

PACK FOR THE POST OF

Supply Teacher

Town Close School



TOWN CLOSE SCHOOL

Every Moment Matters

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 420 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, renovated Reception garden and cookery room 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.

We look forward to hearing from you.



JOB DESCRIPTION

Main Duties and Responsibilities

Teaching

- Teach well-structured lessons to assigned classes, following the provided plans, as well as making full use of the School's extensive IT facilities e.g. interactive whiteboards, digital screens and iPads.
- Adapt teaching to respond to the strengths and needs of pupils.
- Follow and implement the School's Feedback Policy, where appropriate.
- 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.

Whole school organisation, strategy and development

- Follow the Town Close Way and promote this with the children.
- 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.
- Assist in supervision duties as requested by the Senior Deputy Head or Pre Prep Deputy Head.

Health, safety and discipline

- 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.

Communication

- Communicate effectively with the School, pupils, parents and carers.

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	• Qualified teacher status. • Degree. • Successful teaching experience.
Skills and knowledge	• Knowledge of the National Curriculum. • Knowledge of effective teaching and learning strategies. • A good understanding of how children learn. • Ability to adapt teaching to meet pupils’ needs. • Ability to build effective working relationships with pupils. • Knowledge of guidance and requirements around safeguarding children. • Knowledge of effective behaviour management strategies. • Knowledge of health and safety. • Good IT skills, particularly using IT to support learning.
Personal qualities	• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the School. • High expectations for children’s attainment and progress. • Ability to work under pressure and prioritise effectively. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality.

TERMS OF APPOINTMENT & APPLICATION PROCESS

Salary and Benefit package

Salary, which will be commensurate with experience, is based on the Town Close Scale.

The School provides excellent catering for all staff, including a delicious lunch.

Benefits include

- School lunch and refreshments throughout the day
- Onsite parking

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