

APPLICATION PACK FOR THE POST OF

Head of Swimming

Full time, all year round

Town Close School



**NORWICH'S FINEST PREP SCHOOL FOR
GIRLS AND BOYS 3-13 YEARS**

Required from 31st March 2025



A WARM WELCOME

From the Head at Town Close School, Norwich

This is an exciting opportunity to work in a leading preparatory school with excellent facilities. The successful candidate will be a team player, taking a full part in the wider life of this happy and busy school.

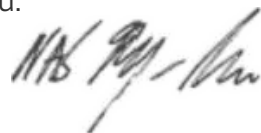
Town Close School is a co-educational day school of over 430 pupils aged 3 to 13 years, situated close to the centre of Norwich on a beautiful 15-acre site, including conservation woodland. Founded in 1932, it is now a charitable trust managed by a board of governors. The School is based around two large town houses and their extensive gardens; the main house is early Georgian and the other mid-Victorian. Purpose-built classrooms and other premises and accommodation have been added, most in recent years. A high specification sports hall was opened in September 2009, a superb performing arts hall in January 2010 and the Pre Prep and Nursery was extended and re-furbished in 2017.

Education lies at our core with pupils motivated to achieve, maintaining our outstanding reputation, with the encouragement of dedicated, capable staff and a loyal, supportive parent body.

In 2020, we were awarded the prestigious national honour of TES Pre Prep/Prep School of the Year. Despite the current climate, demand for places is excellent and academic performance is strong.

We aim to develop the full potential of each pupil. We are proud of our academic record, our renown for music, drama, technology and art, and our reputation for sport. Town Close School underwent a routine inspection in February 2022 conducted by the Independent Schools Inspectorate. The 'excellent' status was given in all areas of Education Quality Inspection, and the inspectors found the School to meet all requirements of the Compliance Inspection. Both reports can be viewed via our website www.townclose.com.

We look forward to hearing from you.



JOB DESCRIPTION

Main Duties and Responsibilities

School swimming duties

- Coordinate and lead the school's swimming provision under the Deputy Head (Co-Curricular and Community).
- Develop and deliver a progressive swimming curriculum for pupils of all ages and abilities.
- Plan and deliver differentiated lessons to meet the needs of all pupils, ensuring high-quality instruction.
- Promote play and success in early childhood development.
- Collaborate with Teaching Assistants in Pre Prep lessons.
- Adhere to Health and Safety guidelines and conduct risk assessments.
- Record and report pupil incidents or accidents.
- Provide instruction, feedback, and encouragement to pupils during lessons.
- Prepare and plan lessons based on children's needs and progress.
- Assess and monitor pupil progress, providing feedback to pupils and parents. Maintain records in coordination with the Deputy Head (Co-curricular and Community).
- Submit annual written progress reports for each pupil.
- Manage and update attendance registers.
- Organise and lead swimming squads, including inter-school, house, and year group galas.
- Attend departmental meetings to integrate swimming into the school's sports programme.
- Meet with parents to discuss pupils' progress.

Swim School Development Responsibilities

- Establish and manage an out-of-hours swim school for the wider community.
- Deliver beginner, intermediate, and advanced swimming sessions for children and adults.
- Promote the swim school to increase community participation.
- Oversee swim school administration, including bookings, payments, and attendance.
- Ensure safety and compliance with health regulations.

General Responsibilities

- It is important that all members of Town Close staff are flexible and prepared to undertake other duties as appropriate to the grade and skills of the post holder in order to maintain the efficient running of the school.
- To become familiar with and use any relevant equipment and systems as required for the duties of the post.
- The post holder will attend relevant training as identified either by the appraisal process or by the Deputy Head (Co-Curricular and Community) to meet the requirements of the school. It is expected the knowledge and skills acquired from attendance at such training will be shared and applied within the team as appropriate.
- The post holder is expected to personally comply with the statutory provisions of health and safety at work legislation and school policy and to always work in a safe manner and not to put self or others at risk.
- It is a requirement that all employees of the school maintain confidentiality of information acquired in the course of undertaking their duties here.
- To comply with the core values of the school.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the School.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

PERSON SPECIFICATION

| Criteria | Essential | Desirable | Assessed from |
|----------------------------|--|---|--|
| Qualifications | <ul style="list-style-type: none"> • Recognised swimming coaching qualification e.g. ASA/Swim England Level 2 or equivalent. • National Rescue Award for Swimming Teachers and Coaches • Good academic ability. | <ul style="list-style-type: none"> • NPLQ • First aid qualification | <ul style="list-style-type: none"> • Application • Certificates |
| Experience | <ul style="list-style-type: none"> • Strong track record of teaching and coaching swimming at various levels. | <ul style="list-style-type: none"> • Experience of managing swimming programmes for schools or communities. | <ul style="list-style-type: none"> • Application • Interview • References |
| Knowledge and Skills | <ul style="list-style-type: none"> • In depth knowledge of swimming and coaching skills. | <ul style="list-style-type: none"> • Able to communicate enthusiasm for post to teachers, parents and children. • From a pupil's perspective, to be kind, fun, interested in individuals, interesting and enthusiastic. • From a parent's perspective, to be patient, approachable, motivated and professional. • From the school's point of view, to be committed, organised, efficient and loyal. | <ul style="list-style-type: none"> • Application • Interview • References |
| Disposition and Attributes | <ul style="list-style-type: none"> • Trustworthy - able to respond to safeguarding needs of children and young people. • Responsible - able to work sensitively and responsibly with children and raise any safeguarding concerns. • Excellent interpersonal skills. • Able to be discrete and tactful with confidential/sensitive information. • Reliable and trustworthy. • An enthusiastic, committed and creative approach. • Physically fit. • Flexible and adaptable, able to multitask and to work beyond the standard hours when required. • Ability to manage own workload and be proactive. | | |

TERMS OF APPOINTMENT & APPLICATION PROCESS

Salary and Benefit package

Salary, which will be commensurate with experience, is based on the Town Close Scale. Staff also received a laptop and iPad for their professional use and the School provides excellent catering for all staff, including a delicious lunch on the understanding it is eaten with pupils.

The pay is on a 4-point scale (£28,694 - £33,432) according to qualifications and experience.

Holiday for the role is 6 weeks + bank holidays (prorated).

Benefits include

- School lunch and refreshments throughout the day
- Laptop and iPad for professional use
- Onsite parking
- Discounted school fees for your child/ren
- Pension scheme
- Free flu jab on site

Equal Opportunities

Town Close is an equal opportunities employer and the School is committed to equality and diversity.

Safeguarding

All positions at Town Close are subject to an enhanced check from the Disclosure and Barring Service and the receipt of satisfactory references. The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

How to apply

Please complete and return the application form, which is available on our website. This should be accompanied by a letter of application of no more than 500 words addressed to:

Mr N Tiley-Nunn, Headmaster

Either by email to: headsec@townclose.com or post to:

Town Close School
14 Ipswich Road
Norwich
NR2 2LR

Closing date: Thursday 13th February 2025 at 4.00pm.

Interview dates: week commencing Monday 24th February 2025