

APPLICATION PACK FOR THE POST OF
Gap Student
Town Close School



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

Required for September 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 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. There is a high specification sports hall, a superb performing arts hall and a large Pre Prep and Nursery.

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.



TOWN CLOSE AIMS & VALUES

Town Close aims to provide an engaging and creative learning environment that enhances children's moral, social, physical and academic development in preparation for their future lives. We value our individual pupils and staff for the breadth and variety of their talents and aim to maximise the growth and development of each pupil. Our core values are effort, commitment, respect for others, thoughtfulness, and consideration.

ACADEMIC

We seek to maximise children's academic growth through the acquisition of a wide range of learning skills, challenging children to think, question, adapt and collaborate. We encourage ambition, creativity and resilience and seek opportunities for children to explore, solve problems and take responsibility for their own learning.

EXTRA-CURRICULAR

We strive for pupils to discover and develop multiple skills and a broad range of interests through an extensive programme of extra and co-curricular activities. We seek opportunities for personal achievement and fulfilment and for children to be adventurous in participating in a range of activities, appreciating the rewards of individual endeavour and teamwork, exploiting maximum potential from the School site and resources.

PERSONAL DEVELOPMENT

We aim to provide a comprehensive personal and social education, allowing children to discuss, inform and instruct and to develop a moral, spiritual and aesthetic awareness of the world around them. We foster positive relationships and the development of key personal skills for life beyond school and aim to provide every pupil with excellent pastoral care within an ethos of tolerance, openness, warmth and personal responsibility.

STAFF

The School recognises the crucial importance of its staff in pursuing its aims and undertakes to provide appropriate support, professional training, review and development. The School is committed to safeguarding and promoting the welfare of children and all staff undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure & Barring Service. The School expects staff to have high expectations of themselves and pupils and to act as positive role-models in all they do.

PARENTS

We seek to encourage parents to share in our aims, participate in the life of the School and work with us as partners in the education and nurture of their children.



JOB DESCRIPTION

Main Duties and Responsibilities

We are looking for dynamic and enthusiastic applicants who want to immerse themselves fully in the life of a thriving Prep School. The role is varied, busy and rewarding. Many of our previous Gaps have gone on to successfully complete their teacher training using their year with us to gain a wealth of practical experience before embarking on a career in education. The salary is commensurate with age and experience.

Teaching Support

- To arrive by 8.15am each day.
- To assist teaching staff with any lessons timetabled for Classroom Support, e.g. computing, science, English and maths. To provide administrative support to teaching staff e.g. photocopying and backing of display boards.
- To attend Morning Assembly at 8.35am with all teaching staff, ensuring that sufficient chairs are set out for staff and to help Year 8 pupils with the distribution and collection of hymn books. Operate the sound system for music before and after Assembly.
- To listen to less confident children reading.
- To be available to go off the school premises for school trips, residential courses e.g. France, Belgium, Agincourt and the Lake District, and to attend matches, occasionally outside contracted working hours.

Games and P.E. Duties

- To assist the Games Staff most afternoons with girls' or boys' sports, as appropriate.
 - Years 3 and 4 on Tuesdays and Thursdays/Fridays.
 - Years 5 and 6 on Wednesdays and Thursdays/Fridays.
 - Years 7 and 8 on Mondays and Wednesdays.
- To be jointly responsible for groups of children:
 - teaching the children skills with the knowledge and support of the games staff.
 - helping to organise teams and matches.
 - dealing with children who have been injured and ensuring that they receive appropriate care from a qualified first aider.

General Administration Duties

- Generally to assist all teaching staff with photocopying, printing, laminating, etc.
- To take responsibility for ensuring that school notice boards are kept tidy and updated, replacing backing and titles when necessary.
- To use the digital camera and take photographs as required.
- To check supplies of standard forms and replenish stocks as necessary.
- To assist the administration team where necessary.

Lost Property

- To record the contents of the lost property every week. Take out unnamed articles and store them, in consultation with the Senior Deputy Head.
- To prepare a list of the contents for each form, both named and unnamed, and email a list out to the Common Room.

Break, Lunch and After School Duties

- To assist another member of staff to patrol the playgrounds, lawns and wooded areas.
- To help with lunchtime or after school sports clubs.
- To report any incidents of poor choices or inappropriate behaviour.
- To deal with any children who have been injured, ensuring that appropriate care is given and that a qualified first aider is seen if necessary.
- To oversee distribution of milk, biscuits and fruit at morning break and refreshments after school between 4.00pm and 4.15pm.
- To register children going into lunch.
- To assist the duty teacher with After School Care until 5.00pm.

Other Duties

- To be prepared to offer skills and interests for the benefit of the School e.g. joining the School Orchestra, Choirs, Ensembles, etc. or to take part and support with drama productions.
- To be a role model and positive influence to all our children.
- To undertake such other duties as the Headmaster may, from time-to-time, require.

TERMS OF APPOINTMENT & APPLICATION PROCESS

Salary and Benefit package

Salary is commensurate with age and experience.

The working hours for the role are between 8.15am - 5.00pm daily during term time. In addition, staff are required to attend the INSET days each year.

Benefits include

- School lunch and refreshments throughout the day
- Onsite parking
- 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: Sunday 2nd February 2025

Interviews: w/c 24th February 2025

Please do not send a curriculum vitae (CV) as we are not able to accept this as a substitute for the application form. However, if a disability precludes you from completing the standard form, please contact the Headmaster's PA who will be able to advise you on an alternative means of applying.

If you would like to give the School any additional, relevant information which you have not been able to do on the application form, please include this in your covering letter.