

Key Stage 2 / 3 Cover Teacher Recruitment Pack



SOMERHILL
We grow amazing people



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 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!



beautifully unique

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, astroturf, 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



Key Stage 2 / 3 Cover Teacher

The package

Employment status: Part-time, fixed-term

Hours of work: 8.00am - 5pm

Salary: Competitive based on qualification and experience on the Somerhill pay scale

Reporting to: Head of Somerhill

Application timeline

Closing Date for Applications: 2 July 2026

Interviews: w/c 6 July 2026

Start Date: 1 September 2026/ as soon as possible

Applications should be submitted using the official [application form](#).

At Somerhill, you will be part of a collaborative and supportive team that values creativity, professionalism, and continuous development. We offer:

- A beautiful working environment with exceptional facilities
- Free lunches during term time
- On-site parking
- Access to staff wellbeing initiatives and professional development opportunities
- Pension scheme and other staff perks

Ready to grow amazing people with us? We would love to hear from you.

we grow amazing people

Job description: Key Stage 2 Teacher

We are looking to recruit an enthusiastic, experienced and highly adaptable Key Stage 2/3 Cover Teacher/ HLTA who would relish contributing to our successful, vibrant school, starting in September or as soon as possible on a fixed-term basis.

This is a part time role, working Tuesday, Wednesday and Friday from 8am – 5pm.

Purpose of the role

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 involve helping in the planning and preparation of lessons as well as marking. When time allows this role will also work with individuals, under the direction of a teacher, to support learning. You may also be required to cover duties, after school clubs and lunch.

Main responsibilities

Main Responsibilities include:

Planning, Teaching and Class Management

- To take classes in the absence of a teacher for either unplanned or planned absence
- To complete registers
- To cover duties, lunch breaks etc
- 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
- To deliver lessons where the planning and preparation of resources has been done by a subject leader
- To support teachers when assessing pupil needs and progress
- To cover form time for either unplanned or planned teacher absence and deliver form time activities that have been planned and prepared by teachers.
- You may be asked to take responsibility for a form for a limited period of time
- To support students and teachers in class; this could involve working with individuals and small groups under the direction of the class teacher
- To supervise children carrying out independent study
- To plan, prepare lessons and to mark work
- Where long term absences are covered to support report writing
- If required, to attend and report at Parent Consultation Evenings.
- To use a range of strategies to deal with classroom and individual behaviour, managing behaviour in accordance with school policies and procedures, referring on to teaching and pastoral staff where required
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To provide feedback to teachers as appropriate
- To act as a role model, maintaining high standards of student work, conduct and behaviour.
- To support teachers in the supervision of outings and trips.
- Undertake any other reasonable duties commensurate

Monitoring, assessment, recording or reporting:

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- Undertake assessment of pupils as requested by school procedures
- Prepare and present informative reports to parents
- Undertake assessment of pupils and participate in the school's system reporting to parents.

Pastoral duties

- Liaising with the Deputy Head Pastoral to ensure the implementation of the school's pastoral system;
- registering pupils, accompanying them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- contributing to the preparation of action plans and progress files and other reports;
- alerting appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved;
- communicating, as appropriate, with parents of pupils and persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with appropriate staff.

Standards and quality assurance

- To support the aims and ethos of Somerhill.
- To follow all Somerhill policies and the Somerhill Handbook
- 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

Knowledge, experience, and training

- To hold a recognised childcare qualification; NVQ 3 equivalent or higher.
- Educated to degree level or equivalent desirable
- Excellent literacy and numeracy skills including Maths & English GCSE
- Good IT skills including Microsoft Office
- Ability to work on your own and as part of a team
- Experience of providing high quality care and contributing to high quality learning of the children

Other 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 School life 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, 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 liaise effectively with parents and other staff members

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary.

In addition, it may be amended at any time after consultation with you.

Person specification

Education and qualifications	Essential	Desirable
A good degree or/and an appropriate teaching qualification. This must include a PGCE or equivalent.	*	
Knowledge and experience	Essential	Desirable
Outstanding classroom practitioner with minimum of 3 years teaching experience.	*	
Ability to challenge and support all pupils to do their best providing clear structures for lessons maintaining pace, motivation and challenge.	*	
Excellent written and verbal communication skills.	*	
Skills and attributes	Essential	Desirable
The attitude of mind that enables you to work flexibly in a fast-paced collaborative and supportive framework.	*	
A broad knowledge and experience of strategies used for teaching children and young people with proven learning as an outcome.	*	
Experience teaching Maths and/ or English to upper KS2 would be welcome.	*	

The ability to use IT for teaching purposes and also for the planning, preparation and recording of pupil's assessment and progress.	*	
Ability to work with other teachers as a member of a year group team and to direct support staff as necessary.	*	
Knowledge of the curricular needs of children and proven experience of applying this successfully.	*	
Flexibility and adaptability and a willingness to go the extra mile.	*	
A willingness to make a difference in class but also in your contribution to the life of the school inside and outside of the classroom.	*	
A sensitivity and understanding of the need to work closely with parents/carers in providing an education that is suitable to the needs of all the children and an ability to manage both parents and children in a positive and supportive manner.	*	
Excellent organisation skills and ability to prioritise.	*	
Personal competencies, qualities, attitude and behaviours	Essential	Desirable
Have high expectations for all pupils.	*	
Enthusiasm, commitment, sensitivity and energy.	*	

Able to form positive and professional relationships with colleagues, pupils and parents.	*	
Ability to accept responsibility for planning and sustaining own professional development.	*	
An ability to motivate others and take ownership of various projects.	*	
An ability to formulate and clearly express an independent view while working as part of a team.	*	
Flexible and solution-focused approach.	*	
Committed to the principles of equality and diversity.	*	
Naturally warm, empathetic and caring.	*	
An excellent sense of humour.	*	



Employee Benefits



Support

Professional support through regular appraisals and CPD opportunities



Pension

Generous defined pension contribution scheme



Salary

Competitive salary package, regularly benchmarked



Reward

Staff recognition and reward opportunities



Cover

Group life assurance



Well-being

A range of well-being activities including fitness classes, tennis and book club. Free access to all on-site sports facilities on dedicated days



Lunch

Free hot lunches, salad bar and refreshments during term time



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 of 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.





SOMERHILL

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

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