HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Higher Level TA

This is a fantastic opportunity for a qualified HLTA to join our friendly and supportive Prep School team at Holmewood House

This full-time position offers and exciting opportunity to join our strong and successful team and work alongside enthusiastic and dynamic colleagues. The role will be term time only, and the successful candidate will play an important part in providing high quality educational support to our pupils and the academic team

Full details of the role are outlined below. If you would like an exploratory conversation about the role please contact our HR Department on recruitment@holmewoodhouse.co.uk

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 400 pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

Commitment to safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

The role

This full-time position offers and exciting opportunity to join our strong and successful team and work alongside enthusiastic and dynamic colleagues. You will be required to ensure all children have the opportunity to engage in the curriculum, as planned by their teachers, according to the school's requirements. Within the school day, it is fundamental that you facilitate opportunities for children to experience successful learning of knowledge and abilities, including 'soft' skills. The ideal candidate will be passionate about education and will have an ability to connect with pupils to create positive and trusting relationships. We are looking for an individual who will uphold the school's key three values; Aspiration, Self-Belief and Kindness.

More details of our school can be found on our website: www.holmewoodhouse.co.uk

This role reports to the Deputy Head.

The Role

1. Cover Teaching

- Provide cover for absent teachers, predominantly within the Prep School, with occasional cover in the Pre-Prep School as required.
- Deliver pre-planned lessons and set work in accordance with the class teacher's instructions, ensuring continuity of learning and maintaining high standards of teaching and learning.
- Ensure pupils remain engaged, motivated and on task, maintaining a positive, purposeful and well-managed learning environment.
- Follow the school's curriculum, policies and procedures, including behaviour management, safeguarding, health and safety, and assessment expectations.
- Adapt lesson delivery where appropriate to meet the needs and abilities of individual pupils, ensuring all pupils can access and engage with their learning.
- Provide feedback to the relevant class teacher following lessons, including information on pupil engagement, progress, behaviour and any issues arising.
- Maintain positive and professional relationships with pupils and colleagues, acting as a consistent and supportive presence across the school.
- To attend relevant staff meetings and participate in Continuing Professional Development (CPD) as identified in appraisal and annual reviews
- To promote positive relationships between pupils, parents and staff
- Demonstrate flexibility in responding to the changing cover requirements and operational needs of the school.

2. Matches Supervision (desirable not essential)

- Attend and support school sports fixtures and matches up to twice a week, when needed, as directed by the school.
- Supervise pupils during matches, ensuring their safety, welfare and appropriate conduct at all times.
- Support the organisation and smooth running of fixtures, including pupil supervision and preparation where required.
- Promote good sportsmanship, teamwork, respect and positive behaviour among pupils.
- Liaise with relevant sports staff and colleagues to ensure pupils are appropriately supported before, during and after fixtures.
- Adhere to the school's safeguarding, health and safety and supervision procedures during all sports-related activities.

3. Other Duties and Departmental Support

- Undertake invigilation duties for internal examinations and assessments, ensuring that all examination procedures are followed accurately and consistently.
- Support the Learning Strategies Department and other departments, as required, by working with individual pupils or small groups to reinforce learning, develop skills and support progress.
- Conduct observations of pupils as directed by teaching staff or the Learning Strategies Department, recording relevant information about engagement, behaviour, learning and progress.
- Provide timely and constructive feedback to relevant colleagues following pupil observations, small-group sessions or other support activities.
- Accompany and support school trips and educational visits as required, assisting with pupil supervision, safety, welfare and the smooth running of activities.

- Undertake other supervision and pupil-support duties as reasonably required by the school.
- Work collaboratively with teaching staff, Heads of Department, pastoral colleagues and the Learning Strategies team to support pupils' academic progress and wellbeing.
- Maintain confidentiality and adhere to all school policies, particularly those relating to safeguarding, child protection, health and safety and data protection.
- Undertake any other reasonable duties commensurate with the role, as directed by the Head or their delegate.

Person specification

- To work effectively as part of a team and be able to reflect on advice and suggestions made by colleagues and ensure sharing and effective usage of resources to the benefit of the school, department and pupils
- To work under the direction of colleagues, as required across the school
- Be pro-active and use own initiative where required
- To display positive and professional communication skills with both staff and pupils
- To be a positive role model towards the Holmewood House community
- To support the aims, ethos and values of Holmewood House
- The ability to inspire, motivate and support pupils and colleagues
- To keep up to date with all Holmewood House policies and the Holmewood House Handbook
- To set a good example in terms of punctuality and attendance
- To be flexible in approach and support colleagues as required
- Be able to exercise discretion and confidentiality at all times
- Build positive rapport with pupils and personal warmth to gain the confidence of pupils staff and parents
- To respect confidentiality within the School and the Holmewood House community

Salary

Competitive Salary

Pension & School Benefits

Holmewood House offers a range of benefits including a generous employer contributory pension, free parking, the benefits of term-time working and free lunch/refreshments.

Hours of work

8:30am to 5:00pm, including a 30-minute unpaid lunch break each day (40 paid hours per week). The term-time option comprises 34 working weeks per year, including INSET days.

There may also be opportunities to undertake additional paid work during the School holidays through the School's holiday courses and activities, should the candidate desire.

Start date

January 2027, or sooner, if appropriate.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

Application

If you wish to be considered for this role, please complete an application form, which can be found on our website at:

Holmewood House Job Opportunities and email to: recruitment@holmewoodhouse.co.uk

The closing date for applications is **Monday 16th November 2026**, however the school reserves the right to short-list and interview candidates ahead of the closing date.

If you would like more information on the role or require a hard copy application form please contact: recruitment@holmewoodhouse.co.uk