**Pre-Prep Teaching Assistant**

**Rose Hill School, Royal Tunbridge Wells, Kent**

**The Role**

We are seeking to appoint an enthusiastic, committed and experienced **full-time Pre-Prep Teaching Assistant** to join our thriving Pre-Prep School.

The successful candidate will be responsible for the safety, welfare and supervision of children within EYFS, Lower School (KS1) and other areas of the School, working under the direction of a member of the Management Team.

The postholder will play an important role in supporting children's learning, development and wellbeing and will be an enthusiastic contributor to the wider life of Rose Hill School.

**Contract and Working Arrangements**

- **Position:** Full-time, permanent.
- **Working pattern:** Monday to Friday, 8.00am–5.30pm.
- **Working weeks:** Term time only (34 weeks per year).
- **Salary:** £26,245 (annualised basis over academic year 1 September to 31 August)
- **Appointment date:** 1 January 2027.

The working day includes a 30-minute unpaid lunch break and a 30-minute paid break, to be taken at times convenient to the School.

Attendance at Staff Inset Training Days and occasional out-of-hours events (usually up to four days per annum) will also be required.

**Staff Benefits**

Rose Hill School offers a highly competitive benefits package, including:

- **Pension scheme:** All non-teaching members of staff are eligible to join, with contributions from both the School and the employee.
- **Private health scheme:** Available to all members of staff.
- **School fee concessions:** Excellent discounted fee package available for eligible staff whose children attend the School.
- **Free lunch and drinks:** Provided during term time for all staff whose working hours encompass the school lunchtime.

**Essential Qualifications and Experience**

The successful candidate will have:

- Experience of working in a similar educational environment.
- A Level 3 Teaching Assistant qualification (or equivalent).
- The ability to work effectively as part of a team.
- A good standard of general education.
- Excellent literacy and numeracy skills.
- Good IT skills.

We are looking for someone who is enthusiastic, flexible and committed to providing the highest standard of care and support for our children.

**About Rose Hill School**

Rose Hill School is an independent, co-educational day preparatory school, educating approximately 260 children aged 3–13 years. Founded in 1832, Rose Hill is one of the oldest Prep Schools in the country, although it is now housed in modern facilities on its present site, to which it moved in 1966.

Located in a quiet residential area close to the centre of Royal Tunbridge Wells, the School enjoys beautiful grounds, excellent facilities and good transport links to central and outer London.

The School offers an exceptional all-round education and is filled with happy, busy and enthusiastic children. In recent years, the School has benefited from significant investment, including an indoor swimming pool, all-weather astroturf pitch, 220-seat theatre, an impressive new teaching block and state-of-the-art technology, music and art departments.

Rose Hill has an enviable local reputation as a first choice for parents seeking small class sizes, excellent teaching, a broad curriculum and outstanding pastoral care. The Head is a member of IAPS.

**About the Pre-Prep**

The Pre-Prep is situated alongside the Prep School, sharing its wonderful grounds and facilities. It comprises a Nursery, Reception and Key Stage One, with two-form entry.

The Pre-Prep aims to provide a positive and inspiring start to each child's educational journey, ensuring that pupils carry the ethos and values of Rose Hill School throughout their time at the School.

**How to Apply**

Interested and suitably qualified candidates should submit the following documents electronically to Emma Neville at head@rosehillschool.co.uk.

Applications must include:

1. A covering letter addressed to Ms E Neville, Head.
2. A completed application form, including the names and contact details of at least two referees. One referee must be your current or most recent employer.

If your current or most recent employment does not involve working with children, your second referee should be the employer with whom you most recently worked with children.

If you are, or have been, employed within a school, one reference must be from the Head of your current school or the last school at which you worked.

For further information about Rose Hill School, the role of Pre-Prep Teaching Assistant and the application process, please visit www.rosehillschool.co.uk.

**Closing date: Midday on Thursday 3 December 2026.**

**Interview Process**

Interviews will take place from the week commencing 7 December 2026.

Shortlisted candidates should be aware that references will be taken up prior to interview.

The interview process will include:

- Reading a story to pupils.
- Undertaking a small-group activity with pupils, which will be formally observed.
- A formal interview, during which written documentation will be recorded.

In addition to assessing the candidate's ability to undertake the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children.

**Safeguarding and Recruitment Checks**

Rose Hill School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

All appointments are subject to satisfactory references and an Enhanced Disclosure and Barring Service (DBS) check, including registration with the DBS Update Service.

All adults working at Rose Hill School must be aware of and, where necessary, follow the School's safeguarding guidelines. These are in line with Department for Education (DfE) guidance and Kent Safeguarding Children Multi-Partnership practice and procedures, available at www.kscmp.org.uk.

The School's Safeguarding Policy is available on the Rose Hill School website.

At least two references will be obtained and retained on file for each successful candidate. Any gaps in employment history will be fully investigated. The School follows safer recruitment procedures, and members of the Leadership Team are accredited. Child protection awareness also forms an integral part of the induction programme for all new members of staff.

It is a condition of employment that the successful candidate has not been convicted of a criminal offence against children or dismissed from, or resigned from, a previous employer for misconduct of a similar nature. Having a criminal record will not necessarily prevent an applicant from being employed; this will depend on the nature, circumstances and background of the offence.

All appointments are made in accordance with the School's Equality Policy. Applicants should inform the School of any special requirements so that reasonable adjustments can be considered.

**Medical Fitness**

Any offer of employment will be conditional upon the appointee being medically fit to undertake the duties of the role.

Following an offer of employment, new employees will be asked to complete a medical fitness questionnaire.

**Privacy Notice**

Please refer to the Privacy Notice for Staff, available on the Rose Hill School website, for information about how staff personal information is handled.