



# TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

## DIRECTOR OF STUDIES

Starting Date: January/April 2021

Town Close School is a co-educational day school of around 460 pupils aged 3 to 13 years, situated close to the centre of Norwich on a beautiful 10-acre site, including conservation woodland, alongside a further 5 acres of sports pitches nearby. 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 brand new, 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-furnished in 2017. In addition, new Year 2 classrooms were constructed alongside, which in turn allowed Year 8 form rooms to move into the main classroom block. Planning permission has been granted for a new dining, science, art and music block, which will be constructed as soon as funding permits.

We aim to maximise the growth and development 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 compliance inspection in November 2017 conducted by the Independent Schools Inspectorate. The inspection assessed the School's compliance with the Schedule to Education Regulations 2014 and the relevant requirements of the statutory framework for the Early Years Foundation Stage. Standing alongside our 'excellent' status given in all areas of our most recent Education Quality Inspection of 2011, the inspectors found the School to meet all requirements with no amendments to any policies or any further action required as a result. Both reports can be viewed via our website [www.townclose.com](http://www.townclose.com).

The successful candidate will be a key member of the School's leadership team, working alongside the Deputy Heads, Head and Deputy Head of Pre Prep, Bursar, Assistant Bursar and Headmaster. They will be a passionate educator, leading teaching and learning throughout the school, with particular focus on the progression through KS1, KS2 and KS3. In driving the further development of the curriculum, they will also coordinate staff professional development aiming to maximise everyone's effectiveness as educators. Ideally, they will have good knowledge of how a subject specialist curriculum operates as in state secondary schools, whilst also understanding and valuing the primary curriculum. The independent preparatory system combines some elements of both alongside a culture of breadth and extension.

Monitoring and, where needed, updating the processes for tracking the academic progress of all children, is another key element of the role, ensuring robust systems are in place to identify how children are performing compared to national expectations and their own apparent aptitude. At the same time, the Director of Studies needs to

have a progressive and enlightened view of education, realising that a great many important and desirable qualities need to be nurtured even though they may not be measurable or form part of any league table.

The Director of Studies also needs to be thorough and methodical in the way they organise exam entries, assessments and the academic timetable. The latter is a complex exercise undertaken each year and it is essential to be able to use appropriate timetabling software, to be able to understand and make manual alterations and to ensure that all timetable and tracking information is successfully input and linked across the School's IT systems, supported by the data administrator and front office team.

In addition to their leadership responsibilities, the successful candidate will be asked to teach approximately 70% of a normal lesson allocation to children anywhere from Year 1-8, according to their experience and expertise. The ability to offer mathematics would be an advantage. A teaching job description is also attached. All staff are expected to contribute to the wider life of the School and, in particular, the School's activities programme, which is extensive.

A competitive salary will be offered for the post according to the successful candidate's qualifications and experience, as set out in the Town Close Leadership Scale.

Norwich offers a high quality of life for potential candidates. The City is steeped in history and is the regional hub for much commerce and culture. These days it is also a significant centre for scientific research, high tech industries, engineering and medicine. The standard of living is high and housing is affordable by national standards. The climate is drier and warmer than most parts of the UK and Norfolk offers magnificent beaches, areas of outstanding natural beauty and wide open expanses of countryside, perfect for many outdoor pursuits.

Town Close School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

### **How to apply:**

Please complete and return the enclosed application form, which should be accompanied by a letter of application of no more than 500 words addressed to:

Mr N Bevington, Headmaster

Either by email to: [headsec@townclose.com](mailto:headsec@townclose.com) or post to:

Town Close School  
14 Ipswich Road  
Norwich  
NR2 2LR

Candidates considering making an application are welcome to request an informal conversation with the Headmaster to discuss the post further, also arranged by contacting the Headmaster's PA at the above email address.

Closing date: **Monday 28<sup>th</sup> September 2020**