



# TOWN CLOSE SCHOOL

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

## HEAD OF LEARNING SUPPORT

Starting Date: April/September 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 current Head of Learning Support, Francesca Rymarz, has led the Department with distinction since September 2009. Her promotion to an Assistant Head position leaves an exciting vacancy for the right candidate to enhance our Learning Support provision further and lead this important Department through the next stage of its development.

At Town Close House, we want every child to make progress. The children under the care of the Head of Learning Support, on the Inclusion Register, are highly valued and their progress is as important as all other children. With the assistance of the full-time Learning Support Specialist, the Head of Department monitors the formal assessment, diagnosis and teaching of all children on the register. This includes children who have English as an Additional Language.

It is the responsibility of the post-holder to maintain strong links between the Pre-Prep and Prep Departments, to offer in-class support in certain situations, to teach small groups and give 1:1 tuition, to carry out Speech and Language Therapy and to liaise with relevant external agencies. The post-holder will also offer supportive advice to colleagues to ensure high standards of Quality First Teaching.

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 Teachers' 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 22<sup>nd</sup> February 2021**