



HILDEN OAKS SCHOOL

## Candidate pack for the role of Pastoral Teaching Assistant

Rooted in the heart of the leafy Dry Hill area of Tonbridge, Hilden Oaks School has been nurturing excellence since 1919.

An independent preparatory day school and nursery for children from 3 months to 11 years, Hilden Oaks provides an excellent education for pupils who achieve success secure in the nurturing environment that this small school provides.

Our vibrant nursery has a strong family feel and is staffed by Early Years professionals with a deep understanding of the needs of very young children. Experienced staff care for and encourage even our smallest children to explore the world around them, express their needs and develop their interests.

In the Pre-School class, our 3 and 4 year olds are introduced to reading through our phonics programme, and vital foundations are laid in maths skills, and writing development. They also have great fun learning to ride their bikes!

The school is non-selective but enjoys an enviable pass rate at 11+ for those children suited to one of the six local grammar schools. The school also has excellent links with the very highly regarded local independent schools and pupils are thoroughly prepared for the full range of entrance assessments.

Beyond the classroom, children love the range of trips, visits and visitors, and the clubs provided by staff were voted for by the children. If you were to ask the children what their favourite part of the day is they would probably answer 'Lisa's Lunches', as our wonderful chef manager provides a personal touch to the delicious food she has been cooking for us for nearly 20 years.

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Hilden Oaks Preparatory School & Nursery  
38 Dry Hill Park Road  
Tonbridge  
Kent TN10 3BU

[recruitment@hildenoaks.co.uk](mailto:recruitment@hildenoaks.co.uk)





## Facilities

Originally based in the Victorian Forster building, named after E.M. Forster who lived there for a while and enjoyed the view from his room on the top floor, the school and nursery now has award winning purpose-built classrooms, a hall, science and art room, music suite, and a very special woodland library, while outside pupils enjoy plenty of space to play and they especially love the forest school area and the Centenary Pond.

Pupils enjoy the full range of sporting opportunities, both on site and at world class facilities within 15 minutes walk of the school.





## Why work at Hilden Oaks?

Our warm, friendly, family atmosphere is always commented upon, and is the heart of Hilden Oaks. We are a closely knit team, supporting and relying on each other every day to nurture the excellence we strive for. Pupil behaviour and learning is excellent.



Our Values based Education forms the basis of all we do and shapes the experience of both pupils and staff at the school. All teachers contribute to the wider life of the school, they deliver assemblies, supervise children on duty and eat with them in the dining hall at lunchtime. School trips and excursions are led by teachers across the school. Our staff have a wide range of skills and interests, many of which they choose to share with the pupils as clubs which rotate each term. All staff are fully committed to the wider life of the school and support the work of FoHOS parent association. All staff are invited to a range of social events across the school year arranged by our Well-being committee, including the subsidised Christmas and End of Year events, which present excellent opportunities to relax and celebrate together as a team.

### Nurturing Excellence in Staff

At Hilden Oaks we are dedicated to supporting staff in their professional learning, realising that continuous improvement is at the heart of building a successful school. By adopting this mindset, staff model positive attitudes towards learning, and demonstrate our values. While additional qualifications are not the only goal, many of our staff take advantage of partial funding arrangements in place for further education including, apprenticeships, NPQSL, and Masters degree studies.

### Philosophy toward Staff

Hilden Oaks is an equal opportunities employer and welcomes the richness that a diverse staff team offers. It expects staff to maintain high standards and in return offers appropriate care, support and opportunities. Team work is an essential part of any role here.







## School Vision

*Our aim is for every child to say that this is the best school they have ever attended, every staff member that it is the best place they have ever worked, and every parent that it is the best choice they have ever made for their child.*

## School Aims

- *To prepare children for both independent and state secondary education by providing a stimulating and caring learning environment built on a firm foundation of Values based education.*
- *To create a friendly family atmosphere where every child can be safe and happy, developing good manners and respect for others.*
- *To treat every child as an individual and motivate them to reach their full potential, gaining confidence and maturity as they progress.*
- *To employ outstanding teachers who can inspire a lifelong love of learning and promote the highest academic standards.*
- *To involve parents closely in the education of their children and include them in the life of the school.*
- *To provide a benefit to the general public in accordance with our charitable status.*



# Pastoral Teaching Assistant



Start date: **1st September 2024**

Hilden Oaks is seeking to employ a skilled and caring individual to fulfil the vital role of Prep TA with Pastoral Responsibility, supporting teachers and pupils to enable them to fulfil their vision of Nurturing Excellence.

Hilden Oaks aims to create a collaborative whole-school community of life-long learners, always motivated to achieve the highest standards of teaching and learning through self-reflection, objective evaluation, and effective excellent practice.

We require a candidate who can:

Support, guide and counsel pupils who are encountering challenges in their lives

Support teaching staff in the delivery of interventions to enable every child to achieve their potential

Work alongside the TA team and support staff to develop positive playground experiences for all children

Support pupils in lessons to enable them to access learning and achieve their best

Support teachers in the preparation of resources, displays and admin

Communicate effectively with parents where necessary

We offer:

- **Competitive salary**
- **Supportive and welcoming team environment**
- **Life Assurance and Income Protection**
- **Free, high-quality lunches**
- **Employee Assistance Programme**
- **Defined benefit pension scheme**

Hilden Oaks staff are dedicated to their ongoing professional learning, realising that continuous improvement is at the heart of building a successful school. We offer our staff the chance to develop both as professionals and individuals and actively encourage career development.

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# Pastoral TA Job Description



## Role

Under the direction of the Headteacher and SENDCo provide support for pupils through curriculum learning and pastoral care and general support to whole School and designated teacher.

## Key deliverables:

### 1. Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, SENCO and Class Teachers.
- Assist in the implementation of intervention programmes for pupils and help monitor their progress.
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Assist Class Teachers with maintaining student records and Classroom Monitor.

### 2. Pastoral

- Support pupils with social, emotional, health or behavioural problems and help develop their skills as contributing members of the Hilden Oaks family.
- Work with pupils on the playground to promote friendships, co-operation, collaboration and other social skills.
- Support and counsel pupils encountering difficulties e.g. bereavement, family separation, conflict resolution
- Keep accurate records (we use CPOMS) of meetings with pupils.
- Undertake regular supervision from Headteacher or SENDCo to support you in your role
- Liaise with families maintaining an open dialogue about the support being provided.

### 3. Administrative Duties

- Prepare and present displays of pupils' work.
- Support Class Teachers in preparing resources and other tasks in order to support teaching.
- Undertake other duties from time to time as the Headteacher requires.  
Standards and Quality Assurance
- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend briefings and whole school training
- Undertake professional duties that may be reasonably assigned by the Headteacher.
- Be proactive in matters relating to health and safety.



# Pastoral TA Person Profile



## Qualifications:

Teaching Assistant Level 3

HLTA

ELSA or other Children's counselling qualification

Other SEND training e.g. ADHD, ASD, Dyslexia

First Aid (Training provided if necessary)

Desirable

Desirable

Desirable

Desirable

Desirable

## Skills:

Demonstrate excellent TA practice and have a commitment to personal development.

Have excellent time management and personal organisational abilities

Possesses good interpersonal, written, and oral communication skills.

The ability to engender mutual trust, care and respect with pupils and other staff.

The ability to record notes of pastoral meetings accurately and efficiently.

Have IT skills that deliver confidence with MSOffice apps.

The ability to produce high quality mounted work for displays, teaching resources, or appropriate admin for teachers as required

The ability to adapt and change at short notice if circumstances require

## Knowledge:

A knowledge of current safeguarding requirements and best practice for pastoral care.

A knowledge of other local support services to which pupils may be referred if necessary.

An awareness of inclusion developments and practices that enable all pupils to access the curriculum.

A knowledge of paediatric first aid.

## Experience:

Have experience of working with and supporting primary aged pupils. (7-11)

Have experience of working with children with additional needs and learning difference.

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# Pastoral TA Person Profile



## Personal Attributes

A motivated and enthusiastic TA with a personal and professional commitment to the delivery of the highest levels of performance and achievement for every student.

Commitment to personal development and improvement as a practitioner.

Commitment to high standards of personal presentation

Has resilience and the ability to manage in busy environments.

Possesses integrity and high ethical and moral standards.

Presents a positive role model upholding the school's values and ethos.

Can work effectively as part of a team.

Has the ability to take feedback constructively.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads (DSL) or to the Headteacher.





# Recruitment Process



## The Process

Hilden Oaks is committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service to an Enhanced level.

**As a Values-based Education (VbE) school, Diversity, Equality and Inclusion are important to us. We welcome applications from everyone with appropriate qualifications and experience.**

References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process. Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

## Safer Recruitment

All applicants will undergo DBS checks to an enhanced level and are required to satisfy pre-employment checks. Hilden Oaks safer recruiting procedures may be downloaded from the website [here](#)

**To Apply please complete the Application Form on TES [Hilden Oaks School & Nursery - Tes Jobs](#)**

The closing date for receipt of applications is **Wednesday 8<sup>th</sup> May at Noon** and interviews will be held on **Wednesday 22<sup>nd</sup> May**.

The school reserves the right to make an appointment before the closing date so swift application is encouraged. Please call us to arrange a tour on 01732 353 941

Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a supporting a lesson by working with a small group or individual. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification.

*Best of luck in your application and thank you for considering joining the Hilden Oaks family*  
[www.hildenoaks.co.uk](http://www.hildenoaks.co.uk)