



HOLMEWOOD HOUSE SCHOOL

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



GAP Year Student

Fixed Term Contract Role

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!

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

For further information about Holmewood House please visit our website www.holmewoodhouse.co.uk

The Role

Gap Year Students have a crucial role in the school to support the work of our full and part-time teachers and pupils as required.

Reporting Line: Gap Student Lead

Requirements

This is a Fixed Term Contract role working on a full-time basis, whilst the school is in session which includes staff INSET days and other training days.

Roles and responsibilities

The roles and responsibilities outlined below do not constitute an exhaustive list and may be amended from time to time.

This role will involve:

- Assisting teaching staff in classroom lessons including supporting individual pupils where required.
- Support the class teacher in preparing the classroom for lessons and carry out tasks to assist with the smooth running of a busy class.
- Coaching/refereeing of PE/Games, helping with PE/Games equipment and accompanying teams to fixtures both on and off site.
- Regular supervisory duties such as at break time before/after Games, this includes supervision in boarding.
- Administrative support for staff as required, this may include photocopying, laminating and other general administrative duties.
- Supporting the IT, drama, music department which may include supporting with school productions and concerts.
- Listening to children read.
- There may also be the opportunity to assist with Boarding house duties.

- Attendance at school Inset and other training days as appropriate.

Key attributes for the role

- The ability to work as part of a team.
- Flexibility and adaptability in approach.
- Strong organisational skills.
- The ability to take instruction from staff members across the school.
- To display positive and professional communication skills with both staff and pupils.
- The ability to inspire, motivate and support pupils and colleagues.
- To be a positive role model towards the Holmewood House community.
- To have high, but reasonable expectations towards the behaviour of all children in the school and to follow the school's policy on this area effectively.
- To be able to develop a positive rapport with pupils and personal warmth to gain the confidence of pupils, staff and parents.
- Ability to embrace an individual pupil's emotional, social and educational needs, reflecting our school values (Kindness, Self-Belief and Aspiration).
- Ability to exercise discretion and confidentiality.

Salary

National Minimum / National Living wage for 40 hours per week during term time.

Pension & School Benefits

In addition, a salary, the successful candidate will be offered a range of benefits: option to join employer contributory pension (if applicable), free parking, term time only working (plus Inset days), free lunch/refreshments.

Start date

From September 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

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.

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 online application form on the school [website](#) and submit to: admin@holmewoodhouse.co.uk

CVs can also be submitted as supporting information to the application form.

If you would like more information on the role or require a hard copy application form please contact the school Bursary Administrator on 01892 860000.