



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Teaching Assistant Full Time, Term Time Only Pre-Prep, Holmewood House School

This is a rare opportunity for a passionate and proactive Teaching Assistant to join our exceptional Pre-Prep team. We offer a friendly and supportive work environment, with a strong commitment to Continuing Professional Development.

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 440+ pupils aged 3-13 years, set amidst 30 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to

have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

Commitment to Safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

Our Pre-Prep Department

Holmewood House Pre-Prep is a co-educational school, comprising of our Early Years team and our Key Stage 1 team. Our Early Years department comprises of A Pre-Nursery for rising 3s, a Nursery for 3 to 4s and three Reception forms. In Key Stage 1, there are three Year 1 forms and three Year 2 forms. We are a mixed ability school and pride ourselves on developing each child to their full potential, both academically and socially.

The Role

This full-time position offers a fantastic opportunity to join our strong and successful Pre-Prep team and work alongside enthusiastic and dynamic colleagues. You will be required to ensure all children have the opportunity to engage in the Key Stage 1 and Early Years curriculum according to the school's requirements. Within the school day you will be required to facilitate opportunities for children to experience successful learning of knowledge and abilities, including 'soft' skills.

The ideal candidate will be passionate about education and will have an ability to connect with pupils to create positive and trusting relationships. We are looking for an individual who will uphold the school's key three values; Aspiration, Self-belief and Kindness. Experience and an interest in outdoor education would also be beneficial.

More details of our school can be found on our website: www.holmewoodhouse.co.uk

This role reports to the Assistant Head of Pre Prep.

Key Responsibilities

To carry out the duties of a Teaching Assistant as circumstances may require and in accordance with the school's policies under the direction of the Assistant Head of Pre Prep.

To be considered for this role, candidates must hold a recognised childcare qualification, such as NVQ Level 3, an equivalent or higher level qualification.

Teaching and Learning

- To assist in the educational and social development of pupils under the direction of the Form Teacher, Head of Learning Strategies, Head of EYFS, Assistant Head; Head of Pre-Prep and Head of Holmewood House
- To endeavour to give every child the opportunity to reach their potential and meet high expectations
- To share the responsibility for pastoral care of the children
- To attend relevant staff meetings and participate in Continuing Professional Development (CPD) as identified in appraisal and annual reviews
- To assist with cover for absent colleagues as directed by the Head of Pre-Prep and Head of EYFS
- To promote good relationships between staff and parents
- To establish and maintain a positive regard towards pupils
- To fulfil the role of Teaching Assistant and contribute to the monitoring and the needs of the children, including making observations on Tapestry (EYFS only)
- To keep abreast of current issues and attend training as necessary
- Ensure your working practices are appropriate to meet ISI standards and requirements
- To deliver intervention booster lessons or lead phonics groups when required

Other Requirements

- To contribute to the operation of the school 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, Parents Evenings, Review days 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 engage in the school performance and development system
- To liaise effectively with parents and governors
- Attend any required out of working hours activities e.g. training, staff meetings, parent evenings
- To undertake After School Care duties or clubs as required
- To undertake any duties or tasks as reasonably requested by the Assistant Head or Head of Pre-Prep and the Head of Holmewood House
- To work effectively as part of a team and be able to reflect on advice and suggestions made by colleagues and ensure sharing and effective usage of resources to the benefit of the school, department and pupils
- To work under the direction of colleagues, as required across the school
- To be a positive role model towards the Holmewood House community
- To support the aims, ethos and values of Holmewood House

Person Specification

- Holds a relevant Childcare qualification, or equivalent to Level 3 or Higher
- Previous experience and working knowledge of working in an educational environment, including with young children
- Pro-active with the ability to use their own initiative, as well as to work collaboratively, effectively and flexibly as part of a team

- Positive and professional communication skills, with the ability to develop strong working relationships with colleagues, pupils and families
- Ability to inspire, motivate and support pupils and colleagues

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. Employees will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team 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 change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

Salary

£26,604 - £32,407 pa pro rata

Actual Salary (Term Time Only): £20,259 - £24,679

Salary subject to qualifications and experience, in accordance with our Learning Support Pay Scale.

Pension & School Benefits

In addition to a competitive salary, the school provides many additional benefits, including lunch, free parking and a company pension scheme.

Hours of work

Full Time, whilst the school is in session plus any additional Inset and staff training days.

Start date

February / March 2026

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

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 policies at all times.

Application

If you wish to be considered for this role, please complete an application form. CVs can also be submitted as supporting information to the application form, but please be aware that we cannot accept CVs in place of an application form.

If you would like more information on the role or require a hard copy application form please contact hr@holmewoodhouse.co.uk.

Closing Date: 23/01/2026.

Applications will be reviewed on an ongoing basis, candidates may be shortlisted and interviewed ahead of the closing date, and so early application is recommended. The school reserves the right to close the vacancy earlier than the above closing date if able to appoint a successful candidate.