



Langley
SCHOOL

Brief for the position of
GAP STUDENT

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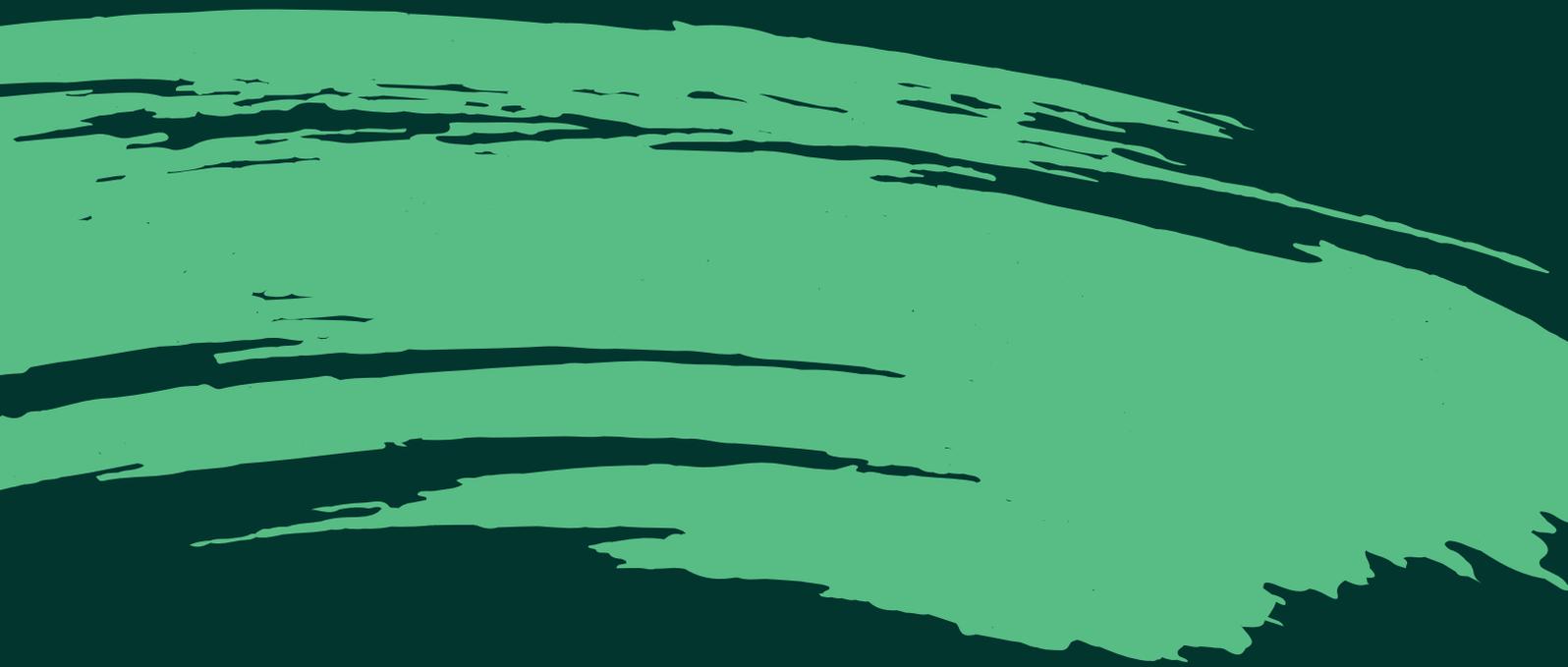
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01 BACKGROUND

Thank you for your interest in this exciting opportunity here at Langley School. We are seeking a confident and enthusiastic **Gap Student** to join **Langley Prep School, Taverham**.

We are proud to have a vibrant educational community that is nestled in the picturesque Norfolk countryside. Our school is placed where tradition meets digital innovation and where every pupil is valued and encouraged to thrive.

From our youngest learners just beginning their journey in Nursery, to the ambitious young adults joining our Sixth Form, Langley School offers a nurturing environment that fosters growth, learning, and discovery.

Our expansive campuses provide the perfect backdrop for this adventure, offering over 100 acres of green space at each site for our pupils to explore and enjoy.

At Langley, we believe in the power of opportunity and the pursuit of excellence. Our core values - **kindness, confidence, curiosity, and integrity** - are the pillars that support every aspect of school life. We are dedicated to equipping our pupils with the skills they need to navigate the complexities of the modern world, such as creativity, resilience, and adaptability. If you feel that you have the professional skills to join our dynamic team, then we look forward to receiving your application.



02 ABOUT LANGLEY

Langley is a co-educational, inclusive, day and boarding school from 6 months to 18 years old. We are fortunate to be set on two enviable 100+ acre countryside sites: Bluebell Nursery, Pre-Prep and Prep school are based in Taverham; Bluebell Nursery, Senior school and Sixth Form are just outside Loddon.

These stunning, green campus locations are a wonderful canvas that allow children space to breathe and grow, as well as enjoying the benefits of being on the doorstep of the vibrant and dynamic city of Norwich.

We are one of only nine HMC schools in Norfolk and Suffolk and offer day, flexi, weekly and full boarding

1 Langley Prep School, Taverham

2 Langley Senior School, Loddon



03 THE ROLE

Site:	Langley Prep School, Taverham, Norwich (NR8 6HU)
Start Date:	September 2026
Reporting to:	Deputy Head/ Head of Department
Hours:	40 hours per week, 35 weeks per year
Salary:	National Minimum Wage for age plus 14.54% rolled up holiday pay
Contract type:	Fixed Term, 1 Academic Year 2026/2027

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 co-curricular activities and supervising pupils both in the classroom and on School trips and excursions.

Our Gap Students share the responsibility for the pastoral care, well-being and behavioural management of all pupils, and actively demonstrate and encourage the School's 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 pupil's lives.





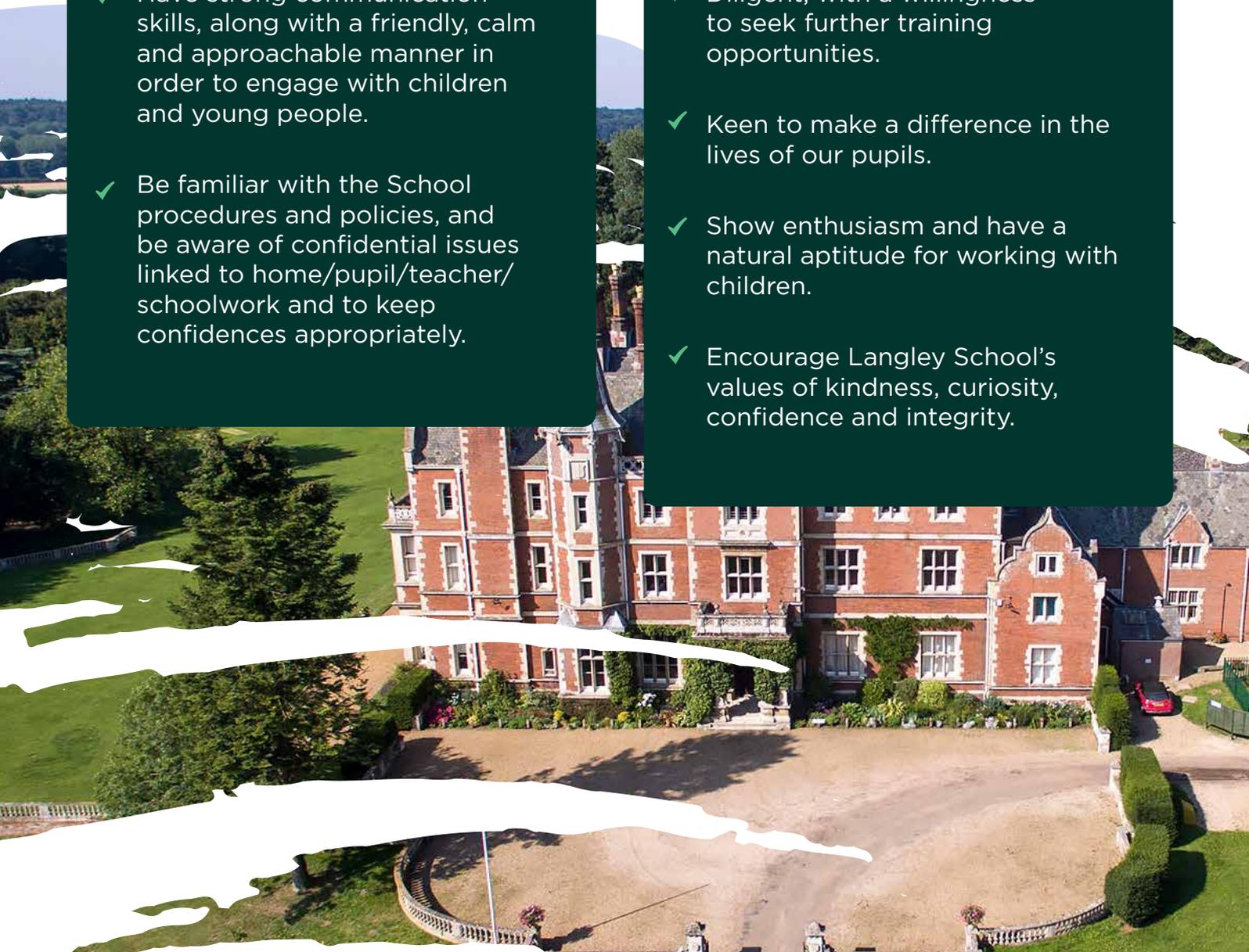
04 PURPOSE AND JOB SPECIFICATION

- 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 07:45am until 08:30am and the After-School Club from 4:00pm to 6:00pm, in accordance with the scheduled rota.
- 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.
- Are 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.

05 SKILLS & EXPERIENCE

- ✓ Have the ability to work as part of a team as well as possessing the ability to use your own initiative.
- ✓ The ability to develop and maintain professional, productive relationships with all staff members.
- ✓ To be aware of the responsibility for promoting and safeguarding the welfare of the young people whom you have contact with during the course of your duties.
- ✓ Have strong communication skills, along with a friendly, calm and approachable manner in order to engage with children and young people.
- ✓ Be familiar with the School procedures and policies, and be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences appropriately.

- ✓ Provide a constant, supportive and encouraging presence modelling good practice regarding personal standards and desired attitudes.
- ✓ Be able to maintain the positive wellbeing of all pupils, and be confident to deal with behavioural and pastoral incidents as they occur.
- ✓ Possess excellent communication skills and a proactive approach to organisation and planning.
- ✓ Diligent, with a willingness to seek further training opportunities.
- ✓ Keen to make a difference in the lives of our pupils.
- ✓ Show enthusiasm and have a natural aptitude for working with children.
- ✓ Encourage Langley School's values of kindness, curiosity, confidence and integrity.



06 CANDIDATE BENEFITS

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 the school's comprehensive Employee Assistance Programme, offering support for personal and professional well-being.
- ✓ Complimentary school lunches.
- ✓ Workplace pension scheme with Royal London.
- ✓ Covered by the School's Death in Service scheme (3 x annual salary).
- ✓ Access to Private Medical Insurance.
- ✓ Free onsite parking.
- ✓ Free access to the school's gym facilities at the Loddon campus and swimming pool at the Taverham campus.
- ✓ A truly unique and inspiring work environment, set on a heritage site surrounded by over 100 acres of green space and woodlands

TERMS AND CONDITIONS

The starting salary for this role will be competitive and commensurate with the successful candidate's qualifications and experience.

Please note that Langley School reserves the right to interview and appoint candidates prior to the closing date of the application process.

PRE-EMPLOYMENT CHECKS

Offers of employment are subject to the following pre-employment checks:

- Receipt of two satisfactory references.
- Completion of child protection screening, including checks with previous employers and the Disclosure and Barring Service (DBS)

07 HOW TO APPLY

Please note that all information within your application will be treated confidentially. In line with GDPR, we ask that you do not send us any information that can identify children or any of your Sensitive Personal Data.

Applications should be received no later than midday on:

Friday 10th April 2026

Shortlist interviews shall take place week commencing:

w/c 20th April 2026

To apply for this position, please complete the online application process; CVs will not be accepted as a substitution but may be submitted in addition to the application form in order to supply additional background information.

For any further information please contact:

T: 01508 520210

E: HR@langleschool.co.uk



A dark teal silhouette of a castle with three towers and a central archway. The towers have crenellated tops and are supported by pillars. The central archway contains a smaller silhouette of a building with a crenellated roof.

Langley Senior School
Langley Park
Loddon
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0044 1508 520 210

Langley Prep School
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