



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 Cover Teacher

### *Recruitment Pack*

Employment Status

Full time

Required From

1 September 2023

Application Closing Date

9 June 2023

Interview Date

13 June 2023

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

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## 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 –COVER TEACHER

We are looking for a dynamic and proactive candidate to join our busy school, and supportive team. The primary objective of the role is to cover classes and deliver lessons in the event of planned or unplanned absence by teaching staff. This may at times involve helping in the planning, preparation and marking of lessons. When time allows this role will also support teachers or groups/ individual children to support learning across all year groups (EYFS up to year 2).

## Skills and Qualifications

- Dynamic and dedicated teacher
- Qualified teacher status
- Experience of the Key Stage 1 Curriculum
- Commitment shown to co-curricular activities
- Excellent communication and organisational skills
- Strong ICT skills.

## Personal Characteristics

- To care about children and to prioritise the safeguarding of them
- Flexibility and ability to cope with frequent and sometimes last minute changes
- Ability to work in a team and to build successful working relationships with colleagues
- To be committed to the aims and ethos at Somerhill
- Willing to roll up sleeves and have a go at anything
- An ability to relate to pupils, staff and parents and to communicate effectively with them
- Effective classroom management skills
- Effective communication skills at all levels
- Effective time management
- Professional attitude and
- To have a good sense of humour and enjoy having fun!

## Specific Requirements

- To cover form time for either unplanned or planned teacher absence and deliver classroom activities that have been planned and prepared by teacher
- To support the SEN department when class cover is not required
- Excellent curriculum knowledge (some subjects are delivered by specialist teachers)
- To describe and explain learning activities, answering queries, giving direction, and assisting with differentiated tasks and materials, encouraging students to improve the quality of their work
- Organising the classroom and learning resources
- Motivating pupils with enthusiastic, imaginative teaching
- Developing a positive attitude to learning for all pupils
- Maintaining a good level of behaviour and discipline
- At times, preparing and marking work to facilitate pupils' educational development
- To support teachers when assessing pupil needs and progress
- Keeping up to date with changes and developments in the structure of the curriculum and education
- Coordinating activities and resources within a specific area of the curriculum and supporting colleagues in the delivery of this specialist area
- Liaising with specialist staff, e.g. Learning Support, Music, Sports and MFL teachers or external agencies
- Fulfilling all duties required to ensure the safety and well-being of the children at all times
- A strong ability to embed ICT in lessons and also to support personal work, e.g. record keeping, report writing

- Deliver an after-school club once a week
- Attend regular staff meetings, training, INSET and courses as required
- Organising and taking part in school events, outings and activities which may take place at weekends or in the evening.

### 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 Principal.

### PERSON SPECIFICATION

	Essential	Desirable
<b>Education &amp; Qualifications</b>	Degree status or equivalent Qualified teacher status	Recent and relevant CPD record
<b>Knowledge &amp; Experience</b>	<p>Understanding of the requirements of primary education and able to deliver outstanding lessons</p> <p>Ability to challenge and support all pupils to do their best</p> <p>Providing clear structures for lessons maintaining pace, motivation and challenge</p> <p>An understanding of the principles of good classroom management and planning</p> <p>Confident and effective knowledge of a range of technology used within teaching, including use of an interactive whiteboard</p> <p>Excellent written and verbal communication skills</p>	<p>Curriculum strength and enthusiasm in a subject area</p> <p>Sound basic knowledge of the SEN Code of Practice and strategies for identifying SEN or very able pupils</p>
<b>Skills and Abilities</b>	<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>	

<b>Personal competencies, qualities, attitude and behaviours</b>	<p>Have high expectations for all pupils</p> <p>Enthusiasm, commitment, sensitivity and energy</p> <p>Able to form positive and professional relationships with colleagues, pupils and parents</p> <p>Ability to accept responsibility for planning and sustaining own professional development</p> <p>Willingness to contribute to whole school initiatives and support school improvement programmes</p> <p>Ability to work constructively as part of a team</p> <p>Flexible and solution focused approach</p> <p>Committed to the principles of equality and diversity</p> <p>Naturally warm, empathetic and caring</p> <p>An excellent sense of humour</p> <p>To be fun!</p>	<p>An ability to motivate others</p>
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## THE PACKAGE

**Salary:** Competitive, based on our Somerhill pay scale

**Closing Date for Applications:** 9 June 2023

**Interviews:** 13 June 2023

**Start Date:** 1 September 2023

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





# EMPLOYEE BENEFITS



## SUPPORT

Professional support through regular appraisals and CPD opportunities



## SALARY

Competitive salary package, regularly benchmarked



## COVER

Group life assurance



## GYM MEMBERSHIP

Discounts to our local gym (Tonbridge School)



## SPORTS ACCESS

Free access to our extensive sports facilities, including swimming pool on dedicated days



## WELL BEING

A range of well-being activities including fitness classes, tennis, book club - all complimentary or at a reduced cost



## EMPLOYEE ASSISTANCE

Access to a 24/7 employee assistance programme that offers lifestyle advice and well-being services



## CYCLE

Cycle to work scheme



## HEALTH

Flu vaccinations



## PENSION

Pension and financial wellbeing workshops

Generous defined contribution pension scheme for staff and the option of TPS for teachers



## LUNCH

Free hot lunches and refreshments including vegetarian options, bistro dishes and salad bar during term time



## MODERN STAFF ROOM

Modern and friendly staff room facilities and a range of social activities for staff



## REWARD

Staff recognition and reward opportunities



## CAR PARKING

free



## FEE REMISSION



## INCOME PROTECTION

for teachers





## 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/NWmTWhbdpiUZE/>

### Child Protection

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. 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)

