

PACK FOR THE POST OF

**English Teacher  
(full time, maternity cover)**

Town Close School



STARTING MAY 2026



# 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 425 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. A second science lab was opened in January 2025 and a drama studio, cookery room and renovated Reception garden were opened in September 2025. Onsite netball courts have also recently been completed in October 2025.

In 2020, we were awarded the prestigious national honour of TES Pre Prep/Prep School of the Year. Town Close School underwent inspection in June 2025 conducted by the Independent Schools Inspectorate, where we not only met all standards, but also received a significant strength for the impact of our School values; 'The Town Close Way'. Despite the current climate, demand for places is excellent and academic performance is strong.

We aim to develop the full potential of each child, not just as great pupils, but more importantly as great people. We are proud of our academic record, our renown for music, drama, technology and art, and our reputation for sport.

We look forward to hearing from you.



# **JOB DESCRIPTION**

## **Main Duties and Responsibilities**

### **Teaching**

- Ability to teach English confidently up to and including Year 8 (KS2 and KS3).
- Plan and teach well-structured lessons to assigned classes, following the School's plans, curriculum and schemes of work, well as making full use of the School's extensive IT facilities e.g. iPads.
- Assess, monitor, record and report on the learning needs, progress and achievements of pupils, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of pupils.
- Follow and implement the School's marking and feedback policy.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for assessments.
- Set regular Prep work (homework) in line with School policies.

### **Whole school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the School's policies, practices and procedures, so as to support the School's vision and values.
- Make a positive contribution to the wider life and ethos of the School.
- Lead a session as part of the School's extra curricular provision.
- Work with others on curriculum and pupil development to secure coordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.
- Assist in supervision duties as requested by the Deputy Head (Pastoral).

### **Health, safety and disciplines**

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

### **Professional development**

- Take part in the School's appraisal procedures.
- Participate in staff training and professional development opportunities in order to improve your own teaching.
- Take part in departmental meetings, as required by the Heads of Department or Deputy Head (Academic).

### **Communication**

- Communicate effectively with pupils, parents and carers.
- Complete pupil reports, as required, and attend appropriate meetings with parents in order to report on and discuss pupils' progress.

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the School.
- Develop effective professional relationships with colleagues; communicate and collaborate regularly with other teachers.

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside School.
- Have proper and professional regard for the ethos, policies and practices of the School, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

## 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 postholder 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	Qualities
Qualifications and experience	<ul style="list-style-type: none"><li>• Successful experience teaching English; ideally with experience in KS3.</li><li>• Degree.</li><li>• Teaching qualification.</li><li>• Ability to teach a second subject is desirable, with a particular strength in sport being an advantage.</li></ul>
Skills and knowledge	<ul style="list-style-type: none"><li>• Knowledge of the National Curriculum.</li><li>• Knowledge of effective teaching and learning strategies.</li><li>• A good understanding of how children learn.</li><li>• Ability to adapt teaching to meet pupils' needs.</li><li>• Ability to build effective working relationships with pupils.</li><li>• Knowledge of guidance and requirements around safeguarding children.</li><li>• Knowledge of effective behaviour management strategies.</li><li>• Good knowledge of health and safety.</li><li>• Good IT skills, particularly using IT to support learning.</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the School.</li><li>• High expectations for children's attainment and progress.</li><li>• Ability to work under pressure and priorities effectively.</li><li>• Commitment to maintaining confidentiality at all times.</li><li>• Commitment to safeguarding and equality.</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. Staff also receive 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.

This role is being offered as a full time, temporary contract due to covering maternity leave.

## Benefits include

- School lunch and refreshments throughout the day
- Laptop and iPad for professional use
- Onsite parking
- Discounted school fees for your child/ren.
- Competitive 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 Nick 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: Sunday 22nd February 2026

Interviews: week commencing Monday 2nd March 2026