



Kind
Brave
Brilliant

Teaching Assistant April 2026

Rooted in the heart of the leafy Dry Hill area of Tonbridge, Hilden Oaks School has been cultivating brilliance since 1919, yet remains very future-focussed!

An independent preparatory day school and nursery for children from 3 months to 11 years, Hilden Oaks provides an excellent education for pupils who achieve success secure in the nurturing environment that this small school provides.

Our vibrant nursery has a strong family feel and is staffed by Early Years professionals with a deep understanding of the needs of very young children. Experienced staff care for and encourage even our smallest children to explore the world around them, express their needs and develop their interests.

In the Preschool class, our 3 and 4 year olds are introduced to reading through our phonics programme, and vital foundations are laid in maths skills, and writing development. They also have great fun learning to ride their bikes!

The school is non-selective but enjoys an enviable pass rate at 11+ for those children suited to one of the six local grammar schools. The school also has excellent links with the very highly regarded local independent schools, and pupils are thoroughly prepared for the full range of entrance assessments.

Beyond the classroom, children love the range of trips, visits and visitors; and the clubs provided by staff, which were voted for by the children. If you were to ask the children what their favourite part of the day is they would probably answer 'Lisa's Lunches', as our wonderful catering manager provides a personal touch to the delicious food she has been cooking for us for nearly 20 years.

Hilden Oaks Preparatory School & Nursery, 38 Dry Hill Park Road, Tonbridge, Kent TN10 3BU

01732 353941

contactus@hildenoaks.co.uk



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Facilities

Originally based in the Victorian Forster Building, named after E.M. Forster who lived there for a while and enjoyed the view from his room on the top floor, the school and nursery now has award-winning, purpose-built classrooms, a hall, science and art room, music suite, and a very special woodland library. Outside, pupils enjoy plenty of space to play and they especially love the forest school area around the Centenary pond.

Pupils enjoy the full range of sporting opportunities, both on site and at the world-class facilities within a 15 minute walk from the school.



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Why work at Hilden Oaks?

Our warm welcome, friendly, family atmosphere is the heart of Hilden Oaks. We are a closely knit team, supporting and relying on each other to nurture the excellence for which we strive. Pupil behaviour and learning is excellent.



Our Values-based Education forms the basis of all we do, shaping the experience of both pupils and staff at the school. All teachers contribute to the wider life of the school: they deliver assemblies, supervise children on duty and eat with them in the dining hall at lunchtime. School trips and excursions are led by teachers across the school. Our staff have a wide range of skills and interests, many of which they choose to share with the pupils in clubs which rotate each term. All staff are fully committed to the wider life of the school and support the work of the FoHOS (Friends of Hilden Oaks) parent association. All staff are invited to a range of social events across the school year, arranged by our Well-being committee, including the subsidised Christmas and End of Year events, which present excellent opportunities to relax and celebrate together as a team.

What we can offer

- Competitive salary
- Opportunities for professional development
- Contributory pension scheme
- Supportive and welcoming team
- Freshly cooked lunch
- Aviva Employee Assistance Programme
- Focus on employee wellbeing
- Calm and supportive classroom environments





School Vision

To be the best future-focussed school where pupils, staff and families become kind, brave and brilliant making a positive impact on the world.

School Aims

- To prepare children for both independent and state secondary education by providing a stimulating and caring learning environment built on a firm foundation of Values- based Education.
- To develop pupils who are grounded in values, growing in confidence, and keen to achieve.
- To create a welcoming, friendly, family atmosphere where every child can be safe and happy, developing inter-personal skills and respect for others.
- To consider every child as an individual and motivate them to reach their full potential.
- To employ and develop outstanding teachers who inspire a lifelong love of learning and promote the highest academic standards.
- To involve parents closely in the education of their children and include them in the life of the school.
- To contribute to the community through action and service, in order to build a kinder, more sustainable world.



Teaching Assistant



April 2026

Reports to: SENDCo

Hours: Full Time — 8-4 5 days, occasional late cover paid overtime

Location: Hilden Oaks Prep School & Nursery, Tonbridge

Salary: £30–40k FTE (actual salary pro rata), Term Time Only depending on experience

Benefits: Wellbeing package, Term-time options, friendly supportive team

Purpose of the Role

This is an ideal role for a confident marketing professional who brings both vision and creativity. You will shape the school's voice and brand presence, ensuring that our values-based education and distinctive community ethos are authentically conveyed across all communications. You will play a key role in attracting new families, building community engagement, and supporting the overall visibility and reputation of Hilden Oaks.

Key Responsibilities:

Strategy & Brand

- Lead the development and delivery of a clear, values-aligned marketing and communications strategy.
- Agree and manage the annual marketing budget with the Headteacher/Bursar.
- Monitor and report on marketing effectiveness, providing insight to the Headteacher and Governors.
- Uphold consistent brand identity — logos, fonts, colours, imagery, tone of voice — across all communications.
- Maintain awareness of the local competitive landscape and share intelligence with school leadership.
- Attend the AMCIS Marketing for Prep Schools annual conference and contribute to national marketing networks/peer groups.

Digital & Social Media

- Manage and grow the school's social media presence on Facebook, Instagram, LinkedIn and emerging platforms (Bluesky, Mastodon).
- Create engaging content including text, images, short videos and live updates.
- Plan and manage paid advertising campaigns for admissions events, recruitment, and school features.
- Lead website development and weekly updates (news, admissions, events, fees).
- Analyse digital engagement data to refine and strengthen reach.

Teaching Assistant



Skills and abilities

- Build strong, trusting relationships with pupils, using clear communication, active listening and consistent boundaries to support learning and behaviour.
- Provide effective support to individuals and small groups, both inside and outside the classroom, enabling pupils to participate fully in lessons and activities.
- Teach the Read Writ Inc Phonics programme, or other interventions to a small group
- Assist in implementing and monitoring intervention programmes under the guidance of the SENCO and Class Teachers, recording and feeding back on pupils' progress.
- Support pupils with emotional or behavioural needs, using de-escalation techniques, encouragement and clear routines to help develop their social skills.
- Work collaboratively and flexibly as part of a staff team, including with external professionals such as speech and language therapists and occupational therapists.
- Communicate clearly and professionally, both verbally and in writing, with staff and other professionals, and contribute relevant information to pupil records.

Experience and knowledge (role-specific)

Essential:

- Experience of working with children in an educational, childcare or similar setting, paid or voluntary.
- Understanding of the role of a Teaching Assistant in supporting teaching, learning and pastoral care.
- Awareness of safeguarding, child protection and the importance of promoting pupils' wellbeing.

Desirable:

- Experience of supporting pupils with special educational needs and/or social, emotional and mental health needs.
- Familiarity with intervention programmes or targeted support (e.g. literacy, numeracy, social skills).
- Professional approach and organisation

The successful candidate will:

- Set a consistently good example in terms of dress, punctuality, attendance and professional conduct.
- Be well organised and reliable, able to prepare resources, manage time effectively and complete tasks as directed by the Headteacher, SENCO and Class Teachers.
- Take pride in the learning environment, helping prepare and present high-quality displays of pupils' work that celebrate achievement and support learning.
- Engage fully in staff briefings, whole-school training and professional development, showing a willingness to learn and grow in the role.
- Be proactive in matters relating to health and safety, following procedures and reporting concerns promptly.

Teaching Assistant Person Profile



Personal qualities:

The successful candidate will:

- Show a genuine commitment to being kind, brave and brilliant in all interactions with pupils, colleagues and parents, modelling the school's values in daily practice.
- Be warm, patient and nurturing, committed to creating a friendly, family atmosphere where every child feels safe, happy and respected.
- Treat every child as an individual, with empathy and high expectations, encouraging them to develop confidence, good manners and respect for others.
- Be resilient, positive and calm under pressure, able to support pupils with a range of needs, including emotional and behavioural difficulties.
- Be reflective and open to feedback, willing to try new strategies and approaches in order to support pupils' progress and wellbeing.

Ethos, vision and safeguarding

The successful candidate will:

- Fully support the aims and ethos of Hilden Oaks, including the focus on Values-based education and preparation for both independent and state secondary education.
- Be deeply committed to safeguarding and promoting the welfare of all children, following school policies and reporting any concerns promptly and appropriately.
- Demonstrate integrity, reliability and discretion, maintaining confidentiality and acting in the best interests of pupils at all times.
- Value close partnerships with parents and carers, recognising their key role in their children's education and engaging with them professionally and sensitively when appropriate.
- Contribute positively to the whole-school community so that pupils, staff and parents can feel that Hilden Oaks is the best school, workplace and choice for their child.



Application Process



The Process

Hilden Oaks is committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service to an Enhanced level.

As a Values-based Education (VbE) school, Diversity, Equality and Inclusion are important to us. We welcome applications from everyone with appropriate qualifications and experience. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process. Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

To Apply

There is a requirement to complete the initial Application available on the [TES website](#). Shortlisted candidates may be required to complete a full job history and supply two referees as part of the process.

The closing date for receipt of applications is Friday 20th February and interviews will be held WB 02/03/26. The school reserves the right to make an appointment before the closing date. Please call us to arrange a tour in advance of your interview 01732 353 941. The ideal start date is Monday 20th April 2026 – this may be flexible for the right candidate.

Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include observation of you teaching a small group and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification.

Safer Recruitment

All applicants will undergo DBS checks to an enhanced level and are required to satisfy our pre-employment checks, including social media and online checks. Successful candidates will also be asked to complete a self declarations form stating their suitability for working with children. Hilden Oaks safer recruiting procedures follow requirements in Keeping Children Safe in Education 2025

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