

EXPLORE OUR WORLD

TEACHER OF HISTORY

Part-time, Permanent

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 Role

Function of the Post

To teach History to students throughout the school, up to A2 level

Main Accountabilities

- To establish a vision and development plans for the History Department in respect of pupils of all ages and abilities
- To teach in accordance with the department schemes of work and policies and school policy, taking into account the requirements of the national curriculum, recent inspection findings and research evidence
- To participate willingly in a range of school functions and Open Days
- To monitor and evaluate progress and achievements in the History by all pupils, analysing data in line with school policies
- To enhance the learning experience of pupils by arranging visits, lectures or other curriculum-enhancing activities as appropriate, and in accordance with school policies
- To keep up to date with all aspects of curriculum development
- To work effectively with all members of the department, support staff, parents, senior managers and governors
- To participate in the professional development and review of staff as required by school policy
- To establish, maintain and develop appropriate resources for the teaching of History and the provision of a stimulating learning environment
- To ensure the effective and efficient management and organisation of learning resources including information technology

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.
- 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.

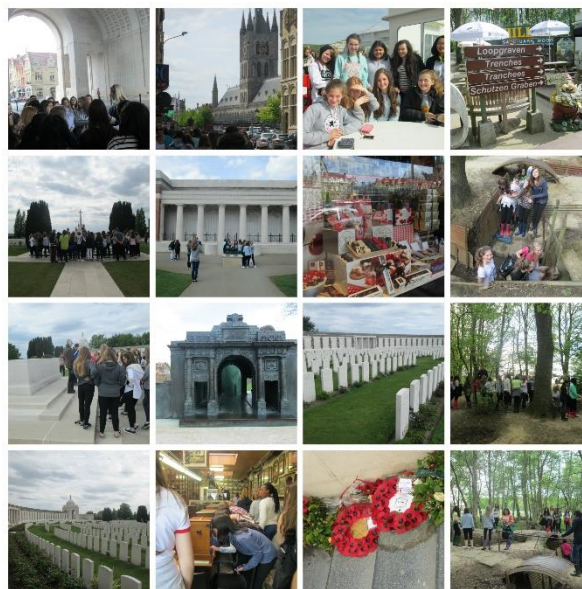
The Person

Education/Qualities/Skills

- Degree or comparable qualification
- Ideally, PGCE or Qualified Teacher status but will consider an NQT
- Evidence of continuing professional development

Personal characteristics:

- Ability to teach History across the Senior School
- Experience of teaching of History to GCSE level and A level
- An understanding of the learning needs of students of all academic abilities
- Ability to set high expectations Ability to monitor, evaluate and review student performance
- Ability to monitor the effectiveness of the teaching of History
- Strives for excellence in all aspects of work
- Extensive, up to date knowledge and understanding of the History curriculum
- The ability to support and inspire young people and to encourage them to engage with the curriculum
- Evidence of effective teaching practices targeted at improving progress of both individual pupils and groups.



Benefits of Service

Hours:

- Part-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 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
- Free use of the pupil coach service to and from the school using any route.

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 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, undertake a lesson observation and take a tour of the school.

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. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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.

All appointments are subject to satisfactory previous employment references.

Whilst being a practicing Catholic is not essential, having an open minded, sympathetic approach to the Catholic faith is preferable.

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.

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BURWOOD HOUSE
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