

EXPLORE OUR WORLD

Teacher of Theology (Religious Studies)

Full-time, Permanent

INFORMATION FOR CANDIDATES

A Catholic Independent Day School for Girls 2-18 and Boys 2-7

**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

Theology is a thriving and popular subject within the School. We are at the core of the curriculum and a compulsory subject up to GCSE. There are also healthy numbers at A Level. The department consists of three teachers who aim to develop confidence and enjoyment of the subject, providing the girls with an enriching experience that will encourage their learning up to A level and beyond with leavers going on to read Philosophy and Theology at top universities. In order to do this we focus on the girls at the centre of our work and foster good relationships and rapport with the students to enable them to reach their potential. We value every girl, and want our ethos and work to demonstrate the gospel values of dignity, compassion and love regardless of faith or background. Finally, the department is collegiate and we prepare and share resources in order to encourage the very best in teaching and learning.

The Role

FUNCTION OF THE POST

To enable each student to achieve her potential in Theology through high quality teaching, employing appropriate and varied methods and making effective use of resources.

JOB PURPOSE

To provide stimulating and academically rigorous teaching of Theology from Key Stage 3 up to and including A level.

MAIN ACCOUNTABILITIES

- Plans work in accordance with the Department's scheme of work.
- Plans and produces interesting, varied and effective lessons, with clear and appropriate objectives
- Participates in the planning and development of the subject within the department under the direction of Head of Department
- Takes account of girls' prior levels of attainment and use them to set targets for future improvement
- Sets appropriate and demanding expectations for girls' learning, motivation and presentation of work
- Marks work regularly and promptly, in accordance with the school and departmental assessment policy, providing constructive oral and written feedback, and clear targets for future learning as appropriate
- Uses assessments to inform future planning
- Fosters an enthusiasm for learning

PROFESSIONAL STANDARDS

- Supports the aims of the school
- Has a thorough up to date subject knowledge and takes responsibility for professional development, participating in staff training
- Is aware of national updates to GCSE Religious Studies and is familiar with its content
- Communicates professionally with parents through reports and consultation evenings
- Aspires to the aims set out in the Policy on Teaching and Learning
- Maintains high standards of discipline, behaviour and courtesy
- Provides a positive role model for students through own personal conduct
- Participates in the school's Professional Review and Development Scheme, taking a proactive role in own continuing professional development
- Carries out a reasonable extra-curricular school activity and duties as assigned each year
- Offers an activity for the Wednesday afternoon Activities Session (part-time staff by arrangement)
- Participates in up to ten INSET days per year (part-time staff attend pro-rata)
- Attends, and participates in, events such as prize giving and open days, Attends masses and assemblies and supports school functions such as the summer fete, plays and concerts
- Sets a good example to pupils in terms of appropriate dress, standards of punctuality and attendance
- Attends all weekly staff briefings and meetings.

EXTRA-CURRICULAR ACTIVITIES

- To assist the Head of Theology in maintaining the high profile of the subject within the school and wider community.

Pastoral

- The successful applicant will also be expected to play an active role in the pastoral care of girls showing such qualities as empathy, compassion and sensitivity to all.

Staff Management

- This role does not have line management responsibility.

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

Experience/qualifications:

- Qualified teacher status
- A Good Theology Honours Graduate (or a closely allied subject)
- Experience of A Level teaching would be an advantage
- Applications from experienced and newly qualified teachers welcome

Knowledge/Skills/Ability

- Ability to teach and motivate pupils
- Ability to communicate passion and enthusiasm for his/her subject
- Excellent knowledge of Theology
- Good knowledge and understanding of subject related issues such as assessment, target setting etc.
- Good organisational and administrative skills
- Ability to use ICT
- Communicate clearly and concisely both verbally and in writing
- Positive and enthusiastic
- Capacity for sustained hard work – able to work under pressure
- Ability to solve problems, achievement driven
- Passionate, conviction and a clear personal philosophy which supports the ethos of the Department/School
- Creative, imaginative and resourceful
- Ability to make good professional relationships – with staff, students and parents
- Ability to motivate and make strong, resilient relationships with young people
- Integrity and loyalty

Benefits of Service

Hours:

- Full-time

Remuneration

- A competitive package dependent on skills and experience

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 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 (**maximum 500 words**) outlining your suitability for the post; you may wish to include a brief CV. Where relevant, please also enclose a letter from your parish Priest in support of your application.

Closing Date: 9am on Wednesday 22nd March 2017

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

Shortlisted candidates will be interviewed by senior members of the School, be required to deliver an observed lesson and will have a 20 minute tour.

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 applicant's 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. All applicants will also have to undergo prohibition checks and checks with past employers.

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

Any questions,
please contact HR
on 01932 589092.

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