



SOMERHILL

YARDLEY COURT
BOYS 7-13 YEAR OLD

SOMERHILL PRE PREP
GIRLS & BOYS 3-7 YEAR OLD

DERWENT LODGE
GIRLS 7-11 YEAR OLD

School Volunteer *Recruitment Pack*

Employment Status

Part Time/ Flexible Hours

Required From

April/ May

Application Closing Date

12 April 2024



ABOUT US

A Message from the Head – 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, 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 Valence and Eastbourne College. Derwent Lodge girls commonly move on to Sevenoaks, Kent College, Walthamstow Hall, Mayfield and Benenden.

Whilst Somerhill has some 600 pupils, the division into three separate sections means that we are able to tailor our teaching to best suit the children's learning styles. 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



JOB DESCRIPTION - SCHOOL VOLUNTEER

As a school, we believe strongly in both harnessing the strength of our local community and supporting those communities around us. We are also conscious that people who retire remain young at heart, in mind, and often body, and still have a great deal to offer should they wish to remain active and engaged in community life. As such, and in support of retired members of the community, we are seeking to recruit several volunteers who would be willing to support the Somerhill community inside and outside the classroom. Some individuals who may have a particular skill to offer, as well as their life experience; however, essentially, volunteers should have an overriding ambition to be engaged and suitably active in a community environment.

The school intends to consider retired members of the community for this unpaid role including grandparents and carers; please note that current parents will not be offered an interview. All volunteers will have to undergo the necessary safer recruitment checks including a Disclosure and Barring Enhanced check.

Principal Accountabilities

Support for children

- **Under the direction of the teacher**, carry out pre-determined tasks and/or perform general classroom duties.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Support the school curriculum, including reading, literacy, and numeracy activities.

Support for the teacher

- Provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use e.g., in the engineering department.
- Undertake support activities for the teacher as required e.g. photocopying, preparation of materials, mounting displays.

Grounds & Estate

- Supporting the team in planting, pruning, weeding, leaf raking and general tidying.
- Setting up and maintaining our Somerhill vegetable garden.
- Supporting our beekeepers.

General Duties

- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act as well as school policies and procedures in this regard.
- Safeguarding and compliance with our Child Protection & Safeguarding Policy and procedures.
- Maintain positive and effective communication with all members of the Somerhill community including pupils, staff, parents, peripatetic teachers and governors; other external users; the local community; and outside agencies.
- Undertake support work in the wider context of school, for example in the dining room, in the playground at break time or during after-school activities.

Person Specification

Personal Behaviours	
Excellent communication skills and the ability to communicate with a wide range of stakeholders including parents, staff, pupils, and governors	Essential
Ability to build and maintain strong working relationships	Essential
Dynamic and creative, with the ability to challenge and offer new ideas.	Essential
Team player working well with all staff across the school	Essential
Ethos and Whole School Values	
Able to operate at the heart of the school community	Essential
Committed to the Somerhill values	Essential
Determined to ensure that every pupil fulfils their potential regardless of ability and at whatever level	Essential
Safeguarding and Pastoral	
Committed to superintending and promoting the welfare of children and young people	Essential
A satisfactory Enhanced Disclosure from the DBS	Essential

HOURS OF WORK

Hours: To be discussed at interview, but these could be considerably flexible based on how the volunteer feels they can contribute.

Closing Date for Applications: 12 April 2024

Interviews: Interviews to be held shortly after the closing date

Start Date: April/ May

Reporting to: Deputy Head, Pastoral (Prep) or Deputy Head (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 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

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

