



SOMERHILL

YARDLEY COURT
BOYS AGED 7-13

SOMERHILL PRE PREP
GIRLS & BOYS AGED 2-7

DERWENT LODGE
GIRLS AGED 7-11

Somerhill

Cover Teacher/Higher Level Teaching Assistant - Prep School

ABOUT US

A Message from the Principal – Duncan Sinclair

Ours is a very special school with a unique structure in this part of the world. We have a co-educational pre-prep of 200 boys and girls aged 2-7. Somerhill Prep comprises Yardley Court and Derwent Lodge, our boys' and girls' sections, respectively. The boys can join Yardley Court, which currently has 250+ pupils, at Year 3 and they will stay until Year 6 (11+) or Year 8 (13+ Common Entrance). The girls can join Derwent Lodge, which currently has 125+ pupils aged 7 to 11 years. There are currently just over 130 full and part-time staff, including One-to One Learning Support Assistants and specialist teachers. Overall, there are 600+ pupils here on site at Somerhill. More details of all three sections can be found on our website: www.somerhill.org

The school is based in a stunning Jacobean mansion set in 150 acres of beautiful parkland. You will be hard-pressed to find a more glorious setting for a school! Somerhill is an estate just to the South of Tonbridge and is readily accessed by a slip road off the A21. We have excellent facilities including a multi-purpose sports hall, Astroturf, dining hall and indoor swimming pool complex and Music School built in 2014.

Ours is a mixed ability school. We have very bright and capable pupils, some of whom go on to win scholarships at academic schools such as Tonbridge and Sevenoaks at 11+/13+ and others who move on to one of the local grammar schools. We also have boys and girls who find aspects to their learning more challenging and currently 60+ pupils receive some measure of additional support.

That said, many of our pupils will move on to one of the independent secondary schools which, for the boys includes the likes of Tonbridge, Sevenoaks, Bedes, Sutton Valance and Eastbourne College. Derwent Lodge girls commonly move on to Sevenoaks, Kent College, Walthamstow Hall, Mayfield and Benenden.

Whilst Somerhill have some 600 pupils, the division into three separate sections means that each section is able to tailor its teaching to best suit the children within it. Parents feel that they have the best of both worlds with focused care and small pupil/teacher ratios but with larger school facilities and social opportunities. Parents are very supportive of the idea behind a co-educational pre-prep leading to single sex prep schools, but within a mixed gender environment.

THE AIMS OF THE SCHOOL

Somerhill seek to help each of our pupils to achieve the greatest all-round development and success of which they are capable. This includes promoting their academic, personal, spiritual, social, and moral growth.

We aim to give each child self-esteem, resilience, and a determination to make their lives as fulfilling as possible both here at Somerhill and as members of a global community.



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

In a caring and happy community, we want our pupils to make the most of their talents and promote the well-being of themselves and others.

Somerhill Pre-Prep is our Section for 2 to 7-year-old girls and boys.

“High quality education in a happy environment. Teaching enables pupils of all abilities to make progress. It promotes exploration and independent learning and gives pupils confidence in their abilities.” Independent Schools Inspectorate

Derwent Lodge is our Preparatory Section for 7 to 11-year-old girls.

“Excellent standards in lessons, in the scholarships and places gained at senior schools. Girls work together exceptionally well and show considerable imagination, independence of thought and flair.” Independent Schools Inspectorate

Yardley Court is our Preparatory Section for 7 to 13-year-old boys.

“Pupils thrive in the atmosphere of hard work, enjoyment and effort. Their attitude to their work is excellent and they take pride in their achievements and the success of others.” Independent Schools Inspectorate

THE ROLE

Cover Teacher/Higher Level Teaching Assistant - Prep School

Key Tasks

The primary objective of the role is to cover classes and deliver lessons in the event of planned or unplanned absence by teaching staff. This may involve helping in the planning, preparation and marking of lessons. When time allows this role will also work with individuals and groups in Years 3 and 4, under the direction of a teacher, to support learning.

Teaching and learning

- To take classes in the absence of a teacher for either unplanned or planned absence
- To complete registers
- To describe and explain learning activities, answering queries, giving direction, and assisting with differentiated tasks and materials, encouraging students to improve the quality of their work
- To deliver lessons where the planning and preparation of resources has been done by a subject leader
- To support teachers when assessing pupil needs and progress
- To cover form time for either unplanned or planned teacher absence and deliver form time activities that have been planned and prepared by teachers.



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- You may be asked to take responsibility for a form
- To support students and teachers in class (primarily Year 3 and 4); this could involve working with individuals and small groups under the direction of the class teacher
- To supervise children carrying out independent study
- To plan, prepare lessons and to mark work
- Where long term absences are covered to support report writing
- If required, to attend and report at Parent Consultation Evenings.
- To use a range of strategies to deal with classroom and individual behaviour, managing behaviour in accordance with school policies and procedures, referring on to teaching and pastoral staff where required
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To provide feedback to teachers as appropriate
- To act as a role model, maintaining high standards of student work, conduct and behaviour.
- To support teachers in the supervision of outings and trips.
- Undertake any other reasonable duties commensurate
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Standards and quality assurance

- To support the aims and ethos of Somerhill.
- To follow all Somerhill policies and the Somerhill Handbook
- 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

Knowledge, experience, and training

- To hold a recognised childcare qualification; NVQ 3 equivalent or higher.
- Educated to degree level or equivalent desirable
- Excellent literacy and numeracy skills including Maths & English GCSE
- Good IT skills including Microsoft Office
- Ability to work on your own and as part of a team
- Experience of providing high quality care and contributing to high quality learning of the children

Other Professional Requirements

- 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;



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- To contribute to School life 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 Evenings, and events with partner schools;
- To take responsibility for own professional development and duties in relation to school policies and practices;
- To assist with the organisation of school trips and attend trips where required
- To liaise effectively with parents and other staff members.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Salary: Competitive based on qualification and experience on the Somerhill pay scale

Hours of work: Full Time 8.00am - 4.30pm

Closing Date for Applications: 3 December 2021

Interviews: w/c 6 December 2021

Start Date: 1 January 2021/ as soon as possible

Contract: Fixed term contract 6-12 months

Reporting to: Deputy Heads, Prep School

Please note that we do not accept CVs in place of a Somerhill application form as we require the same range of information from all our candidates. Completed applications can be submitted to jmay@somerhill.org.

Due to the current pandemic, we will not be able to offer tours of the school prior to interview. However, a tour will form part of the interview process. Our website provides a lot of information about us including a virtual tour -

<https://spark.adobe.com/page/L9h26hG8ZEeOw/>

Somerhill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo childprotection screening, including checks with past employers and an enhanced DBS (Disclosure and Barring Services) check. Somerhill is an equal opportunities employer and educator.