



SOMERHILL

YARDLEY COURT  
BOYS 7-13 YEAR OLD

SOMERHILL PRE PREP  
GIRLS & BOYS 3-7 YEAR OLD

DERWENT LODGE  
GIRLS 7-11 YEAR OLD

## Pre Prep Forest School Practitioner *Recruitment Pack*

Employment status

Required from

Interview Date

Term time, full or part-time

September 2023

April 2023



Somerhill, Tonbridge, Kent, TN11 0NJ | 01732 352124 | [www.somerhill.org](http://www.somerhill.org)

## ABOUT US

### A Message from the Principal – Duncan Sinclair

Ours is a very special school with a unique structure in this part of the world. We have a coeducational pre-prep of 200 boys and girls aged 3-7. At the end of Year Two, in the same way as for 'diamond model' schools, our girls join Derwent Lodge, (136 girls Year 3 to 6) and the boys join Yardley Court (250 boys Year 3 to 8). Our pupils are therefore taught in single sex classes from the age of seven but very much in a coeducational setting. More details can be found on our website: [www.somerhill.org](http://www.somerhill.org)

The school is based in a stunning Jacobean mansion set in 150 acres of beautiful parkland. You will be hard-pressed to find a more glorious setting for a school! Somerhill is an estate just to the South of Tonbridge and is readily accessed by a slip road off the A21. We have excellent facilities including a multi-purpose sports hall, Astroturf, new dining hall and indoor swimming pool complex and Music School built in 2014.

Ours is a mixed ability school. We have very bright and capable pupils, some of whom will go on to win scholarships at academic schools such as Tonbridge and Sevenoaks at 11+/13+. We also find boys and girls who find aspects to their learning more challenging and currently approximately 60+ pupils receive some measure of additional support.

That said, many of our pupils will move on to independent secondary schools which, for the boys includes the likes of Tonbridge, Sevenoaks, Bedes, Sutton Valance and Eastbourne College. Derwent Lodge girls commonly move on to Sevenoaks, Kent College, Walthamstow Hall, Mayfield and Benenden.

Whilst Somerhill have some 600 pupils, the division into three separate schools means that each school is able to tailor its teaching to best suit the children within it. Parents feel that they have the best of both worlds with small care and linked pupil/teacher ratios but with larger school facilities and social opportunities. They are very supportive of the idea behind a co-educational pre-prep leading to single sex prep schools, but within a mixed gender environment.

# THE AIMS OF THE SCHOOL

At Somerhill, we set out to help each pupil achieve their best possible all-round development. Children discover themselves and develop their talents here, with the wholehearted support of our caring community.

Taking a holistic approach to education, we nurture academic, personal, spiritual, social, and moral growth, enabling our pupils to become confident, curious, resilient individuals going out into the world.

We encourage our pupils to work hard and take pride in their achievements, to think independently, to face up to challenges, to accept responsibility, to develop a broad range of skills and interests, and to show concern for others and the environment. To put it simply: we grow amazing people.

## Somerhill Pre-Prep is our Section for 2 to 7-year-old girls and boys.

“High quality education in a happy environment. Teaching enables pupils of all abilities to make progress. It promotes exploration and independent learning and gives pupils confidence in their abilities.” Independent Schools Inspectorate

## Derwent Lodge is our Preparatory Section for 7 to 11-year-old girls.

“Excellent standards in lessons, in the scholarships and places gained at senior Schools. Girls work together exceptionally well and show considerable imagination, independence of thought and flair.” Independent Schools Inspectorate

## Yardley Court is our Preparatory Section for 7 to 13-year-old boys.

“Pupils thrive in the atmosphere of hard work, enjoyment and effort. Their attitude to their work is excellent and they take pride in their achievements and the success of others.” Independent Schools Inspectorate

# SOMERHILL PRE-PREP

Somerhill Pre-Prep is one of the three sections at Somerhill. It is a co-educational school, comprising of an Early Years department and Key Stage 1 department. There are approximately 220+ pupils, ranging in age from 2 1/2 to 7 years. There are currently just over 35 full and part-time staff, including One-to One Learning Support Assistants and specialist teachers. Somerhill Pre-Prep provides families the opportunity to start their child's learning in a school environment prior to statutory school age. Our Early Years department comprises of three Preschool forms, four Reception forms. In Key Stage 1, there are three Year 1 forms and four Year 2 forms. We are a mixed ability school and pride ourselves on developing each child to their full potential, both academically and socially.

Somerhill Pre-Prep is an IAPS school, and the majority of our children continue their learning at one of the two Somerhill prep schools. The boys can join Yardley Court, which currently has 250+ pupils, at Year 3 and they will stay until Year 6 (11+) or Year 8 (13+ Common Entrance). The girls can join Derwent Lodge which currently has 135+ pupils aged 7 to 11 years. Overall, there are 600+ pupils here on site at Somerhill. The schools are all based in a stunning Jacobean mansion set in 150 acres of beautiful parkland.

More details of all three schools can be found on our website: [www.somerhill.org](http://www.somerhill.org).

At Somerhill, our goal is to ensure pupils are offered a range of stimulating and engaging experiences to develop a life-long interest and enjoyment of learning for everyone. This is an exciting opportunity to be part of a dynamic teaching team.



## JOB DESCRIPTION – FOREST SCHOOL PRACTITIONER

After celebrating the success of opening our Saplings Forest school last year, we are now looking for a new member to join the Saplings team whilst offering the opportunity to be part of our strong and successful Pre-Prep team and work alongside enthusiastic and energetic colleagues. Somerhill is seeking to appoint an enthusiastic Forest School Practitioner to work with our experienced outdoor forest school trained lead and who is passionate about forest schools and outdoor education. The successful candidate will support the development of our outdoor learning provision consistent with the principles of forest school and ignite the love of outdoor learning for the Somerhill children through adventures in our wonderful woodlands. This is a full time, term time role (5 days a week) however we would consider part time and job share applications. The role requires a Level 2 or Level 3 Forest School Qualification.

### **Responsibilities include:**

- To assist the Forest School Leader in the day to day running of our Forest School.
- To promote learning in the outdoor environment by following the ethos and principles of forest school and the school's ethos of growing amazing people.
- To support the high standards of care and education of all children.
- To contribute to Forest Saplings School/Outdoor learning curriculum planning.
- To carry out child development reports, observations and support progress
- To follow and carry out instructions given by the Forest Saplings School leader.
- To support the overseeing of the day-to-day delivery, organisation and smooth running of our outdoor programme.
- To support the evaluation of programmes and to continually strive for improvement.
- To ensure effective communication with teachers, support staff, head teachers, governors, parents, volunteers, partner organisations and of course, children.
- To embrace the ethos of the Somerhill outdoor provision.
- To ensure the health and safety of all children, including writing and checking risk assessments for the sites, tools and activities used.
- To support the lead in delivering sessions.

- To maintain an engaging, fun and supportive environment, demonstrating flexibility in planning and running sessions in response to varying/changing needs of children.
- To support risk assessments of all sessions as directed by the lead.
- To encourage high standards for the behaviour and discipline of children in lessons, in accordance with the school's policy.
- To take responsibility for Health and Safety of pupils and staff involved in lessons (including first aid).
- To participate and assist in the delivery of school events.
- To work with the team to evaluate the progress of children, developing the most able.
- To ensure that all outdoor equipment used, is maintained and in good order.
- To ensure excellent communications with colleagues and parents maintaining high standards of professionalism at all times.
- To attend marketing events, Open Mornings, Parent Consultation Evenings and other public events as required.
- To take an active role in delivering after school clubs and activities throughout the year.
- To follow all school policies including Safeguarding and Child Protection.
- Good time management and communication.
- Love of the outdoors and an understanding of nature and environmental issues.

### **Additional Duties and Professional Requirements**

- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils.
- To contribute to the corporate life 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 assist in the School appraisal system.
- To liaise effectively with parents and governors.
- To undertake After School Care clubs as required.
- To undertake any duties or tasks as reasonably requested by the Headteacher of the Pre-Prep or the.

### **Physical Demands**

- Come rain or shine, a smile and a positive attitude, is a must as Saplings is a happy place for all our children.
- The work requires moderate levels of physical effort. It involves lifting, handling equipment and other resources and to be involved in practical activities and physical care of learners and the physical outdoor environment. The role is exclusively outdoors and will require working on uneven surfaces and in unpredictable weather conditions.



## PERSON SPECIFICATION

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

	Essential	Desirable
Education & Qualifications	<p>Level 3 Forest Schools Programme Leadership Certificate, (or be willing to undertake the training).</p> <p>An understanding of Health &amp; Safety requirements and welfare issues of working with children.</p>	<p>Level 3 Forest Schools Programme Leadership Certificate, (or be willing to undertake the training).</p> <p>Hold a current Paediatric First Aid Certificate, (or be willing to undertake the training).</p> <p>Hold a Food Hygiene Certificate (or be willing to undertake the training).</p>
Knowledge & Experience	<p>A minimum of 2 years of practical experience of Forest Schools provision.</p> <p>Skills of empathy, listening, communication and responding with appropriate language to build rapport with children from a variety of ages, abilities and backgrounds.</p>	<p>Knowledge of Tapestry preferably to record children's development and progress. (We can provide training)</p> <p>Knowledge and understanding of the new EYFS Framework.</p> <p>Knowledge and understanding and practical experience of sustainable woodland management and education within the outdoor environment.</p>
Skills and Abilities	<p>Ability to work on your own and as part of a team.</p> <p>Good communication skills.</p> <p>Excellent organisation skills and ability to prioritise.</p>	
Personal competencies, qualities, attitude and behaviours	<p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p> <p>Reliable, Adaptable, flexible and discreet.</p>	



## THE PACKAGE

**Salary:** Competitive, depending on experience and qualifications

**Interviews:** March and April

**Start Date:** September 2023

**Hours of work:** Term time, Full time Monday to Friday, 7.30am-4.00pm

Part time or job shares will be considered.

**Reporting to:** Headteacher of Somerhill Pre Prep



# CONDITIONS

## Format of Applications

Formal applications will only be accepted via the official Schools at Somerhill Application Form which will be published alongside this pack. All completed applications should be sent to: [recruitment@somerhill.org](mailto:recruitment@somerhill.org)

Due to the current pandemic, we will not be able to offer tours of the school prior to the interview. However, a tour will form part of the interview process. Our website provides a lot of information about us including a virtual tour <https://spark.adobe.com/page/NWmTWbhdpiUZE/>

## Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the School's Safeguarding Policy Statement. 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 Designated Safeguarding Lead.

We are an equal opportunities employer and we welcome applicants from all backgrounds. We celebrate the diverse backgrounds that make up our community and consider it important that people from a diverse range of backgrounds are represented in our setting

## Offer Conditions

Somerhill is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be offered the role conditionally, 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, the verification of career history and medical fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

## 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. We reserve the right to appoint at any time during the recruitment process.

## 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. Somerhill is a Covid-19 secure environment. Interviews will be held in person in line with social distancing rules.

## Further Information

If you require any additional information, please do not hesitate to contact the Headteacher for a confidential conversation or for general queries Jess May [recruitment@somerhill.org](mailto:recruitment@somerhill.org)

