

SEVENOAKS SCHOOL

TEACHING ASSISTANT

1 Year Fixed Term Contract / Term-Time Only
From September 2025





THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend

performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.



THE LEARNING SUPPORT DEPARTMENT

Sevenoaks is a highly selective school, and there are currently around 100 students on the Learning Support list including those with Dyslexia, Dyspraxia, ASD and ADHD, as well as students with social, emotional and mental health needs. The Learning Support Department works closely with the pastoral and academic teams to provide learning support for students with specific learning difficulties but also study skills more widely. The department also supports EAL students, although all students have a good working level of English. The Learning Support Department also provides advice and help to the wider school community on a wide range of academic and pastoral issues, such as how to prioritise or anxiety management. There are currently 6 members of staff, two full time and four part time.

THE ROLE

We are an independent, international school seeking a Teaching Assistant to work primarily with a year 10 student but also to be redeployed to assist in any setting within the school. Flexibility is key for this role, as your tasks may change from day to day. Typical activities include keeping students on task, printing and distributing resources, working with students in groups and individually during lessons and creating progress notes and reports. The ideal candidate is caring, compassionate and dedicated to the students' success. They should have a versatile skill set and a willingness to proactively look for ways to support the teacher.

REPORTING TO

This role reports to the Director of Learning Support.

MAIN DUTIES AND RESPONSIBILITIES

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

- To work closely with teachers in conducting and delivering engaging and differentiated lessons and assist teachers in managing the classroom
- To support individual students in class and in a one-to-one, or small group, setting
- To be able to support the taught lesson with additional teaching on occasion
- Prepare classroom materials and resources to support learning activities
- To act as a nurturing and encouraging influence for students during lessons
- To establish constructive relationships with students and interact and support them according to individual need
- To foster a positive and inclusive learning environment for all pupils
- To monitor the classroom and minimise distractions and disruptions
- To monitor student progress and achievement and provide feedback as required
- To liaise closely with and support the Director of Learning Support



PERSON SPECIFICATION

- Being highly flexible and proactive will be key traits required
- Strong verbal and written communication skills
- Experience of working with children (ideally in a school setting)
- Being happy and able to support students in a school laboratory environment
- Familiarity with Special Educational Needs an advantage
- Familiarity with a range of GCSE subjects an advantage
- Familiarity with learning management systems and other educational software an advantage

NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

HOURS

This is a full-time role, the basic hours are 40 hours per week, Monday to Friday, 08:30 - 16:30 and 3 hours on School Saturdays, 09:00 - 12:00 term-time only, although flexibility in these working hours will be required to meet the demands of the role during peak times.

SALARY

A FTE salary of £25,269 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.

Based on the hours above, the salary will be around £20,272 per year.

BENEFITS

- Pro-rata holiday entitlement of 27 days per annum excluding bank holidays. As this is a term-time role, payment for the pro-rata annual holiday entitlement of 27 days excluding bank holidays will be included in the salary offered
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Sevenoaks School Savers voluntary benefit scheme
- Fee remission policy (terms apply)

CHILD PROTECTION

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 Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please complete the online support staff application form at <https://www.sevenoaksschool.org/work-at-sevenoaks/>.

The closing date for applications is 20/07/2025 at 23:59.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.