

EYFS Teaching Assistant Recruitment Pack



SOMERHILL
SOME SCHOOL

A LEADING INDEPENDENT PREP SCHOOL FOR GIRLS AND BOYS



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 some school, an exceptional learning environment where we grow amazing people!



Our unique school

Somerhill is set in a stunning 400-year-old Jacobean mansion surrounded in 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, and Skinners. Some pupils are awarded scholarships at independent schools such as Tonbridge, Sevenoaks, Walthamstow Hall and Sutton Valence 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 2.5 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.



'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.



Pre-Prep at Somerhill

Somerhill Pre-Prep is our co-educational Early Years Foundation Stage (EYFS) and Key Stage 1 provision at Somerhill. There are approximately 220 pupils, ranging in age from 2.5 to 7 years, with circa 38 full and part-time staff.

Our pre-school provision allows children to start learning in a school environment prior to statutory school age. Our EYFS department comprises of three pre-school and three reception classes. In Key Stage 1, there are three Year 1 and three Year 2 classes. Somerhill Pre-Prep is a member of IAPS, and the majority of our children continue their learning at Somerhill in Year 3.

We are a mixed ability school and pride ourselves on developing each child to their full potential, both academically and socially. We ensure pupils are offered a range of stimulating and engaging experiences to develop a life-long interest in learning.

This is an exciting opportunity to be part of a dynamic teaching team.



EYFS Teaching Assistant (Key Person)

- Employment Status: Full time, all year round (52 weeks). 7 weeks of annual leave plus bank holidays. The normal hours of work are 42.5 hours per week, 8am-4.30pm in term time and 8am-5pm during the holidays. At peak periods, it may be required to work additional hours.
- Salary: £28 - 31k per annum with potential for an additional pre-school holiday programme lead allowance, subject to qualifications and experience.
- Reporting to: Head of Pre-Prep
- Required From: ideally November 2025, otherwise January 2026
- Application Closing Date: 2nd October 2025
- Interview Date: 9th October 2025
- **This position is not suitable for those seeking part time position or for ECT applicants.**



EYFS Teaching Assistant (Key Person)

EYFS Teaching Assistant (Key Person) – Year-Round Role

With potential to lead our pre-school holiday programme

An exciting opportunity has arisen at Somerhill, a leading independent prep school in the South East, for a passionate and caring EYFS Teaching Assistant to join our successful Pre-Prep team. With exceptional facilities and a beautiful site, Somerhill is a forward-thinking school where *“we grow amazing people.”*

Whether you are looking to build on your early years experience or step into a dynamic, year-round role, this is a fantastic time to join us as we continue to grow and innovate in our early years provision.

About the role

This is a brand-new, 52-week position supporting our youngest learners across both term time and school holidays.

Somerhill is known for delivering outstanding early years education, and we are now expanding our provision to better support working families and those needing additional care during school breaks. As part of this, we are launching an extended pre-school programme from 8am–5pm throughout the holidays.

This role offers a unique opportunity to be part of that exciting new initiative – working as a Key Person within our established Pre-Prep team during term time and joining the Little Somers Holiday School team during the holidays.

About the role continued

- Term time: Support children aged 2–5 in our early years, working closely with the class teacher to nurture development and learning.
- School holidays: Continue in your Key Person role, supported by the Holiday School Lead, helping to deliver a safe, engaging, and nurturing environment.

For applicants with relevant experience and leadership potential, there is an exciting opportunity to coordinate and lead the Holiday School programme: planning engaging activities, supporting staff, and ensuring a safe, enriching experience for our pre-school children.

Please note: all applicants will be considered for the Teaching Assistant role, whether or not they are interested in the holiday leadership opportunity.

What you will bring

- A strong and confident understanding of safeguarding, with a commitment to ensuring the safety and well-being of all children.
- Level 3 Childcare Qualification.
- Warmth, energy, and a love of working with young children.
- Strong teamwork and communication skills.
- A commitment to high-quality EYFS practice.
- A knowledge of the Early Years Foundation Stage (EYFS) framework.

Holiday School Leadership (subject to qualifications and experience)

For those interested in the Holiday School programme leadership role, we are looking for:

- Experience in planning and leading engaging activities.
- Warm, inspiring and inclusive leadership skills.
- A clear understanding of safeguarding and EYFS (possible DDSL role).
- GCSE or Functional Skills Level 2 in Maths.
- Experience in team management (desirable).
- Excellent communication and organisational skills.

Pre-Prep Teacher: Person Specification

	Essential	Desirable
Education & Qualifications	EYFS Level 3 CACHE or equivalent.	
Knowledge & Experience	<p>At least 2 years' experience working in a similar environment.</p> <p>Dynamic and dedicated educator with an enthusiasm for teaching and driving education forward.</p>	
Skills and abilities, personal competencies, qualities, attitude and behaviours	<p>Proven commitment to enriching educational experience through co-curricular activities.</p> <p>Exceptional communication and organisational abilities to effectively engage with students, colleagues, and parents.</p> <p>Proficient in utilising ICT tools to enhance teaching and learning experiences.</p>	<p>Paediatric first aider.</p> <p>Level 2 food handling.</p> <p>Read Write Inc. trained or experienced.</p> <p>Line management experience.</p> <p><i>Somerhill will provide training for the successful applicant if necessary.</i></p>

Teaching and learning responsibilities

- To assist in the educational and social development of pupils in Pre-School under the direction of the Teacher, Lead TA, Deputy Head, Head of Early Years and Head of Pre-Prep.
- To share the responsibility for pastoral care of the children.
- To cooperate with other members of staff.
- To attend relevant 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 Head and Deputy Head of Pre-Prep and Head of Early Years.
- To promote good relationships between staff and parents.
- To establish and maintain a positive regard towards pupils.
- To keep abreast of current issues and attend training as necessary.
- To communicate with parents and other visitors in a calm, friendly and professional manner.
- To ensure your working practices are appropriate to meet ISI standards and requirements.
- To deliver intervention booster lessons or lead phonics groups when required.

Personal characteristics

- To care about children and to prioritise the safeguarding of them.
- Ability to work in a team and to build successful working relationships with colleagues.
- To be committed to the aims and ethos at Somerhill.
- Willing to roll up sleeves and have a go at anything.
- An ability to relate to pupils, staff and parents and to communicate effectively at all levels.
- Effective classroom management skills.
- Effective time management.
- Professional attitude but nurturing personality.
- To have a good sense of humour and enjoy having fun.

Additional duties and professional requirements

- Experience of providing high quality care and contributing to high quality learning of the children.
- To hold a recognised childcare qualification; NVQ Level 3 equivalent.
- 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 presentation and personal and professional conduct.
- To endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils.
- To take responsibility for own professional development and duties in relation to school policies and practices.
- To be a part of the School appraisal system.
- 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.
- Confidence in using ICT programmes (e.g. Tapestry or similar).
- To liaise effectively with parents and governors.
- To undertake after-school care clubs as required.
- To undertake any duties or tasks as reasonably requested by the Head of the Pre-Prep or the Head.

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 which provides a lot of information about us.

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.

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.

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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