

# Norwich School

## GAP Placement – Lower School

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### Job Description

**Job Title:** GAP Placement - Lower School  
**Reports to:** Head of the Lower School  
**Contract:** Fixed term from 1<sup>st</sup> September 2026 to 31<sup>st</sup> August 2027

### Specific Responsibilities

- Assist (alongside the designated teacher) in a mixture of lessons such as PE, Art, ICT. (Mix of lessons will be decided according to the strengths and interests of the successful candidate)
- Assist when required with Games- be involved with matches and possibly take a team
- Assist with day and residential visits as required
- Run an after-school club once per week
- Be supportive of major school events such as Sports Day, drama productions, charity activities
- Assist with the safe transfer of pupils between the Lower and Senior School sites when required; for example, individual music exams and at lunchtime when Forms need to be walked to/from the Refectory
- Assist with outdoor duties when required

### Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

### Other

- Participate in training and other learning activities as required; and in the Probation / Professional Development Review process
- Undertake other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Head of Lower School

### Personal Qualities

- Support the Norwich School aims, ethos and professional standards
- Adhere to the Norwich School dress code
- Be punctual
- Enjoy working with children and being part of a team
- Be capable of working unsupervised
- Enjoy using their own initiative
- Be keen to be involved in sporting activities
- Understand and comply with Child Protection procedures

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### **What we offer in return:**

Norwich School offers successful applicants the unique opportunity to gain experience within a dynamic, successful day school and the chance to work in a vibrant environment alongside highly successful and experienced educators. You will have the opportunity to gain classroom experience, be part of an established Graduate Assistant team and friendly common room staff.

Please contact Mr John Ingham, Head of the Lower School for further information, telephone: 01603 728484 or e-mail: [jingham@norwich-school.org.uk](mailto:jingham@norwich-school.org.uk)

### **Salary and Benefits**

#### **Salary and Working Pattern**

This is a fixed term contract from 1<sup>st</sup> September 2026 to 31<sup>st</sup> August 2027. The GAP Placement will be expected to work 37.5 hours per week during term time, and the salary is £18,134 per annum, depending on qualifications and experience. Flexibility in working hours and pattern is required to meet the changing needs of the school.

#### **Pension**

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

#### **Healthcare**

Staff may benefit from the school's private healthcare plans. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

#### **Lunch**

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

#### **Salary Sacrifice Schemes**

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.