



SOMERHILL

YARDLEY COURT  
BOYS 7-13 YEAR OLD

SOMERHILL PRE PREP  
GIRLS & BOYS 3-7 YEAR OLD

DERWENT LODGE  
GIRLS 7-11 YEAR OLD

## Key Stage 2 Teacher – Maternity Cover

### *Recruitment Pack*

Employment Status

Full time, Fixed term Contract

Required From

September 2023

Application Closing Date

21 April 2023

Interview Date

26 April 2023



Somerhill, Tonbridge, Kent, TN11 0NJ | 01732 352124 | [www.somerhill.org](http://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](http://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 have 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

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.

# JOB DESCRIPTION – Key Stage 2 Teacher

We are looking to recruit an experienced and enthusiastic Key Stage 2 Class Teacher who would relish contributing to our successful, vibrant school, starting in September 2023. This is a fixed term maternity cover.

## **Purpose of the role**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Principal and the wider leadership team. To teach the full range of subjects for Key Stage Two. To be an effective professional who demonstrates thorough curriculum knowledge, the ability to teach and assess effectively, take responsibility for professional development and has pupils who achieve well.

## **Main Responsibilities include**

### **Planning, Teaching and Class Management**

To teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of engagement;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- be aware of and make provision for pupils who have special educational needs, are very able, or who have other specific individual needs;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and, where appropriate, prep;
- using a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, ICT and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness; • ensuring the effective and efficient deployment of classroom support;
- liaise with the Heads of Department and Curriculum team to ensure the implementation of department policy and best practice.

### **Monitoring, Assessment, Recording, 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**

- at the direction of the Principal be a Form Tutor to an assigned group of pupils; promote the general progress and well-being of individual pupils and of the Form as a whole;
- liaise with the Deputy Head Pastoral to ensure the implementation of the school's pastoral system;
- register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- contribute to the preparation of action plans and progress files and other reports;
- alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved;
- communicate, 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.

#### **Other Professional Requirements**

- have a working knowledge of teachers' professional duties, the National Teaching Standards and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- know subject(s) or specialism(s) to enable effective teaching;
- take account of wider curriculum developments;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools;
- take responsibility for own professional development and duties in relation to school policies and practices;
- assist with the organisation of school trips and attend trips where required;
- assist in the School appraisal system;
- liaise effectively with parents and governors.

# PERSON SPECIFICATION

Essential	
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• A good degree or / and an appropriate teaching qualification. This must include a PGCE or equivalent.</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Outstanding classroom practitioner with minimum of 3 years teaching experience.</li> <li>• Ability to challenge and support all pupils to do their best providing clear structures for lessons maintaining pace, motivation and challenge.</li> <li>• Excellent written and verbal communication skills.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• The attitude of mind that enables you to work flexibly in a fast-paced collaborative and supportive framework.</li> <li>• A broad knowledge and experience of strategies used for teaching children and young people with proven learning as an outcome.</li> <li>• Experience teaching Maths and/ or English to upper KS2 would be welcome.</li> <li>• The ability to use IT for teaching purposes and also for the planning, preparation and recording of pupil's assessment and progress.</li> <li>• Ability to work with other teachers as a member of a year group team and to direct support staff as necessary.</li> <li>• Knowledge of the curricular needs of children and proven experience of applying this successfully.</li> <li>• Flexibility and adaptability and a willingness to go the extra mile.</li> <li>• 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.</li> <li>• 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.</li> <li>• Excellent organisation skills and ability to prioritise.</li> </ul>
<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"> <li>• Have high expectations for all pupils.</li> <li>• Enthusiasm, commitment, sensitivity and energy.</li> <li>• Able to form positive and professional relationships with colleagues, pupils and parents.</li> <li>• Ability to accept responsibility for planning and sustaining own professional development.</li> <li>• An ability to motivate others and take ownership of various projects.</li> <li>• An ability to formulate and clearly express an independent view while working as part of a team.</li> <li>• Flexible and solution focused approach.</li> <li>• Committed to the principles of equality and diversity.</li> <li>• Naturally warm, empathetic and caring.</li> <li>• An excellent sense of humour.</li> </ul>

## THE PACKAGE

**Salary:** Competitive, based on our Somerhill pay scale

**Closing Date for Applications:** 21 April 2023

**Interviews:** 26 April 2023

**Start Date:** September 2023



# 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 at Somerhill Application Form which will be published alongside this pack. All completed applications should be sent to: [recruitment@somerhill.org](mailto: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. Please note we reserve the right to close or extend this position depending on the number of applications received.

## 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](mailto:recruitment@somerhill.org)

