Pre-Prep Teaching Assistant - EYFS

Recruitment Pack

SOMERHILL

We grow amazing people


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Welcome to Somerhill

We have a very special school here with a unique offering: the ‘best of both worlds’, the ‘ideal mix’ and the ‘place I always dreamt of finding’ are the comments we often hear from our parents or visitors. With co-educational learning until age 7, Somerhill then offers single-sex classroom lessons until children leave us for senior schools, allowing uninhibited learning and bespoke strategies for the older girls and boys with all the benefits of a co-educational setting.

Our philosophy for the children at Somerhill is straightforward: happy children want to learn. Children are happy if they can play, participate widely and start to master skills of whatever kind, and our stunning setting and outstanding facilities offer endless opportunities for the children to find something that makes them smile.

We believe this offers you the perfect glimpse into our school life. However, to fully appreciate the extraordinary education that we offer and see our vision of confident, curious, and resilient children realised, we invite you to visit us at Somerhill. You will see that this really is an exceptional learning environment where we grow amazing people!





Our unique school

Somerhill is set in a stunning 400-year-old Jacobean mansion surrounded by 150 acres of beautiful parkland. You will be hard-pressed to find a more glorious setting for a school! We have excellent facilities including a multi-purpose sports hall, astroturf, indoor swimming pool complex and purpose-built music suite to name just a few.

Ours is a mixed ability school. Teachers really invest in the children and know them well, with lessons carefully planned to cater to all abilities.

We have very bright and capable pupils and send more pupils to grammar schools each year than any other local school. Destinations include Tonbridge Grammar School, The Judd School, and The Skinners' School. Some pupils are awarded scholarships at independent schools such as Tonbridge School, Sevenoaks School, Walthamstow Hall and Sutton Valence School at 11+/13+.

We also cater to children who find aspects of their learning more challenging and currently approximately 40 pupils receive additional support.

Located just to the south of Tonbridge, we are readily accessed by a slip road off the A21.

Between the ages of 2 and 7 years, girls and boys are together in the classroom. This environment promotes uninhibited development at an age when playing and learning are often synonymous. From 7 to 13 years, children benefit from a single-sex classroom environment, where girls and boys learn in different and bespoke ways. The moment classes finish, everyone is together - at break and lunch as well as for sports, music, clubs and activities. This really is the best of both worlds for our children.

endless opportunities

'Positive mental health is given high priority' and 'the welfare of pupils is given prime importance.'

ISI – February 2024.

Taking a holistic approach to education, we nurture academic, personal, spiritual, social and moral growth, enabling our pupils to become confident, curious and resilient individuals going out into the world.

We encourage our pupils to work hard and take pride in their achievements, to think independently, to face up to challenges, to accept responsibility, to develop a broad range of skills and interests and to show concern for others and the environment.

To put it simply: we grow amazing people.

Our school values



pastorally focussed


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Pre-Prep Teaching Assistant - EYFS

- **Employment status:** Permanent, full time, term time
- **Salary:** Competitive, based on our Somerhill PayScale. Subject to qualifications and experience
- **Reporting to:** Head of Pre-Prep

Application process:
Formal applications will only be accepted via the official Somerhill Application Form which will be published alongside this pack. All completed applications should be sent to recruitment@somerhill.org.

A tour will form part of the interview process but please visit our website for further information: www.somerhill.org.

Timeline for applicants:

- **Closing date for applications:** 29 November 2026. Early applications recommended; we reserve the right to appoint prior to application deadline.
- **Interview Date:** Soon after application deadline
- **Required From:** January 2027

Somerhill is committed to safeguarding and promoting the welfare of children. All appointments are subject to enhanced DBS checks and safer recruitment procedures.

We are proud to be an equal opportunities employer. We actively promote diversity within our workforce and welcome applications from all sections of the community, regardless of sexual orientation, race, age, gender, disability, religion or belief.

Job Description: Pre-Prep Teaching Assistant

An exciting opportunity has arisen at Somerhill, a leading independent prep school in the South East, for a passionate, caring and qualified Level 3 Teaching Assistant to join our successful Pre-Prep team. With exceptional facilities and a beautiful site, Somerhill is a forward-thinking school where “We grow amazing people.”

About the Role

This full-time position offers the opportunity to join our strong and successful Pre-Prep team in Pre School department as a Teaching Assistant. Working alongside enthusiastic and dynamic colleagues in the Pre-Prep, the successful applicant will be someone who is passionate about nurturing and teaching children in a busy and exciting school environment. The successful candidate will hold a Level 3 Childcare Qualification and will be a person who values working as part of a collaborative team, has good communication skills and is able to develop and hold the trust and confidence of our families. As a member of the Somerhill staff, you will be valued and supported and in return we are looking for commitment, drive and enthusiasm.

With a strong emphasis on training and development, we consistently strive to provide exceptional learning experiences for the children at our school. Our educational approach in Pre-Prep, revolves around the Creative Curriculum, which promotes skills-based learning through engaging projects and collaborative teamwork. As a result, our students not only make significant progress academically but also develop strong connections between different subjects, enriching their overall learning journey.

In each year group, our teaching teams consist of dedicated teachers and Teaching Assistants, ensuring ample support and fostering a culture of teamwork. We encourage our teaching assistants to experience working across all key stages, EYFS and KS1 and expect flexibility in this regard. Additionally, we have two Learning Support Teachers within our department who liaise with both teachers and parents, providing valuable intervention inside and outside the classroom as needed.

Furthermore, our specialised PE, Games, and Woodlands Teacher, along with our Music and French Teachers, lead specialist lessons, supported by Teaching Assistants.

Being part of such a collaborative team, where professionalism and camaraderie thrive, makes this position not only rewarding but also enjoyable. The supportive environment and collaborative spirit among colleagues enhance the overall teaching experience, enabling us to provide the best possible education for our students.

What You will Bring

- A strong and confident understanding of safeguarding, with a commitment to ensuring the safety and wellbeing of all children.
- Level 3 Childcare Qualification
- EYFS experience
- Warmth, energy, and a love of working with young children
- Strong teamwork and communication skills
- A commitment to high-quality practice
- A knowledge of the EYFS and/or KS1 framework

Why Join Us?

At Somerhill, you will be part of a collaborative and supportive team that values creativity, professionalism, and continuous development. We offer:

- A beautiful working environment with exceptional facilities
- Free lunches during term time
- On-site parking
- Access to staff wellbeing initiatives and professional development opportunities
- Pension scheme and other staff perks

Person specification:

Skills and qualifications - Essential

- EYFS Level 3 CACHE or equivalent
- At least 2 years' experience
- Dynamic and dedicated educator with an enthusiasm for teaching and driving education forward.
- Proven commitment to enriching educational experience through co-curricular activities.
- Exceptional communication and organizational abilities to effectively engage with students, colleagues, and parents.
- Proficient in utilizing ICT tools to enhance teaching and learning experiences.

This position is not suitable for those seeking part time position or for ECT applicants.

Skills and qualifications - Desirable

(Somerhill will provide training for the successful applicant if necessary.)

- Paediatric First aider.
- Level 2 Food Handling.
- Read Write Inc. trained or experienced
- Line management experience

Teaching and Learning Responsibilities:

- To assist in the educational and social development of pupils in Pre-School under the direction of the Teacher, Lead TA, Deputy. Head of Early Years and Headteacher of Pre-Prep
- To share the responsibility for pastoral care of the children
- To co-operate with other members of staff
- To attend relevant meetings and participate in Continuing Professional Development (CPD) as identified in appraisal and annual reviews
- To assist with cover for absent colleagues as directed by the Headteacher and Deputy of Pre-Prep and head of Early years
- To promote good relationships between staff and parents
- To establish and maintain a positive regard towards pupils
- To keep abreast of current issues and attend training as necessary
- To communicate with parents and other visitors in a calm, friendly and professional manner
- To ensure your working practices are appropriate to meet ISI standards and requirements
- To deliver intervention booster lessons or lead phonics groups when required.

Personal Characteristics

- To care about children and to prioritise the safeguarding of them
- Ability to work in a team and to build successful working relationships with colleagues
- To be committed to the aims and ethos at Somerhill
- Willing to roll up sleeves and have a go at anything
- An ability to relate to pupils, staff and parents and to communicate effectively at all levels
- Effective classroom management skills.
- Effective time management
- Professional attitude but nurturing personality
- To have a good sense of humour and enjoy having fun.

Intimate Care and Personal Care

- To provide appropriate personal and intimate care to children, including support with toileting, changing and hygiene, where this is reasonably required as part of the role.
- To carry out intimate care in a sensitive, respectful and age-appropriate manner, maintaining each child's dignity, privacy and wellbeing and encouraging independence wherever appropriate.
- To follow the School's Intimate Care Policy, safeguarding procedures, hygiene arrangements, agreed parental consent and any individual intimate care plan or risk assessment in place for a child.
- To undertake appropriate information, instruction and training before providing intimate care, including any additional training required to meet an individual child's needs.
- To follow the School's procedures for notifying another appropriate member of staff and recording intimate care where required.
- To report any safeguarding concern, disclosure, unexplained injury or other concern arising during intimate care immediately in accordance with the School's safeguarding procedures.
- Not to undertake any intimate-care activity for which they have not received the necessary guidance or training, or which they believe cannot be carried out safely, and to raise such circumstances promptly with the appropriate manager or DSL.

Additional Duties and Professional Requirements

- Experience of providing high quality care and contributing to high quality learning of the children
- To hold a recognised childcare qualification; NVQ Level 3 equivalent
- To operate at all times within the stated policies and practices of the school
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct
- To endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils
- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- To take part in marketing and liaison activities such as Open Mornings/ Days, Parents Evenings, Review days and events with partner schools
- To take responsibility for own professional development and duties in relation to school policies and practices.
- To be a part of the School appraisal system
- To keep up to date with First Aid pediatric training
- To be aware of and able to follow the procedures in the Somerhill Safeguarding Policy
- To set a good example in terms of dress, punctuality and attendance
- To attend all required out of working hours activities e.g. training, staff meetings, parent evenings
- To respect confidentiality within the Pre-Prep and the Somerhill community
- Confidence in using ICT programmes (e.g. Tapestry or similar)
- To liaise effectively with parents and governors
- To undertake After School Care clubs as required
- To undertake any duties or tasks as reasonably requested by the Headteacher of the Pre-Prep or the Head.

Employee Benefits



Support
Professional support though regular appraisals and CPD opportunities

Salary
Competitive salary package, regularly benchmarked

Cover
Group life assurance

Well-being
A range of well-being activities including fitness classes, tennis and book club. Free access to all on-site sports facilities on dedicated days

Lunch
Free hot lunches, salad bar and refreshments during term time

Reward
Staff recognition and reward opportunities

Pension
Generous defined pension contribution scheme

Conditions

Format of applications

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Child protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the school's Safeguarding Policy Statement. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Designated Safeguarding Lead.

Safer recruitment and offer conditions

Somerhill is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful applicant will be offered the role conditionally, subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check with the children's barred list check, the taking up and verification of references, the verification of career history and medical fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

Health and safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which, so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety and others.

Further information

We are an equal opportunities employer and we welcome applicants from all backgrounds. We celebrate the diverse backgrounds that make up our community and consider it important that people from a diverse range of backgrounds are represented in our setting.

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible, and willing to carry out the wide range of duties that are likely to be required to make a success of this role. Please note we reserve the right to close prior to the application deadline or extend the deadline depending on the number of applications received. Early applications are encouraged.

If you require any additional information, please do not hesitate to contact Jess May at recruitment@somerhill.org for any general queries.


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A beautifully unique independent prep school for girls and boys aged 2-13

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