



Cobham Hall

Day and Boarding School for
Girls and Boys aged 11 - 18.

Education for life.

Teaching Assistant (Full Time)

Candidate Information Pack

Support Staff





THERE'S MORE IN YOU
THAN YOU THINK.

Welcome to Cobham Hall

Set within a stunning historic estate and 150 acres of picturesque Kent countryside, yet just 30 minutes from central London, Cobham Hall provides the ideal blend of academic excellence and broad education.

A rare opportunity to join a small, friendly, supportive community, where class sizes are small, and students are engaged and welcoming.

Closing date for applications: 9.00am Tuesday 3 June 2025

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

A contribution to the wider life of the School, both in pastoral and co-curricular activities, is expected.

Teaching Assistants support students in Key Stage 3 and 4 in a variety of subjects, as determined by the Head of Student Support.

The School is in session 33 weeks per year.



Key facts about the role:

Part of the Mill Hill Education Group

Hours

MONDAY TO FRIDAY, 8.30AM - 4.30PM

Contract Type

FULL TIME (TERM TIME ONLY)

Reporting Manager

HEAD OF STUDENT SUPPORT

Salary

£18,720 TERM TIME



About the Role

Cobham Hall creates an inclusive environment for our School community and is recognised by CReSTeD for the quality of its Learning Support unit. All students have equal opportunity to join Cobham Hall if they satisfy the School's selection procedures, which will assess whether they can be successful in the supportive environment of the School. We believe that supporting SEND students is the responsibility of all teachers and staff are committed to enabling them to maximise their academic potential and develop their talents.

Our primary aim is to encourage and support our students to become independent, confident students who can take responsibility for their own learning. We achieve this by:

- Encouraging students to develop talents and strengths
- Helping to discover their preferred learning style
- Developing strategies to compensate for specific weaknesses (e.g. weak short-term memory)
- Encouraging students to play a full part in both academic and co-curricular activities

Students are encouraged to make full use of their teachers as a resource and extra lunchtime and after school tuition is common. Our teaching staff work closely with the Student Support Department in monitoring and supporting the students with dyslexia and other SPLDs.





Job Description

The responsibilities of the Teaching Assistant will including the following:

- To support the learning of students who have specific learning difficulties such as dyslexia and are on the autistic spectrum within a structured teaching situation or individually as required.
- To assist in promoting the learning and personal development of students to whom you are assigned and be a positive advocate and role model.
- To be aware of lesson objectives and to assist students in making progress towards these.
- To be passionate about supporting students with additional learning needs and to attend training on specific learning difficulties and autism as directed by the Head of Student Support.
- To engage in a discourse with teaching staff about planning, and to assist in the preparation and development of resources.
- To be familiar with students' SSD profiles and to use this knowledge to inform support of students.
- To monitor students' progress and achievement, bringing issues of concern to the attention of the appropriate members of staff.
- To maintain records of intervention where appropriate and to make them available for inspection upon request by the Head of Student Support or another member of senior staff.
- To contribute to being CReSTed Inspection ready as directed by the Head of Student Support.
- To work with students as directed to maintain personal confidence, promote positive behaviour and encourage independence.
- To supervise students where required, to ensure their health and safety.
- To support SSD students in their entitlement to examination concessions in internal and external examinations.
- To contribute when appropriate to any multi-disciplinary discussion of students' needs/progress and to attend regular student support meetings as required.
- To participate in relevant staff development alongside those related to SSD students.
- To become familiar with, understand, and adhere to School policies and procedures.
- To maintain confidentiality in and outside the workplace.
- To participate in Saturday Open Mornings and any other mandatory School events.
- To undertake from time to time such work as may reasonably be determined by the Head of Student Support with regards to students.



Person Specification

Personal Skills and Qualities

- Commitment to the ethos of the School.
- Enthusiasm.
- Creativity.
- Approachability.
- Professionalism and integrity.
- Motivate and inspire students at all levels.
- Work as part of the wider whole School staff team.
- Have excellent IT skills
- Be a good administrator.

Qualification Criteria

- Appropriate Teaching Assistant qualifications preferred.
- Experience in supporting students with specific learning difficulties and students on the autistic spectrum.

Interview Process

The interview process for this post will include:

- An interview with the Deputy Headmistress and Director of Studies.
- Meet the Headmistress.
- Interview with the Head of Student Support.
- Meet other members of the Student Support Department.

Lesson Observation

Lessons at Cobham Hall are 1 hour long. Candidates will be observed with a group of students supporting a teacher-led activity.

The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to a DBS check.





About the School

Cobham Hall is a prestigious Grade I listed Tudor mansion, built in 1584, set within 150 acres of stunning 18th century parkland in the village of Cobham, Kent. Conveniently located, only 30 minutes from central London via high-speed rail from Ebbsfleet International and within an hour's drive of the Channel ports at Dover and Folkestone.

Founded in 1962, the School combines rich history with a forward-thinking approach to education.

Cobham Hall is a co-educational boarding and day school for students aged 11-18. Cobham is a proud member of the Round Square Network since 1971 - the first all-girls' school to join - it embraces the Round Square IDEALS within their ethos.

The School is widely recognised for its commitment to student wellbeing and is a leader in pastoral care and innovation.

Currently transitioning to full co-education across all year groups, the School will welcome boys and girls in across all years from September 2025.

Small class sizes ensure personalised support, with dynamic and engaging lessons that inspire academic excellence and personal growth.

Headmistress Mrs Wendy Barrett, who took up her role in 2020 after serving as Deputy Headmistress, has introduced an ambitious strategy to raise standards and equip students with the academic and character skills needed to thrive in an ever-changing world. With a strong emphasis on values, wellbeing, and academic success, Cobham Hall prepares students for life beyond the classroom, empowering them to reach their full potential.

A part of the Mill Hill Education Group

In March 2021, Cobham Hall joined the Mill Hill Education Group, a charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



Pupils have an excellent understanding of the value of diversity and are well prepared for their future lives."

Independent Schools Inspection 2023

Why Choose Us

- Excels in STEM and the Arts: 100% pass rate in Biology, Chemistry, Physics and Music.
- Non-selective nature inspires every student to step beyond their comfort zone.
- 1/3 of GCSE students achieved Grade 7 (A*/A) or above in all of their subjects.
- 20+ nationalities across our community.
- 90% of A Level subjects had a 100% pass rate.
- A digital School.
- More than 75% of students get into their first choice university, including Russell Group universities.



Cobham Hall Benefits



Free
on-site
parking



Pension
schemes



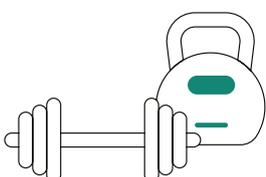
Opportunities
for continued
professional
development



Access to 150 acres of Grade II*
designed parkland



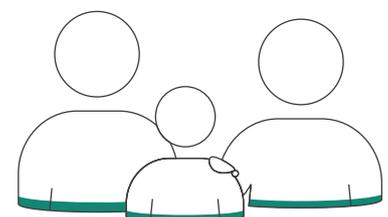
Lunch included



Use of the
School fitness
room, studio and
swimming pool



'Cycle to Work' Scheme



Small class sizes

How to Apply:

1

If you would like to apply for this role, please complete an application using the Apply button below.

[APPLY](#)

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by 9.00am on **Tuesday 3 June 2025**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.



The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



Cobham Hall

A day and boarding school for girls and boys aged 11-18

Education for life.

NOW
WELCOMING
APPLICATIONS
FROM GIRLS
AND BOYS IN
ALL YEARS

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In partnership with



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