



SOMERHILL

YARDLEY COURT  
BOYS 7-13 YEAR OLD

SOMERHILL PRE PREP  
GIRLS & BOYS 3-7 YEAR OLD

DERWENT LODGE  
GIRLS 7-11 YEAR OLD

## KS1 (Year 1 or 2) or Reception Teacher *Recruitment Pack*

**Employment Status**

**Full time, term time**

**Required From**

**September 2024**

**Deadline for applications**

**25 April 2024**

**Interviews**

**2 May 2024**



## ABOUT US

### A Message from the Headmaster – 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 three to seven. At the end of Year Two, in the same way as for 'diamond model' schools, our girls join Derwent Lodge, (136 girls from Year Three to Six) and the boys join Yardley Court (250 boys from Year Three to Eight). 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, indoor swimming pool complex and music centre built in 2014.

Ours is a mixed ability school. We have very bright and capable pupils and are one of the largest 11+ grammar school feeders in Kent. We also have a strong record of obtaining scholarships to top independent secondary schools, such as Tonbridge and Sevenoaks, at 11/13+. We also have boys and girls who find aspects of their learning more challenging and currently approximately 60+ pupils receive some measure of additional support.

When girls leave Derwent Lodge, many of them go to the Kent grammar schools and others go on to Sevenoaks School, Kent College, Walthamstow Hall, Mayfield, and other independent and state schools. Of the boys who leave Yardley Court at 11+ many go to the local grammar schools. For boys leaving at 13+, Tonbridge School is the most popular destination. Others join Sevenoaks School, Bede's, Eastbourne, Caterham, and Sutton Valence.

Whilst Somerhill has some 600 pupils, the division into three separate sections means that each section can 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 coeducational pre-prep leading to single sex prep sections, 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

## SOMERHILL PRE-PREP

Somerhill Pre-Prep is one of the three sections at Somerhill. It is co-educational, comprising of an Early Years department and Key Stage 1 department. There are approximately 230+ pupils, ranging in age from 2 1/2 to 7 years. There are currently just over 35 full and part-time staff, including teaching assistants, learning support teachers 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 classes, our Saplings Forest School and four Reception classes. In Key Stage 1, there are four classes in Year 1 and four in Year 2. We are a mixed ability school and pride ourselves on developing each child to their full potential, both academically and socially. We have an outstanding teaching and support team, and 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.

### HAPPY, CONFIDENT YOUNG PEOPLE

‘Pupils demonstrate excellent all-round achievement both academically and through their success in a wide range of co-curricular activity. They strive to do their best knowing they are supported and encouraged to have high expectations in this caring and happy school community.’ RATED EXCELLENT by ISI.

## JOB DESCRIPTION

### KS1 or Reception teacher

We are currently seeking a Key Stage One or Reception Teacher to become part of our welcoming community. While we uphold high standards and expectations, our environment is one of warmth and support, where humour and teamwork thrive. If you are a forward-thinking professional, ready to contribute to our culture of excellence, we invite you to apply and be part of our dynamic team. With opportunities for future growth into middle management roles, we warmly welcome applicants with experience in teaching children ages 4-8 years. We seek individuals who bring professionalism, dedication, and a drive to offer children the best educational experience possible.

With a strong emphasis on training and development, we consistently strive to provide exceptional learning experiences for the children at our school. Our educational approach in Pre-Prep, revolves around the Creative Curriculum, which promotes skills-based learning through engaging projects and collaborative teamwork. As a result, our students not only make significant progress academically but also develop strong connections between different subjects, enriching their overall learning journey.

In each year group, our teaching teams consist of four dedicated teachers and four Teaching Assistants, ensuring ample support and fostering a culture of teamwork. Additionally, we have two Learning Support Teachers within our department who liaise with both teachers and parents, providing valuable intervention inside and outside the classroom as needed. Furthermore, our specialized PE, Games, and Woodlands Teacher, along with our Music and French Teachers, lead specialist lessons, supported by Teaching Assistants.

Being part of such a collaborative team, where professionalism and camaraderie thrive, makes this position not only rewarding but also enjoyable. The supportive environment and collaborative spirit among colleagues enhance the overall teaching experience, enabling us to provide the best possible education for our students.



## Teaching and Learning Responsibilities:

- Ensuring the safety and well-being of children is always a priority.
- Demonstrating thorough curriculum knowledge to deliver successful teaching.
- Taking responsibility for class progress and organizing the classroom and learning resources efficiently.
- Designing and delivering engaging lessons tailored to cater to diverse student needs across different ability levels.
- Creating vibrant displays to enhance the learning environment and reflect current topics.
- Collaborating with colleagues to share planning responsibilities and promote mutual accountability.
- Assuming leadership of a specific subject area within Pre-Prep, overseeing its development, resource allocation, and CPD initiatives.
- Implementing effective behaviour management strategies to foster an inclusive learning environment.
- Motivating pupils through enthusiastic and imaginative teaching approaches.
- Cultivating a positive attitude toward learning for all pupils.
- Providing comprehensive preparation and marking of work to support pupils' educational development.
- Meeting assessment and progress recording requirements accurately.
- Staying updated on changes and developments in the curriculum and education landscape.
- Coordinating activities and resources within a specific curriculum area and supporting colleagues in its delivery.
- Liaising with the learning support teacher, specialist staff, and external agencies as needed.
- Integrating ICT into lessons and supporting personal work, including record-keeping and report writing.
- Leading an after-school club session weekly to enrich student experiences.
- Attending regular staff meetings, training sessions, INSET, and courses as required for professional development.
- Organizing and participating in school events, outings, and activities, including those outside regular school hours.
- Consistently adhering to established school policies and practices.
- Striving to provide every child with the opportunity to realize their potential and meet high expectations.
- Collaborating with colleagues to ensure efficient resource utilization for the benefit of the school and its pupils.
- Actively participating in school meetings and management systems to contribute to the institutional community.
- Engaging in marketing and liaison activities, including Open Evenings, Parents Evenings, and events with partner schools.
- Taking ownership of professional development and fulfilling duties aligned with school policies and practices.
- Assisting in the organization of school trips and attending them when required.
- Participating in the School appraisal system to support ongoing professional growth.
- Establishing effective communication channels with parents and governors.
- Fulfilling any reasonable duties or tasks requested by the Head of Pre-Prep or the Headmaster of Somerhill.



## Personal Characteristics

- Genuine care for children's well-being and a steadfast commitment to prioritizing their safeguarding.
- Dedicate to upholding the principles of equality and diversity in all aspects of teaching and interaction within the school community.
- An eagerness to enhance existing skills and embrace opportunities for increased management responsibility.
- Strong team player, adept at cultivating successful working relationships with colleagues.
- Wholehearted dedication to embracing and upholding Somerhill's aims and ethos.
- Willingness to tackle tasks with enthusiasm and versatility.
- Exceptional ability to connect with students, staff, and parents, coupled with effective communication skills both in written and verbal communication.
- Proficient in classroom management techniques to create an optimal learning environment for all children.
- Skilled in both written and verbal communication across all levels of interaction.
- Effective time management abilities to efficiently meet responsibilities and deadlines.
- Professional demeanor and unwavering dedication to fostering a supportive learning atmosphere.
- Cultivating effective working relationships and setting a positive example through personal and professional conduct.
- Possesses a good sense of humor and values the importance of enjoying the learning journey.
- Warm and empathetic demeanor coupled with strength and resilience.
- A collaborative team player with the ability to inspire and motivate others

## Skills and Qualifications

- Qualified Teacher Status (QTS) in Primary Education for KS1 (Year 1 or Year 2) class teacher position.
- Qualified with Qualified Teacher Status (QTS), Early Years Teacher Status (EYTS) or Early Years Professional Status (EYPS) for Reception class teacher position.
- Dynamic and dedicated educator with an enthusiasm for teaching and driving education forward.
- At least three years' experience in delivering the Key Stage 1 Curriculum or Early Years Framework.
- Proven commitment to enriching the educational experience through co-curricular activities.
- Exceptional communication and organizational abilities to effectively engage with students, colleagues, and parents.
- Proficient in utilizing ICT tools to enhance teaching and learning experiences.
- *This position is not suitable for those seeking part time position or for ECT applicants.*

## Desirable qualifications or previous training.

*(Somershill will provide training for the successful applicant if necessary.)*

- Paediatric First aider.
- Level 2 Food Handling for Reception Teacher role.
- Read Write Inc. trained or experience in its delivery.
- Trained in Talk 4 Writing or experienced in its delivery.

## THE PACKAGE

**Salary:** Competitive, based on Somershill payscale

**Closing Date for Applications:** 25 April 2024 (Early applications recommended)

**Interviews:** 2 May 2024

**Start Date:** 1 September 2024

**Reporting to:** Head of Somershill Pre Prep and Deputy Head of Pre-Prep or the Early Years Lead.





# EMPLOYEE BENEFITS



## SUPPORT

Professional support through regular appraisals and CPD opportunities



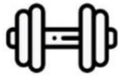
## SALARY

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](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

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, and 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 and encourage early applications.

## 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

If you require any additional information, please do not hesitate to contact the Headteacher for a confidential conversation or for general queries Jess May at [recruitment@somerhill.org](mailto:recruitment@somerhill.org).

