

PACK FOR THE POST OF

Gap Student

Town Close School



STARTING SEPTEMBER 2026



A WARM WELCOME

From the Head at Town Close School, Norwich

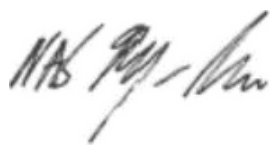
This is an exciting opportunity to work in a leading preparatory school with excellent facilities. The successful candidate will be a team player, taking a full part in the wider life of this happy and busy school.

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

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 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 5.15pm.
- To assist in the Pre Prep with After School Care until .00pm on at least one evening a week.

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.

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 postholders 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.

TERMS OF APPOINTMENT & APPLICATION PROCESS

Salary and Benefit package

Salary is commensurate with age experience. School also provides excellent catering for all staff, including a delicious lunch.

Working hours

The working hours for the role are between 8.15am - 5.15pm 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. 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 or post to:

Town Close School
14 Ipswich Road
Norwich
NR2 2LR

Closing date: Sunday 8th February 2026

Interviews: week commencing Monday 23rd February 2026

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.