



Employment Status

Full-time

Required From

January 2024

Interviews

Tuesday 3 October 2024



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 Learning Support Coordinator/ SEN Coordinator

Recruitment Pack



Somerhill, Tonbridge, Kent, TN11 0NJ | 01732 352124 | 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

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. 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 and four Reception forms. In Key Stage 1, there are four 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.

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.

Pre-Prep Learning Support Teacher

This full-time position offers the opportunity to join our strong and successful Pre-Prep team as well as our Prep Learning Support team and work alongside enthusiastic and dynamic colleagues. The main purpose of the role is to coordinate and promote the educational, physical and social development of the pupils assigned, to enable them to make best use of the educational opportunities available to them. The ideal candidate will be passionate about education and will have an ability to connect with pupils to create positive and trusting relationships.

Teaching and Learning

- To assist in the educational and social development of pupils under the direction of the head of Learning Support, Form Teacher, Deputy and Headteacher of Pre-Prep.
- To apply therapeutic interventions and behavioural strategies within a mainstream context.
- To supervise and provide particular support for identified students, in 1:1, group or whole class/ group situations, ensuring access to learning.
- To create appropriate resources to support the children.
- To motivate and encourage children as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to needs
- To monitor the child's academic acquisition and responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- When working with a group of pupils, to understand and use group dynamics to promote group effectiveness and support group and individual performance.
- To interpret and use test data and other sources of information to identify need.
- To implement recommendations from outside agency reports.
- When appropriate, to meet with parents to keep them informed about interventions received by their child, the resulting progress and any other relevant matters.
- To contribute to the continued review of planning, support and monitoring of progress

Additional Duties and Professional Requirements

- Effective working relationships will be required with The Head of Learning Support, who will be the allocated line manager, along with The Learning Support Assistants and teaching staff.
- 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 keep up to date with First Aid pediatric training
- To be aware of and able to follow the procedures in the Somerhill Safeguarding Policy
- To set a good example in terms of dress, punctuality and attendance
- To attend all required out of working hours activities e.g. training, staff meetings, parent evenings
- To respect confidentiality within the Pre-Prep and the Somerhill community
- To assist in the School appraisal system.
- To liaise effectively with parents and governors.
- To undertake After School Care duties or clubs as required
- To undertake any duties or tasks as reasonably requested by the Headteacher of the Pre-Prep or the Principal.

	Essential	Desirable
Qualifications		
A Levels or NVQ Level 3	X	
Degree	X	
Qualified teacher status	X	
Strong command of the English language including spelling and grammar	X	
Training in aspects of SEND, i.e. ADHD, Dyslexia, Autism or experience of supporting pupils with those needs		X
Good IT skills	X	
First Aid certificate		X
Experience		
Experience of working with children in a EYFS/ KS1 setting	X	
Knowledge of social, cultural and physical needs of children	X	
Experience of working with SEN children	X	
Experience with gifted and talented children		X
Skills & Attributes		
Passionate about inclusion and diversity	X	
Nurturing in approach, strategies and interventions	X	
Flexible, proactive and patient	X	
Able to use initiative and contributes a little bit extra	X	
Communicate effectively within a multi-disciplinary team	X	
Excellent time-keeping and attendance	X	
Strong organisational skills	X	
Child protection and safeguarding training (we can provide)		X

THE PACKAGE

Salary: Competitive, based on our Somerhill pay scale

Application Deadline: 29 September (early applications encouraged)

Interviews: Tuesday 3 October 2023

Start Date: January 2024

Hours of work: Full Time (Part time may be considered)

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



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
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

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

