

EXPLORE OUR WORLD



TEACHING ASSISTANT (HIGHER LEVEL)

Required September 2017

Full-time, Fixed-term 12 months

INFORMATION FOR CANDIDATES

A Catholic Independent Day School for Girls 2-18 and Boys 2-5

**NOTRE
DAME
SCHOOL**



The School

Set in 25 acres of beautiful parkland in Cobham, Notre Dame School nestles in a picturesque 18th century mansion beside the River Mole. Notre Dame is a Catholic School and is a Foundation of the Company of Mary Our Lady with an ethos shaped by the life and work of St Jeanne de Lestonnac. Despite the tranquil setting Notre Dame School is a hive of activity, with over 600 children and teachers working hard in the important business of education. The school has an enviable reputation for the highest academic standards and a progressive, holistic, academic education that is underpinned by over 400 years of international educational tradition in 30 countries. Established in England in 1937, the school has always had the philosophy that the greatest success comes from knowing how to learn and how to ask the right questions; training pupils to take an active role in reaching and exceeding early expectations. From the vibrant Nursery to the exciting Sixth Form, tomorrow's professionals acquire the skills, knowledge and qualifications that give them the best possible start in life. This summer, our A Level students have gained the highest percentage of A* - B grades (84%) in over ten years and girls are going on to study at prestigious Russell Group universities in a wide range of disciplines. At GCSE over half the awarded were A and A*. Twin aims of academic success and ability to strive for social justice in the world create rounded, compassionate, highly qualified and wise young women. Past pupils proliferate the professional sphere, many of whom enthusiastically retain links to Notre Dame.

The school is filled with a strong sense of purpose, offering a wide-ranging and active education with facilities encompassing new Science laboratories, music and drama studios, sports fields, indoor swimming pool, dedicated Sixth Form Centre, a forest school for the youngest pupils, and a fully equipped, West End quality theatre seating over 350. The school has completed its all-weather facilities to complement the existing outdoor and indoor netball and sports facilities. The girls participate in choirs, sports teams, orchestras, language groups, outreach work, craft clubs, swimming squads and debating societies. The school councils for the different age groups and the peer mentoring and 'big sister' system provide pastoral care in a place that values the individual and always stretches a hand to help others, leading to charity initiatives as well as a happy and fulfilled community.

Leadership is prized and all are encouraged to fully engage in the life of the school. In recent years educational research has shown that this type of all-round education adds limitless value to the lives and experiences of our young people, as well as enhancing academic success and personal confidence, so it is a delight to find a world-class school on the doorstep that has promoted this so strongly and so successfully for over three quarters of a century.



Heritage and ethos

The School has a long heritage in matters spiritual and philosophical. Notre Dame, Cobham is a Catholic School, but with an ecumenical attitude to those of other faiths. It was established in 1937 by the Sisters of the Order of the Company of Mary Our Lady. The Company of Mary was founded in France in the 17th century by St Jeanne de Lestonnac and has over 300 educational establishments throughout the world. The Sisters of the Company of Mary continue to play a very important role in the pastoral life of the school ensuring that the ethos is maintained. Our values are rooted in our heritage, however, as an inclusive, outward-looking School; we are committed to encouraging a questioning spirit of mutual tolerance and informed dialogue based on openness, reciprocal respect and trust. We welcome girls of all faiths and none.



The Department

The Prep School, including Bluebells Nursery, is situated in an idyllic location close to the main school.

The Prep School benefits from the School's Chapel, Music School, Theatre, Gymnasium, Sports Hall, indoor Swimming Pool and Medical Centre. In addition to classrooms and facilities there are also an abundance of outdoor space, a treehouse and Forest School sites.

There are currently 2 classes per year group and staff work closely as a team to encourage the children to develop their skills and lay a secure foundation for future learning. The school has a warm and friendly atmosphere where children and staff can flourish; fulfil their potential and where learning is fun.

The Preparatory School has an excellent reputation for high standards of pastoral care and academic rigour. National Curriculum guidelines are followed, but our aim is to enrich and extend the syllabus to achieve the full potential of the girls in our care.



The Role

Function of the Post

The post holder assists in the provision of high quality, fully integrated care and education for children throughout the Prep School in partnership with the teachers to maintain a safe and secure environment for the children. The person will support teaching and learning for all subjects and be responsible for planning with teachers and intervention groups and is expected to cover classes when required.

Main Accountabilities

Classroom Duties

- To maintain good relationships with children and their parents.
- To refer and discuss any parental concerns with the class teacher.
- To supervise outdoor play and assist children for PE and Games lessons
- To supervise and partake in lunch with the children in the School Dining room/classroom and be aware of all dietary requirements pertaining to allergies.
- To lead the children to and from the playground at the beginning and end of the day and at playtime.
- To set up, clear and clean art and craft materials.
- Ensure the classroom is left tidy at the end of each session and to report any damage to the class teacher.
- To prepare artwork for display on boards and assist the teacher with preparing display boards.
- To file and paste work into children's books.
- To organise children and to supervise them as cover for PPA time.

Supporting Teaching Role

- To attend a weekly planning meeting with the class teacher in order to be informed of the curriculum to be taught
- To complete learning observations in accordance with statutory requirements and update learning journals.
- To aid the teacher with photocopying and resource preparation.
- Keeping up to date with all policy documents and adhering to them.
- To work with and support groups of children or an individual child under teacher's direction in all areas of the curriculum, relating back to teacher at the end of the activity.
- To encourage children to persevere and be resilient.
- To encourage children to take ownership of their own activities by allowing them to make their own decisions and use their own creativity.

- To praise children during activities and for good behaviour and to maintain the school rules and codes of behaviour during work and school periods.
- To discuss any concerns regarding a child with the class teacher
- To participate in/on class trips taken during the class curriculum time.
- To participate in parent/teacher consultations as required and in at least one formal feedback.
- To work with classes across the school to support as required or to cover PPA time
- To undertake any reasonable task asked of them by the Senior Leadership Team or the class teacher.

General Expectations

- Set a good example to pupils they work with, in their appearance and their personal conduct.
- Consider carefully issues of confidentiality when dealing with school matters.
- Have high expectations of pupils' behaviour, academic and social abilities.
- To do playground and break duties as part of a rota system
- Encourage all pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for other and truthfulness.

Health and Safety

- All employees have a legal duty to ensure the safety of him/herself and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Person

The person will ideally have an NVQ in childcare level 3 and have experience of working in the 4-11 years age range or have experience of working in a school environment.

Education/Qualities/Skills

- Educated to GCSE standard or equivalent, particularly Maths and English language
- Hold a minimum NVQ Level 3 in Childcare & Education qualification or equivalent
- A minimum of 2 years' experience of working in a similar role
- Ability to work independently
- Good communication and listening skills
- Good organisational and administrative skills including record keeping
- Understanding of the relevance of childcare legislation
- Understanding of health and safety and welfare issues within a childcare environment
- Ability to develop a programme of age suitable activities for children
- IT Skills

Personal characteristics:

- A positive and caring personality.
- A love of working with young children.
- An ability to work effectively with four to eleven year old girls and their parents
- The ability to work as part of a team.
- A willingness to undertake training.
- Sympathy with the aims and ethos of Notre Dame School.
- A good sense of humour
- A polite and professional manner



Benefits of Service

Hours of work: Full-time, term-time only

Benefits

- The School has high expectations of its staff, and therefore looks to reward them with a competitive salary scale and beneficial conditions of service
- There is an extensive induction programme for all new colleagues and NQTs and ongoing professional development is encouraged
- There is ample opportunity to take on additional responsibility

Personal

- The School enjoys a fantastic situation: central London is 30 minutes away, the M25 and A3 are 5 minutes away. Heathrow is less than half an hour.
- Fee concessions are available for the pupils of any member of staff who meet the school's entry requirements
- Longer holidays than the state maintained sector
- Free on-site parking
- School Nurse on site

For Recreation

- Free use of the school's leisure and sporting facilities, including a heated indoor pool
- Free lunch and refreshments are available throughout the working day



Selection Process

Please complete an application form and an accompanying letter outlining your suitability for the post; you may wish to include a brief CV.

Closing Date: 9am on Monday 21st August 2017

All applicants will receive an email to confirm receipt of the application form. If you have not been contacted by 31st August 2017, your application has not been successful.

Shortlisted candidates will be interviewed by senior members of the School, complete a Maths task, take a tour of the school and lead and participate in an activity with the junior children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' ability for positions of trust, Notre Dame School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.



Applications to:

Human
Resources
Department
Notre Dame
School
Burwood House
Convent Lane
Cobham
Surrey KT11 1HA

Email:
[HR@notredame.
co.uk](mailto:HR@notredame.co.uk)

Any questions,
please contact
HR on 01932
589092.