



Norfolk House School

**Recruitment Information Pack**  
**Teacher**

## Our Heritage

Originally known as Garry House, the School was founded less than a mile from its present site in Fountain Road, Edgbaston, in 1934. It moved to Norfolk Road in 1964, and was re-founded as Norfolk House in 1967.

We have a proud record of unbroken service at the forefront of independent education in Birmingham which spans almost 100 years. Whilst we have always responded to the changing demands and challenges of society, we have never lost sight of our ethos. The process of updating and modernising is constant, but never done purely for its own sake. The School adopts the best practices of the present, and combines them with the tried and tested ones of the past. Over the years, the School has built a well-earned reputation as one of the leading independent preparatory schools in Birmingham and the Midlands.

## Our School

At Norfolk House we are firm believers that a happy and nurturing environment brings out the best in children. Keeping class sizes small, focusing on the individual needs of each child and promoting good manners and mutual respect, are among the things we do to create a close-knit, mutually supportive community with a family atmosphere.

Academic success is our focus and has forged our reputation. Our children work hard and are challenged to achieve their full potential. The majority of them move on to one of the outstanding local authority Grammar Schools. Others choose to attend some of the excellent Independent schools in the Midlands. Wherever they go after leaving us, our children are well equipped for the next stage in their academic careers.

But life at Norfolk House is not all about 11+ preparation. Our curriculum is broad and engaging. While meeting the requirements of the National Curriculum, we have the freedom to adapt our teaching to suit the interests of individuals and to encourage children to become independent learners. Beyond the classroom, we believe in enabling children to develop individual talents and enthusiasms, whether sporting, musical or dramatic; and an enthusiastic and active Pupil Leadership Team provides children with a voice as well as responsibility. Fostering close partnerships with parents adds a further, very important dimension to our children's learning experience.



Norfolk House School

# School Values

- We show **respect** to each other
- We work together to achieve **excellence**
- We are polite and always use **good manners**
- We are always ready to **learn**
- We create strong **friendships**
- We always **give our best**
- We belong to a **caring community**

## Our Ethos

The School's ethos is founded in a number of core beliefs which underpin its relationship with members of its own community and society in general.

- A safe, caring and happy environment is the essential foundation for a child's development.
- Each child is an individual with their own unique blend of abilities, needs, ideas and aspirations, and should be nurtured as such.
- Each child deserves the opportunity to achieve their full potential in every field of endeavour.
- Education is an exciting, fulfilling, life-long process which we are privileged to guide in its early stages.
- Respect, fairness, tolerance and compassion should always characterise our approach towards others.
- Service to the wider community is central to our outlook.
- Religious, cultural and social diversity is to be valued and celebrated.





## **Our Aims**

**In seeking to give full effect to its ethos, the school aims to do the following:**

- **To foster a culture in which the safeguarding of each child is paramount.**
- **To promote a positive, supportive, family atmosphere which empowers each child to learn, develop and thrive.**
- **To provide pastoral care which supports and nurtures each child as an individual.**
- **To encourage and challenge each child to develop fully their skills and interests, whilst ensuring that they are not afraid to make mistakes.**
- **To fuel each child's passion for learning with a curriculum which is stimulating, exciting and challenging.**
- **To encourage independent thought and intellectual curiosity.**
- **To emphasise in every area of school life the importance of honesty, good manners, goodwill and mutual respect.**
- **To inspire each child to be a caring and responsible citizen who strives to make a positive contribution to the community.**
- **To acknowledge and celebrate the rich diversity of religious, cultural and social backgrounds within the school community and beyond.**

# Teacher

## Person Specification

The successful candidate will have:

Essential:

- University degree from a recognised academic institution
- Recognised teaching qualification
- Qualified to teach and work in the UK
- A strong understanding of working with academically able children
- Experience of supporting pupils of all abilities
- A belief in the unlimited potential of every pupil
- Familiarity with and experience of the National Curriculum
- Strong interpersonal, written and oral communication skills with the ability to deal confidently with a wide range of people, including staff, pupils, and parents
- The ability to work as part of a team
- Efficiency, reliability, and adaptability
- Commitment to the ethos of the school
- A keen sense of humour
- Approachable and empathetic to the needs of others
- Committed to the safeguarding and well-being of children and young people

Desirable:

- First aid qualification
- An understanding of the Birmingham independent school market
- An understanding of the Birmingham 11+ system
- Strong ICT skills
- A willingness to take part in extra-curricular activities



## Role Overview

Norfolk House School, a vibrant co-educational prep school, is seeking an outstanding and dedicated Deputy Head with responsibility for Pastoral Care to join our senior leadership team. As Deputy Head, you will play a crucial role in driving the strategic vision of the school, working alongside the Headmistress to shape and implement the school's values, ensuring that every pupil thrives academically, socially, emotionally, and personally.

The ideal candidate will have been a part of a Senior Leadership Team and is now looking for the next step in their career. They will have strong organisational skills and the ability to manage competing priorities, as well as having excellent communication skills to build positive relationships with staff, students, and parents. Above all, they will be dedicated to working in a nurturing environment where children are at the heart of everything the school does.

## Key Responsibilities

### Teaching Responsibilities

- Plan and prepare courses and lessons.
- Teach and assess pupils based on their educational needs, setting and marking work.
- Record and report on pupil progress and attainment.

### Other Activities

- Promote pupil well-being and provide guidance on educational and social matters.
- Maintain records on pupils' personal and social needs.
- Communicate with parents and external bodies.
- Participate in meetings and accompany pupils on trips.

### Assessments and Reports

- Provide oral and written assessments, reports, and references on pupils.

## Appraisal

- Participate in teacher appraisal arrangements.

## Training and Development

- Review and improve teaching methods and programmes.
- Engage in professional development and required training.

## Educational Methods

- Advise and collaborate with colleagues on course preparation, teaching methods, and assessment.

## Child Protection and Safety

- Promote the welfare and safety of pupils, maintaining discipline both on and off school premises.

## Staff Meetings

- Attend meetings related to the curriculum, administration, and pastoral arrangements.

## Public Examinations

- Assist with preparations, supervision, and assessment during public exams.

## Administration

- Participate in administrative tasks, including managing support staff and ordering materials.
- Attend assemblies and supervise pupils as needed.

## Flexibility

- Undertake any other reasonable duties as required by the school.





## Staff Benefits

- Competitive salary, dependent on experience.
- Pension Scheme
- Private Health Care
- Tuition fee remission
- Lunch and beverages provided
- An employee discount platform and EAP
- Free staff social events
- Free staff parking

## Application process

Applications will only be accepted from candidates completing the Norfolk House School Application Form in full. CVs will not be accepted in substitution for completed application forms.

In your covering letter, kindly specify the subjects you specialise in or feel most passionate about teaching.

To apply, please submit your application to Sarah Graham, PA to the Headmistress at [info@norfolkhouseschool.co.uk](mailto:info@norfolkhouseschool.co.uk)

**Closing date for applications is Wednesday 26th February, 12 noon.**

If you would like to visit and have a tour of the school before you apply, please email [info@norfolkhouseschool](mailto:info@norfolkhouseschool) or call us on 0121 454 7021 to arrange.

## Safer Recruitment

At Norfolk House School, we are committed to safeguarding and promoting the welfare of children and young people. As part of our recruitment process, applicants will undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS). We may also conduct online searches on shortlisted candidates and request details of their online profiles.

The safeguarding responsibilities of the post are stated in full in the job description.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

