



Thomas's
COLLEGE

Resident Tutor

Closing date: Monday, 20 April 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

Resident Tutors at Thomas's are valued members of both the academic and pastoral community. This fixed-term post provides an exceptional opportunity for graduates to gain paid experience in education while receiving structured training, mentoring and exposure to all aspects of school life.

Boarding Responsibilities:

The Resident Tutor supports the Director of Boarding and House Parent by organising activities and providing supervision in the boarding houses. A strong commitment to delivering the best possible experience for boarders is essential, as is the ability to balance the structure of routines with a warm, inclusive approach.

Within the boarding house, the role involves a mix of morning, evening, and overnight duties. With Thomas's operating a weekly boarding model, the Resident Tutor will have time off from Friday evening until Monday morning each week, as well as during school holidays.

Wider School Responsibilities:

Although this is primarily a boarding role, the successful candidate will have the opportunity to contribute to the wider school community, likely through supporting an academic department and the co-curricular programme on offer at the College. Alternatively, there may be opportunities to support with Marketing/Admissions, Learning Enrichment (SEND) or Cover Supervision - depending on the candidate's interests and skills.

The role of a Resident Tutor will allow those interested in pursuing a career in teaching to gain relevant experience and training, and those more likely to move into another profession beyond the end of their time at Thomas's to acquire skills beneficial for their future careers. For the right candidate, there may be the option of completing a PGCE at Thomas's in the second year of employment.

KEY RESPONSIBILITIES

Boarding:

- Commit fully to the effective operation of the boarding house.
- Undertake morning, afternoon, and evening supervisory duties as arranged with the Director of Boarding.
- Take responsibility for the safety and welfare of the pupils under your care.
- Provide high-quality pastoral care by offering direct support, guidance, and personal encouragement to pupils.
- Foster a positive and nurturing environment that promotes pupils' well-being, social development, and academic progress.
- Be on-call in the boarding house during the week in a dedicated one-bedroom, self-contained accommodation provided for the role on the boys' wing of the boarding house.
- Promote and safeguard the welfare of all pupils and any other children you interact with.
- Adhere to the school's safeguarding policies and procedures at all times, reporting any concerns in line with school protocols.
- Maintain open communication with the Director of Boarding and the House Parent regarding any matters affecting pupils' welfare and wellbeing.
- Follow and implement the school's health and safety policies and procedures as they relate to the boarding house.
- Support the school in meeting and exceeding the National Minimum Boarding Standards.

Teaching:

- Support the teacher in the assessment, tracking and reporting of pupil progress in taught classes.
- Maintain high standards of behaviour, safeguarding and professional conduct.
- Adapt teaching and workshop leading to meet the needs of all learners.
- Engage in ongoing professional development to maintain subject knowledge.
- Support with trips, school rehearsals and excursions in and outside of teaching hours.

Person Specification

QUALIFICATIONS, EXPERIENCE AND SKILLS

Essential:

- Strong interpersonal skills and the ability to build positive relationships with pupils, staff, and parents.
- A good honours degree (or closely related discipline) in a subject which you would like to support.
- Excellent verbal and written communication skills, with strong IT proficiency.
- Ability to work collaboratively within a team.
- Ability to work independently and use initiative.
- Basic first aid skills.
- Ability to respond promptly and effectively in emergencies.

Desirable:

- Experience working with children in a pastoral or welfare capacity.
- Interest or ability in sport, music, drama or other co-curricular area.
- A desire to pursue teaching as a future career.

PERSONAL ATTRIBUTES

- Highly organised with strong attention to detail.
- Physical stamina – the role requires being active for extended periods.
- A caring and empathetic nature.
- Understanding and patience when working with young people.
- High level of discretion and professionalism.
- Enthusiastic, with a positive attitude and a good sense of humour.
- Putting human relationships first while also ensuring that the team is effective, cohesive and working to the highest standards.
- Readiness to work collaboratively with colleagues across the College.
- Genuine interest in the well-being and development of students.
- Warmth, enthusiasm and authenticity.



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:** Term Time, Fixed Term Contract (1 year)
- **Hours:** 37.5 hours per week
- **Salary:** £18,874.35 per annum
- **Expected Start:** September 2026 or earlier
- **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

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 Monday, 20 April 2026. Should you wish to send a covering letter or supporting statement following your application, please forward it to hr@thomas-s.co.uk

The first round of interviews will take place over the week commencing Monday, 27 April 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/ 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**