analyse progress and attainment
- Attend students' ILP review meetings and prepare paperwork if necessary
- Attend meetings with outside agencies as directed by the Head of Learning Enrichment

### Working with Librarian to:

- Use the library LMS (Oliver) to catalogue and issue books
- Answer student queries and support students to maintain appropriate library behaviour

# Person Specification

## QUALIFICATIONS, EXPERIENCE AND SKILLS

- Evidence of subject and teaching expertise via good degree and Level 5 SpLD qualification and EAL qualification
- Experience of teaching/supporting across all secondary year groups
- Evidence of interest in training and personal development
- Outstanding verbal and written skills, with a high level of IT competence
- Excellent interpersonal and communication skills
- Ability to work collaboratively in teams and lead projects as required
- Ability to plan effectively and readiness to improvise where plans need to change



## ADDITIONAL PERSONAL ATTRIBUTES AND VALUES

### Personal Qualities

- High levels of initiative and energy and readiness to work hard
- Ability to manage and thrive on intensity and tolerate and overcome frustrations
- Ability to exercise self-care and prioritise wellbeing
- Enthusiasm, positivity, a readiness to believe in and work towards the best
- Supportive, generous and sympathetic attitude
- Constructive and imaginative approach to problems
- Readiness to learn, share ideas and listen
- Willingness to adapt and change and demonstrate the growth mindset we encourage in students
- Motivated by high standards: taking satisfaction in doing things really well
- A sense of school spirit and recognition that positive and cheerful capability in the face of challenge is at the heart of strong communities
- Recognising the importance of work as a source of meaningful satisfaction and fun

### Safeguarding and Young People's Interests

- A commitment to the highest standards of safeguarding in all aspects of practice
- Genuine interest in children and young people
- Genuine interest in pastoral issues and wellbeing
- Commitment to responding to and supporting each student as an individual

### Teaching Attributes

- Genuine love and passion for the area of subject expertise and interest in wider teaching such as PSHE and independent projects
- Genuine enjoyment in sharing knowledge with enthusiasm and consideration
- Readiness to be involved in co-curricular life, including a substantial commitment such as involvement in sports teams or equivalent, alongside support for the clubs programme
- Ability to treat each learner as an individual and find ways to support and challenge them
- Ability to build relationships with all students and readiness to listen and offer support and encouragement
- Ability to support, energise and inspire students across the age range of the College



KINDNESS



COURTESY



HONESTY



RESPECT



PERSEVERANCE



INDEPENDENCE



CONFIDENCE



LEADERSHIP



HUMILITY



GIVERS,  
NOT TAKERS

# Terms and Benefits

- **Competitive Salary & Benefits Package**
- **Contract:** Permanent, Full time (part time considered)
- **Expected Start:** September 2026
- **Location:** Thomas's College, Richmond

The role will be subject to the successful completion of the required employment checks, including an enhanced DBS and reference. Full details of all checks that will be carried out are detailed in our recruitment policy.



# Key Dates

Applications are invited from experienced, dynamic and enthusiastic leaders excited by the scope of this opportunity. For further details visit the Thomas's London Day Schools website: [thomas-s.co.uk/join-our-team](https://www.thomas-s.co.uk/join-our-team) or email [hr@thomas-s.co.uk](mailto:hr@thomas-s.co.uk)

To apply for this post please go to [thomas-s.co.uk/join-our-team](https://www.thomas-s.co.uk/join-our-team) and click apply by noon on Wednesday, 24 June 2026. Should you wish to send a covering letter or supporting statement following your application, please forward it to [hr@thomas-s.co.uk](mailto:hr@thomas-s.co.uk)

The first round of interviews will take place over the week commencing 29 June 2026. Please note that referees will be contacted prior to the interview.

## SAFEGUARDING

*Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures.*

*All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here [www.thomas-s.co.uk/policies/](https://www.thomas-s.co.uk/policies/) under the 'Thomas's Policy' tab.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.*





**Be Kind**  
**Be Thomas's**