

EXPLORE OUR WORLD

PREPARATORY TEACHER (KS2)

Permanent

Required ASAP

INFORMATION FOR CANDIDATES

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

NOTRE DAME SCHOOL

Notre Dame School • Cobham
FOUNDATION OF THE COMPANY OF MARY OUR L

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.

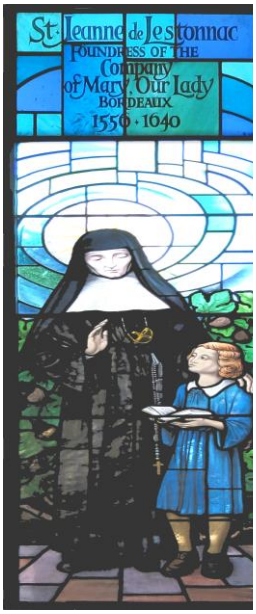
Leadership is prized and all are encouraged to fully engage in the life of the school. In recent years educational research has shown that this type of all-round education adds limitless value to the lives and experiences of our young people, as well as enhancing academic success and personal confidence, 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.



Notre Dame School **KS2 Teacher**

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 ND Nursery, is situated in an idyllic location close to the main school.

Notre Dame's Prep is a stimulating environment in which to work with an enthusiastic, cheerful and committed staff. Our aim is to offer our children a rich and diverse range of experiences; to help them find areas where they can excel or simply have fun; to encourage their natural curiosity; to make sure they enjoy their school life. The children benefit from being taught by enthusiastic, specialist teachers, but a strong pastoral structure, with the class teacher at the centre, ensures that their emotional wellbeing is cared for too. We look forward to receiving applications from similarly dedicated teachers who enjoy working with bright, well-motivated children.

The Prep School benefits from the School's Chapel, Music School, 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.

All teaching staff are encouraged and expected to contribute in accordance with their strengths to the extra-curricular programme and other areas of School life.



Notre Dame School **KS2 Teacher**

The Role

Function of the Post

To carry out the professional duties of a KS2 teacher displaying excellent classroom practice under the direction of the Head.

To be an effective professional who demonstrates through curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has pupils who achieve well.

Teaching & learning

- To plan and deliver stimulating imaginative lessons which inspire the children and encourage a genuine spirit of enquiry.
- To work collaboratively with other members of the year group team, subject leaders and the Director of Studies.
- To provide helpful and timely feedback to the children in various forms that enables them to assess their learning, make progress and fulfil their academic potential.
- To keep clear records of the children's progress and attainment in accordance with school policy and use this data to inform future planning.
- To produce written reports for parents and give them verbal feedback through parent consultations.
- To keep up-to-date with changes in subject requirements.
- To demonstrate a commitment to continued professional development.
- To ensure that the classroom is a stimulating learning environment where children's work is celebrated.
- To actively establish good relations with parents both day to day and through more formal meetings.
- To build strong relationships with the children and with colleagues.
- To be sensitive to the children's pastoral needs and share information where appropriate that ensures their wellbeing.
- To strive to ensure that Notre Dame Prep remains a happy, cohesive environment and where bright children love to learn.
- Participates in up to ten INSET days per year (part-time staff attend pro-rata)
- Attendance at, and participation 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
- Attends Parents Evenings
- Sets a good example to pupils in terms of appropriate dress, standards of punctuality and attendance
- Attends all weekly staff briefings and meetings.

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/Knowledge/Skills

- Qualified Teacher Status
- Proven outstanding classroom practitioner with at least 3 years'
- Significant, recent and relevant evidence of continued and progressive professional development
- Teaching experience in KS2
- Evidence of outstanding teaching/classroom practice and its impact on pupil progress
- Strategies for improving the quality of teaching and learning and accelerating pupil progress
- Strategies for school improvement and raising standards of achievement in school
- A creative teacher who motivates and inspires children to do their very best
- Highly organised with excellent time-management skills
- Ability to effectively manage pupil discipline and be committed to a high level of pastoral care

Personal characteristics:

- A willingness to learn and develop new skills.
- A love of working with young children.
- The ability to work as part of a team towards a common purpose
- Good written and oral communication skills.
- A sympathy with the aims and ethos of Notre Dame School.
- A sense of humour.



Benefits of Service

Term Time Only

Hours of work Monday to Friday, 36 hours a week, between 8.30am and 16.15pm

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: applications considered immediately

All applicants will receive an email to confirm receipt of the application form. If you have not been contacted by 2nd October 2017, your application has not been successful.

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.

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.

