

Pre-Prep: After School Provision Assistant Recruitment Pack



SOMERHILL
We grow amazing people



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Welcome to Somerhill

We have a very special school here with a unique offering: the 'best of both worlds', the 'ideal mix' and the 'place I always dreamt of finding' are the comments we often hear from our parents or visitors. With co-educational learning until age 7, Somerhill then offers single-sex classroom lessons until children leave us for senior schools, allowing uninhibited learning and bespoke strategies for the older girls and boys with all the benefits of a co-educational setting.

Our philosophy for the children at Somerhill is straightforward: happy children want to learn. Children are happy if they can play, participate widely and start to master skills of whatever kind, and our stunning setting and outstanding facilities offer endless opportunities for the children to find something that makes them smile.

We believe this offers you the perfect glimpse into our school life. However, to fully appreciate the extraordinary education that we offer and see our vision of confident, curious, and resilient children realised, we invite you to visit us at Somerhill. You will see that this really is an exceptional learning environment where we grow amazing people!



Our unique school

Somerhill is set in a stunning 400-year-old Jacobean mansion surrounded by 150 acres of beautiful parkland. You will be hard-pressed to find a more glorious setting for a school! We have excellent facilities including a multi-purpose sports hall, astro turf, indoor swimming pool complex and purpose-built music suite to name just a few.

Ours is a mixed ability school. Teachers really invest in the children and know them well, with lessons carefully planned to cater to all abilities.

We have very bright and capable pupils and send more pupils to grammar schools each year than any other local school. Destinations include Tonbridge Grammar School, The Judd School, and The Skinners' School. Some pupils are awarded scholarships at independent schools such as Tonbridge School, Sevenoaks School, Walthamstow Hall and Sutton Valence School at 11+/13+.

We also cater to children who find aspects of their learning more challenging and currently approximately 40 pupils receive additional support.

Located just to the south of Tonbridge, we are readily accessed by a slip road off the A21.

Between the ages of 2 and 7 years, girls and boys are together in the classroom. This environment promotes uninhibited development at an age when playing and learning are often synonymous. From 7 to 13 years, children benefit from a single-sex classroom environment, where girls and boys learn in different and bespoke ways. The moment classes finish, everyone is together - at break and lunch as well as for sports, music, clubs and activities. This really is the best of both worlds for our children.

endless opportunities

'Positive mental health is given high priority' and 'the welfare of pupils is given prime importance.'

ISI – February 2024.

Taking a holistic approach to education, we nurture academic, personal, spiritual, social and moral growth, enabling our pupils to become confident, curious and 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.*

Our school values



pastorally focussed



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Pre-Prep – After School Provision Assistant

- **Reporting to:** Headteacher of Somerhill Pre-Prep
- **Salary:** Competitive, based on experience and qualifications.
- **Hours of work:** Part time, 2.45pm – 6.00pm (Monday to Friday), term time only. We are happy to consider part time working/job share arrangements.

A tour will form part of the interview process but please visit our website for further information:
www.somerhill.org.

Timeline for applicants:

- **Interview date:** soon after receipt of application
- **Required From:** ASAP

Somerhill is committed to safeguarding and promoting the welfare of children. All appointments are subject to enhanced DBS checks and safer recruitment procedures.

We are proud to be an equal opportunities employer. We actively promote diversity within our workforce and welcome applications from all sections of the community, regardless of sexual orientation, race, age, gender, disability, religion or belief.

To apply visit: <https://www.somerhill.org/hrapplicationform>

we grow amazing people

Job Description: Pre-Prep After School Provision Assistant

If you are an enthusiastic individual with a genuine passion for supporting young children and their families, this rewarding opportunity at Somerhill Pre-Prep could be the perfect fit. As part of our dedicated After School Provision team, you will play a vital role in creating a nurturing and stimulating environment for children aged 2–7 years, helping them develop both academically and socially. We are seeking someone who is organised, positive, and committed to making a meaningful difference in our pupils' early years. If you hold a level 3 early childhood qualification and bring experience working with pre-schoolers, we would be delighted to hear from you.

To be considered for this rewarding role, you'll need to hold a minimum level 3 early childhood qualification and have experience working with pre-schoolers. Working hours are 2.45pm to 6.00pm, Monday to Friday, during term time only. We are looking for someone who is genuinely passionate about supporting children's learning and development, able to foster warm and trusting relationships with the children, team and parents. A genuine commitment to supporting the growth and well-being of our pupils aged 2–7 years, especially during the crucial after-school period, is essential. Perhaps you are a retired educator looking to spend some time with children again!

This role offers a chance to make a real difference in the lives of young children, building positive relationships with pupils, families, and colleagues alike, while supporting the smooth day-to-day running of our After School Provision. As part of the pre-prep TA team, you will work closely with a group of incredibly warm and experienced professionals, all led and supported by the Lead TA. From your very first day, you will feel welcomed and truly part of the team, with colleagues who are committed to supporting each other and helping you thrive in your role.

Somerhill Pre-Prep welcomes boys and girls into our Early Years and Key Stage 1 departments. We have around 200 pupils aged from 2 to 7 years, supported by over 35 dedicated staff members, including specialist teachers and Learning Support Assistants. Our nurturing environment enables children to begin their educational journey before starting formal school. We welcome children of all abilities and strive to help each child reach their full potential, both academically and socially.

Key Tasks and Responsibilities

- The primary duty is safeguarding, and all staff receive regular updated training.
- Work with all staff in the provision to provide a caring and stimulating environment that supports each child's development and helps them reach their full potential.
- Arrive punctually each day to help set up the provision, ready for the children's arrival.
- Serve a healthy, simple tea each day, provided by our catering team, and refreshments as needed. (If you do not have Level 2 Food Handling, we will provide this training).
- Make sure the provision is safe, with clean equipment, high standards of hygiene, and proper safety procedures.
- Help with fire drills and evacuation when needed.
- Keep records up to date, like accident and incident books.
- Give First Aid when necessary (we will provide Paediatric First Aid training if this is not something you currently have).
- As part of your role, you are likely to provide intimate care (e.g., toileting, changing, washing).
- Follow all agreed policies, including safeguarding, behaviour management, child protection, equal opportunities, and health & safety.
- Work with the lead TA daily to ensure staffing levels and ratios are always maintained.

Qualifications and Interests

- A minimum of a level 3 early childhood education qualification, plus experience working with pre-schoolers
- First Aid training is desirable*
- Level 2 Food Handling is desirable*
- Administration of Medication in Schools*
- Empathy, care and understanding for children and colleagues, with a focus on wellbeing.

The school can offer this training if needed.

Personal Qualities

- Friendly and supportive towards children, colleagues and parents.
- Organised, reliable and able to prioritise tasks.
- Works well within a team.
- Flexible, adaptable, and positive in approach.
- Discreet and respectful of confidentiality.
- Diplomatic and considerate in your interactions.
- Self-motivated and passionate about Somerhill.
- Promotes inclusivity and values that everyone matters.
- Pays close attention to detail.
- Demonstrates good time management, focusing on getting things done well and efficiently.

While we have tried to cover all main responsibilities, you may also be asked to help with other tasks at a similar level as needed. Your responsibilities may change from time to time to suit the needs of the school and your professional development. This job description may be reviewed at the end of the academic year or earlier and may be amended after discussion with you.

Employee Benefits



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 but please visit our website for further information: www.somerhill.org.

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.

Safer recruitment and 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 the 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.

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 and others.

Further information

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.

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. Please note we reserve the right to close prior to the application deadline or extend the deadline depending on the number of applications received. Early applications are encouraged.

If you require any additional information, please do not hesitate to contact Jess May at recruitment@somerhill.org for any general queries.



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SOMERHILL

A beautifully unique independent prep school for girls and boys aged 2-13

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