



Langley
SCHOOL

Gap Student
(Prep School – NR8 6HU)

Application closing date: midday on Monday 2nd August 2021



About Langley School

Langley School is an HMC boarding and day school offering an all through education to more than 800 pupils aged two to 18.

- Langley Prep School, Taverham (ages 2 to 13)
- Langley Senior School, Loddon (ages 10 to 18)

With an established legacy in providing a first-class inclusive education, Langley is an innovative, caring and stimulating place to work. It is our ambition to not only build the areas in which our strengths lie, but to lead the way as a forward-thinking and aspirational school.

Set within two enviable countryside sites, Langley's stunning green campus locations are a wonderful canvas that allow children space to breathe and grow - with the added advantage of being close to Norwich and nearby transport links Cambridge, London and Schipol Airport via Norwich Airport.

About the role



We are looking for dynamic and enthusiastic applicants who want to immerse themselves fully in the life of a thriving Prep School.



Working alongside our cohort of inspirational and motivational Prep School teachers, our gap students assist with managing behaviour, leading extra-curricular activities and supervising pupils both in the classroom and on School trips and excursions.



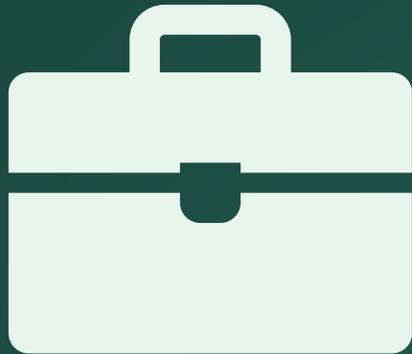
Our Gap Students share the corporate responsibility for the pastoral care, well-being and behavioural management of all pupils, and actively demonstrate and encourage the Schools core values of kindness, curiosity, confidence and integrity.



As a member of the School staff team, our Gap Students contribute to the positive image of the school in the community and provide a constant, supportive and encouraging presence in the pupils' lives.



Purpose and job specification



The Gap Student will:

- ✓ Work with pupils individually and in groups within the classroom as an assistant to the teacher;
- ✓ Assist with the teaching of PE and Games in Pre-Prep and Prep, as well as swimming in Year 3 and above;
- ✓ Support Drama and Choir lessons and productions;
- ✓ Get involved with lunch and break duties;
- ✓ Carry out administrative tasks such as scanning, photocopying and organising filing systems;
- ✓ Deliver the daily Before-School Club for Year 1 upwards from 7.45am until 8.30am and the After-School Club from 4.00 pm until 6.00 pm, in accordance with the scheduled roster;
- ✓ Oversee the safety and welfare of pupils on outings and residential trips;
- ✓ Contribute to the positive image of the school in the community;
- ✓ Attend relevant in-service training and INSET days;
- ✓ Be aware of school procedures and comply with current health and safety, safeguarding and child protection legislation and procedures to uphold the school's policy on child protection.

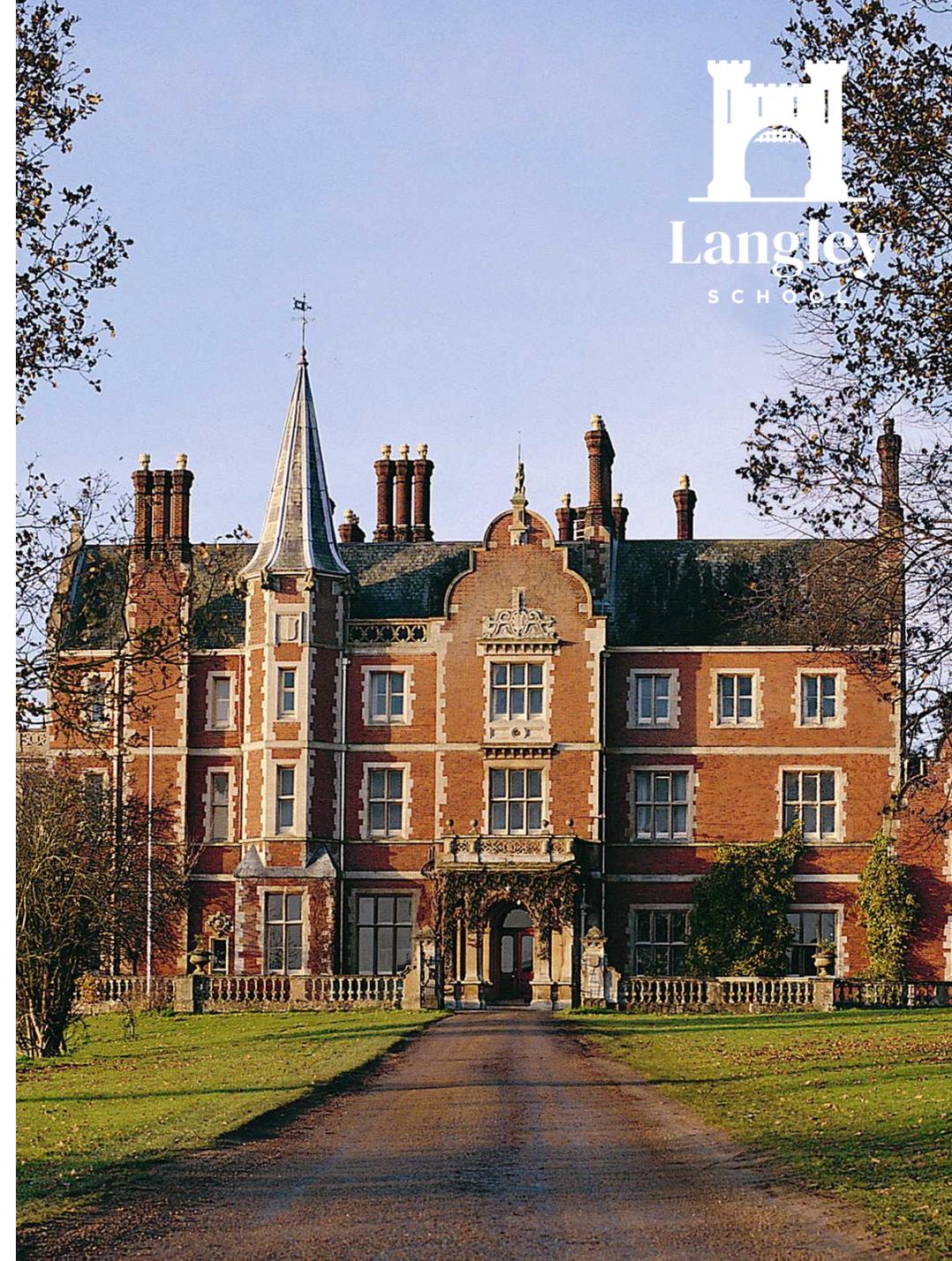


Job Overview

Gap Student

Start Date:	6 th September 2021
Site:	Langley Preparatory School, NR8 6HU
Reporting to:	Senior Deputy Head (Procedures & Operations) & Head of Department (depending upon assignment)
Hours per week:	40 hours per week, Monday to Friday
Weeks per annum:	35 weeks (Term-time + INSET)
Contract type:	Fixed-Term for academic year 2021/22
Holiday entitlement:	Statutory (School Holidays)
Accommodation:	Accommodation is not offered with this role

Langley is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family-friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to welcome and support staff from different backgrounds and part-time or flexible working applicants.





Applications should be received no later than midday on **Monday 2nd August**



Any candidates shortlisted for interview will be notified by **Wednesday 4th August**

Please submit a covering letter outlining your suitability for the role together with a completed application form; CV's will not be accepted as a substitution but may be submitted in addition to the application form in order to supply additional background information. Please email your application to recruitment@langleschool.co.uk and note that all information within your application will be treated confidentially.

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Professional development and ongoing CPD through internal and external training
- 24/7 access to our Employee Assistance Programme
- Free School lunches
- Fee remission of up to 50% for permanent staff (subject to pro-rata calculation)
- Access to a range of pension options, including DC and TPS*

*TPS enrollment is subject to employer terms and conditions



How to make an application

Langley School is committed to safeguarding our pupils and students. All offers of employment are conditional on the receipt of appointments are subject to receipt of two satisfactory references in addition to child protection screening, including checks with previous employers and the Disclosure and Barring Service.



Langley
SCHOOL

Contact

Langley School

Langley Park

Loddon

NR14 6BJ

(01508 520 210)

Langley Prep School

Taverham Hall

Taverham

NR8 6HU

(01603 868 206)

Website: www.langleyschool.co.uk

Email: recruitment@langleyschool.co.uk