



EXPLORE OUR WORLD

SEN TUTOR (senior school)

Self-Employed

Required September 2018

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 approaching a thousand 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. 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 deliver one-to-one tuition to pupils with special educational needs providing the opportunity to fulfil their potential.

Teaching & Learning

- Provide teaching and support for students with special educational needs
- Monitor the progress of students identified with SpLD

Principal Responsibility Areas

- Provision of appropriate support for pupils with special needs
- Liaison with parents and staff over special educational needs provision

Key Tasks

- To support children with specific learning difficulties in Literacy on a one-to-one basis
- To interpret, summarise and disseminate assessment data in order to improve your planning and teaching
- To provide, when asked, information and support for subject staff to assist them to develop and implement appropriate teaching strategies for pupils with special needs
- To maintain records, monitor and evaluate the progress of the individual pupils whom you teach and inform the parents and the SENCO
- To refer pupils to the SENCO when you feel it necessary for an Educational Psychologist's report or other appropriate professional reports to be run
- To report back to parents of pupils with special needs concerning assessments, strategies for success, and future needs
- To provide Study Skills Support where necessary

- To manage your own billing arrangements with parents

Pastoral Care

- 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.

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

REQUIREMENTS	SHORTLISTING CRITERIA
Experience/Education: <ul style="list-style-type: none"> • Qualification in SpLD • Previous experience as a SEN Tutor • Knowledge of a range of teaching strategies to support pupils with learning needs • Recognised high quality teaching skills demonstrated with a range of complex Special Educational Needs. 	Desirable Essential Desirable Desirable
Knowledge/Skills/Ability: <ul style="list-style-type: none"> • Ability to use ICT for teaching, admin and personal development. • Knowledge of a range of teaching strategies to support pupils with learning needs • Understanding of the SEN Code of Practice, Removing Barriers to Achievement and Every Child Matters Outcomes • Knowledge of relevant areas of learning needs SpLD – (Dyslexia, Dyscalculia, Co-ordination Developmental Disorder, ASD, and other minority syndromes) • Good level of oral and written communication skills internally and externally 	Essential Essential Essential Essential Essential
Personal and other relevant attributes: <ul style="list-style-type: none"> • Able to maintain confidentiality and discretion • Commitment to the provision of a quality service • Self-motivated and ability to use own initiative • Ability to be flexible and adaptable 	Essential Essential Essential Essential

Benefits of Service

Terms of Employment:

Hours of Working: The role is flexible in both hours and days worked.

Salary: Self-employed – The School will require evidence of your Public Liability Insurance certificate.

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.
- 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: 12 noon 19 March 2018

Interviews: 23 March 2018

All applicants will receive an email to confirm receipt of the application form. Shortlisted candidates will be interviewed by senior members of the School, undertake an observed lesson 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. 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.

Notre Dame School

Self-employed SEN Tutor

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.