

PACK FOR THE POST OF

# **EYFS Teaching Assistant (part time)**

Starting April 2026

Town Close School



TOWN CLOSE SCHOOL

# 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.**

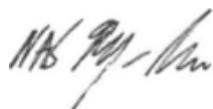
Town Close School is a co-educational day school of over 430 pupils aged 3 to 13 years, situated close to the centre of Norwich on a beautiful 15-acre site, including conservation woodland. Founded in 1932, it is now a charitable trust managed by a board of governors. The School is based around two large townhouses 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-furnished in 2017. A second science lab was opened in January 2025 and a drama studio, cookery room and renovated Reception garden were opened in September 2025.

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](http://www.townclose.com).

We look forward to hearing from you.



# JOB DESCRIPTION

## Duties and Responsibilities

with regard to:

### Pupils

- Know the School's safeguarding policy and procedures and implement them as necessary.
- Attend to the personal and social needs of pupils.
- Supervise pupils during break and lunch times, during Golden Time and at After School Care.
- Ensure pupils' health and safety at all times, in and out of the classroom.
- Train in paediatric first aid.
- Administer basic first aid (when qualified to do so).
- Support children in all aspects of School life.
- Assist in all aspects of swimming lessons throughout the Pre Prep.
- Listen to, care for and support children in all aspects of School life and in their emotional, mental and physical wellbeing and academic development.

### Teachers

- Contribute to the positive behaviour management approach.
- Communicate concerns and observations regarding individual pupils to teaching staff.
- Help to maintain an orderly classroom.
- Enforce rules/agreed procedures.
- Listen to readers.
- Work with small groups.
- Prepare resources.
- Help in creating displays.
- Provide information for assessments, reports, etc.
- Help to prepare children, resources, props etc. for class assemblies and productions.

### School

- Support the aims and promote the ethos of the School.
- Build and maintain effective working relationships with pupils, colleagues and parents.
- Be aware of, and adhere to, the School's policies and procedures.
- Be aware of confidential issues, GDPR requirements and the need for discretion.
- Assist in the general management and record keeping required during lunch and break times, including accident forms.
- Attend INSET training.
- Undertake continued professional development as appropriate/required.
- Take turns to help on the After School Care staffing rota, on a weekly basis.

### 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 Head of Pre Prep to meet the requirements of the School. It is expected that 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.
- Promote the safe use of the School's IT resources.

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 teacher 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 by
Qualifications	<ul style="list-style-type: none"> <li>• Full and relevant Level 3 (or higher) Early Years Qualification</li> <li>• Level 2 English qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Early Years Professional Status.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> <li>• Experience of working with/caring for children.</li> <li>• Experience of swimming with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching/caring for children aged 3 - 7.</li> <li>• Experience of working in schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>• Good academic ability.</li> <li>• Good IT skills.</li> <li>• Good organisational ability with regard to planning and record keeping.</li> <li>• Good communication skills.</li> <li>• Good interpersonal skills.</li> <li>• Ability to take responsibility for events and unforeseen circumstances.</li> <li>• Demonstrate an interest in education and care of children.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to communicate enthusiasm for post to teachers parents and children.</li> <li>• From a pupil's perspective to be kind, fun, interested in individuals, interesting and enthusiastic.</li> <li>• From a parent's perspective, to be patient, approachable, motivated and professional.</li> <li>• From the school's point of view to be committed, organised, efficient and loyal.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
Disposition and attributes	<ul style="list-style-type: none"> <li>• Trustworthy: able to respond to safeguarding needs of children and young people.</li> <li>• Responsible: able to work sensitively and responsibly with children and raise and safeguarding concerns with Senior Designated Professionals.</li> <li>• Personable.</li> <li>• Reliable.</li> <li>• Approachable.</li> <li>• High standards of communication.</li> <li>• Excellent interpersonal skills.</li> <li>• Hardworking.</li> <li>• Attention to detail.</li> <li>• Enthusiasm for the post.</li> <li>• Flexible and adaptable.</li> <li>• Ability to multitask.</li> <li>• Must be physically fit to undertake the duties of the role - lifting, bending, stooping and carrying.</li> <li>• Total commitment to safe working and providing a safe environment for children.</li> <li>• Able to put children at ease and listen to their concerns.</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>

# TERMS OF APPOINTMENT & APPLICATION PROCESS

## Salary and Benefit package

Salary, which will be commensurate with experience, is based on the Town Close Scale. School provides excellent catering for all staff, including a delicious lunch.

Teaching Assistants are paid on an 7-point scale (from £20,078 to £23,651 pro rata) according to qualifications and experience.

## Working hours

The working hours are between 8.00am - 6.00pm each day during term time, for 4 days per week.

## Benefits include

- School lunch and refreshments throughout the day
- 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. Our safeguarding policy, including child protection, can be found in the policies section of our website.

## 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](mailto:headsec@townclose.com) or post to:

Town Close School  
14 Ipswich Road  
Norwich  
NR2 2LR

Closing date: Thursday 19th March 2026

Interviews: week commencing Monday 23rd March 2026