



**EXPLORE OUR WORLD**

**Teacher of Computer Science with KS3  
Maths**

**1 Year Fixed-Term Contract**

**Part time 40% FTE**

**Required September 2021**

**INFORMATION FOR CANDIDATES**

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

**NOTRE  
DAME  
SCHOOL**



NOTRE  
DAME  
SCHOOL



THINKING  
SPACE



GROWING  
SPACE



BREATHING  
SPACE



"EXCELLENT"

Latest ISI Inspection Report

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## The School



Set in 26 acres of beautiful parkland in Cobham, Notre Dame School is set in a picturesque 18<sup>th</sup> 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.

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, all weather floodlit sports pitches, sports hall, dedicated Sixth Form Centre, a forest school for the youngest pupils, and a fully equipped, West End quality theatre seating over 350. 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.



**Mrs Amelie Morgan**  
Prep Headmistress



**Ms Louise Ayling**  
Bursar



**Mrs Anna King**  
Senior Headmistress

## 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 Our Lady was founded in France in the 17<sup>th</sup> century by St Jeanne de Lestonnac and has over 300 educational establishments throughout the world. The Sisters 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.



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## The Role

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**Position Title:** Part time Teacher of Computer Science with KS3 Maths

### Function of the post

- To enable each student to achieve her potential in Computer Science and KS3 Maths through high quality teaching employing appropriate and varied methods, making effective use of resources.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

### Main Accountabilities

- To plan and produce interesting, varied and effective lessons, with clear and appropriate objectives
- To take account of girls' prior levels of attainment and use them to set targets for future improvement
- To set appropriate and demanding expectations for girls' learning, motivation and presentation of work
- To mark work regularly and promptly, in accordance with the school's assessment policy providing constructive oral and written feedback, and clear targets for future learning as appropriate

### Professional Standards

- Has thorough up to date subject knowledge.
- Has a thorough knowledge of public examination syllabuses as appropriate.
- Uses assessments to inform future planning.
- Communicates professionally with parents through reports and consultation evenings.
- Offers, where required, additional ad hoc lunchtime teaching sessions to support pupil learning.
- Aspires to the aims set out in the Policy on Teaching and Learning.
- Maintains high standards of discipline, behaviour and courtesy.
- Carries out duties as assigned each year.
- Provides a positive role model for students through own personal conduct.
- Participates in the school's Professional Review and Development Scheme, taking a pro-active role in own continuing professional development.
- Participates in up to ten INSET days per year
- Attends masses and assemblies.
- Attends all weekly staff briefings and meetings.
- Attends prize giving and open days and supports school functions such as the summer fete, plays and concerts.
- Dresses in accordance with the staff dress code

### **Extra-Curricular Activities**

- To assist the Head of Department in the coordination of extra-curricular clubs.
- To assist the Head of Department in maintaining the high profile of Computer Science within the school and wider community.
- To involve pupils in departmental competitions and projects.

### **General Expectations**

- Set a good example in their appearance and their personal conduct.
- Consider carefully issues of confidentiality when dealing with school matters.
- 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 others and truthfulness.

### **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.
- Supporting and contributing to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils.
- Being aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

### **Health and Safety**

- All employees have a legal duty to ensure the safety of themselves 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.

*For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.*

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## The Person

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Notre Dame School are seeking an outstanding Teacher of Computer Science and KS3 Maths, experienced or newly qualified, who has a strong tradition of academic success, innovation and enrichment.

We are looking foremost for a dynamic, talented practitioner who is a good Honours Graduate.

You should be innovative, enthusiastic, highly committed and have a clear vision of the future of Computer Science and KS3 Maths teaching, and the ability to translate this into real learning experience for the pupils. You will have the capacity to inspire them, and to provide a lively, stimulating, tolerant, and supportive environment that can engender the highest levels of achievement through clear leadership and efficient administration.

You will communicate your love of the subject beyond the confines of the timetable.

This represents an outstanding opportunity for you to work in a school where teachers have a strong sense of community and enthusiasm and in which, involvement, pastorally, and in the broader curriculum, is the expected norm.

### Education/Knowledge/Skills

- Educated to Degree standard or equivalent
- Qualified Teacher Status
- Ability to teach Computer Science to KS3 and GCSE and some Maths at Key Stage 3
- Planning and teaching of well-structured lessons that impart knowledge, develop understanding and promote intellectual curiosity.
- Assessing students' progress and ensuring that students achieve target grades or levels.
- Contribution towards designing an engaging curriculum.
- Knowledge of current curriculum developments in Computer Science and Maths
- Good knowledge and understanding of current educational thinking.
- Good understanding of how children learn and how to raise standards of achievement.
- Good communication skills in speech and writing.
- Excellent organisational skills.

### Personal Characteristics

- A passion for education and making a difference.
- Creative and inspiring
- Ability to work under pressure and meet deadlines.
- The ability to motivate others to high expectations.
- Excellent attendance and punctuality record.
- Energy and enthusiasm.
- Commitment to the safeguarding of children and young people
- Willingness to play a part in the overall developments of the school

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## Benefits of Service

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### Hours of work

- Part time, 40% FTE. 1 Year Fixed term contract.

### Remuneration

- Competitive 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
- Staff development programme
- Staff Wellbeing programme including a paid wellbeing afternoon each year
- Financial contribution to eye tests and glasses for eligible staff
- Discount for Teachers Reward Card
- Employee Assistance programme – counselling, financial assistance etc.
- Childcare vouchers
- Staff discount on fees
- Free lunch during term time
- Free coffee/tea during term time
- Free use of the school's leisure and sporting facilities, including heated indoor pool
- Commute by school coaches during term time
- Free parking
- School nurse during term time
- Generous levels of non-contract time
- Small class sizes



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## Selection Process

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Please complete the online application form available on our career site on eTeach:

[www.eteach.com/careers/notredame-co/#/](http://www.eteach.com/careers/notredame-co/#/)

**Closing Date: 9am on Monday 12<sup>th</sup> April 2021**

**Interviews: W/C Monday 19<sup>th</sup> April 2021**

**Start date: September 2021**

Shortlisted candidates will deliver a lesson and will be interviewed by members of the SLT following a tour of the school.

If schools are closed at time of interview there will be remote interviews over Zoom instead.

Please note that before making an application for any vacancy listed you should familiarise yourself with our **Recruitment Privacy Notice, Safeguarding Policy, Safer Recruitment Policy, Keeping Children Safe in Education** and **Equal Opportunities Policy** which are available at: [notredame.careers.eteach.com](http://notredame.careers.eteach.com)

Notre Dame 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.

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, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

### Applications to:

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

Email:

[Recruitment@  
notredame.co  
.uk](mailto:Recruitment@notredame.co.uk)

Any questions,  
please contact HR  
on 01932 589480.

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NOTRE DAME SCHOOL  
BURWOOD HOUSE  
CONVENT LANE  
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SURREY  
KT11 1HA