



SOMERHILL

YARDLEY COURT
BOYS AGED 7-13

SOMERHILL PRE PREP
GIRLS & BOYS AGED 2-7

DERWENT LODGE
GIRLS AGED 7-11

Somerhill Teaching Assistant Job Description – Pre-Prep School

This full-time position offers the opportunity to join our strong and successful Pre-Prep Teaching Assistant team and work alongside enthusiastic and dynamic colleagues. You will be required to ensure all children have the opportunity to engage in the Key Stage 1 Curriculum/ Early Years according to the school's requirements. Within the school day it is fundamental that you facilitate opportunities for children to experience successful learning of knowledge and abilities, including 'soft' skills. The ideal candidate will be passionate about education and will have an ability to connect with pupils to create positive and trusting relationships. Experience and a passion for outdoor education would be beneficial.

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.

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.

Key Tasks

To carry out the duties of a teaching assistant as circumstances may require and in accordance with the school's policies under the direction of the Head of Somerhill Pre-Prep.

Teaching and learning

- To assist in the educational and social development of pupils under the direction of the Form Teacher, Curriculum Coordinator, Lead TA, Deputy and Headteacher of Pre-Prep
- To share the responsibility for pastoral care of the children
- To co-operate with other members of staff



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- To attend relevant staff meetings and participate in Continuing Professional Development (CPD) as identified in appraisal and annual reviews
- To assist with cover for absent colleagues as directed by the Headteacher and Deputy of Pre-Prep
- To promote good relationships between staff and parents
- To establish and maintain a positive regard towards pupils
- To fulfill the role of Teaching Assistant and contribute to the monitoring and the needs of the children, including making observations on Tapestry
- To keep abreast of current issues and attend training as necessary
- Communicate with parents and other visitors in a calm, friendly and professional manner
- Ensure your working practices are appropriate to meet ISI standards and requirements
- To deliver intervention booster lessons or lead phonics groups when required.

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**
- 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
- To hold a recognised childcare qualification; NVQ 3 equivalent or higher.

Duties

- 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

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 the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;



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- 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.

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.

Salary: £10.71 p/h (inclusive of holiday pay)

Hours of work: Full Time 8.00am - 4.30pm (4 days per week) and 8.00pm - 6.00pm (1 day per week *agreed termly)

Closing Date for Applications: 19February 2022

Interviews: w/c 21 February 2022

Start Date: As soon as possible

Hours of work: Full Time

Reporting to: Headteacher of Somerhill Pre Prep

Please note that we do not accept CVs in place of a Somerhill application form as we require the same range of information from all of our candidates. Completed applications can be submitted to jmay@somerhill.org. Due to the current pandemic, we will not be able to offer tours of the school prior to 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/>

Somerhill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo childprotection screening, including checks with past employers and an enhanced DBS check. Somerhill is an equal opportunities employer and educator.