



NORWICH SCHOOL

Appointment of Head of Pre-Prep from April 2018

An Introduction to Norwich School

Norwich School is a traditional, yet lively place where boys and girls enjoy a rounded and stimulating education. The school is characterised by strong, warm relationships and a profound appreciation of scholarship.

Norwich School is currently divided into two sections: the Lower School and the Senior School. The Lower School is the base for our 7-11 year old pupils (Years 3-6), while the Senior School caters for the 11-18 age range (Years 7-13).

The Lower School is in the Lower Close (on the east side of the Cathedral) and from September 2018 will open a new pre-prep department to extend the age range to 4-11. Its impressive facilities, and wonderful opportunities give pupils an excellent start to their Norwich School education. The school has received regular major investment which has recently seen the addition of a science lab, two new classrooms, music rooms, an outdoor classroom, extended playground facilities and a new astro turf. The school educates the choristers of the Norwich Cathedral choir.

There are 194 pupils in the Lower School and ten forms. Pupils from the Lower School are expected to move through to the Senior School. Demand for places at the Lower School is high and all year groups are regularly over-subscribed.

There are 28 members of staff in the Lower School. Lessons are taught mostly by primary trained teachers with a high degree of specialism. The Senior School supplements specialist subject teaching where required. The school has an enviable reputation in the East of England due to the school's ability to achieve excellent academic results but also provide wonderful extra-curricular opportunities.

Norwich School is one of the leading day schools in England and has been educating children since 1551. The school achieves exceptional results but we believe that an education for life is about more than statistics. Here we enjoy local character, beautiful surroundings and a remarkable history. Staff and pupils together create a supportive atmosphere and boys and girls benefit from specialised facilities and a broad curriculum.

The city of Norwich is seen as an ideal place to live and bring up a family and Norfolk is regularly rated as the safest and most enjoyable county to live in England.

Our Ethos and Aims

Ethos - Learning and scholarship are at the heart of the broad education that Norwich School provides. Christian values - notably love and compassion for one another - underpin our activities and relationships.

Aims - Norwich School is committed to:

- producing scholarly, reflective young people who are capable of handling difficult concepts and expressing profound thought;
- providing a rich, varied and broad education that develops the diverse talents of the boys and girls

- equipping pupils for leadership and service.

Benefits of the Role

- Salary – The post is offered at a salary commensurate with skills, experience and qualifications.
- Teacher's pension – The post holder will be eligible for membership of the Teacher's Pension Scheme.
- Fee Remission – In accordance with the School's policy, up to 50% fee remission for pupils attending Norwich School. Fee remission is calculated on the number of weeks and hours worked and is pro-rata for part time staff.
- Private Patients' Plan – The post holder will be entitled to membership of the Private Patients' Plan
- Personal Accident Insurance – Free membership of a Personal Accident Insurance Scheme

All appointments are subject to satisfactory completion of all pre-employment checks, i.e. references, Disclosure and Barring Service, medical questionnaire, right to work in the UK.

Norwich School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The Application Process

- A letter of application, completed application form and CV should be sent to Liz Meyer, Recruitment & HR Officer by midday on 30th January 2018.
- The letter of application should address the following three questions; 1. Why are you interested in the post? 2. What distinctive features would you wish prospective parents to see in the new Pre-Prep? 3. What challenges do you envisage the Pre-Prep will face in the coming months?
- Further information about the development plans for the Pre-Prep section will be made available to short-listed candidates.
- We will seek references on shortlisted candidates and will approach previous employers for information to verify particular experience or qualifications, before interview. References will ask about your suitability to work with children
- If you are invited to interview you will receive notification outlining the interview process and guidance regarding the documentation you are required to provide.
- The successful candidate will be required to undergo an enhanced Disclosure and Barring Service check.

Mr John Ingham, Master of the Lower School will be pleased to answer any questions that candidates may have.

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