



EXPLORE OUR WORLD

EAL / Learning Support Tutor (Y7 –Y11) Self-employed

INFORMATION FOR CANDIDATES

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

NOTRE
DAME
SCHOOL



The School

Set in 26 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.

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 is currently developing 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

All EAL / LS Tutors at Notre Dame School are self-employed and report to the Head of Learning Support.

The Learning Support Department is made up of approximately 4 part time SEN Tutors all of whom deliver one-to-one tuition to pupils with special educational needs or have English as an Additional Language providing the opportunity to fulfil their potential.



The Role

Function of the Post

To provide individual 1:1 teaching and support for students.

To monitor the progress of students taught.

Main Accountabilities

- To support pupils on a one-to-one basis as appropriate, developing strategies and activities to suit individual needs in English and/or Maths up to Key Stage 4.
- To contribute to information and support for subject staff to assist them to develop and implement appropriate teaching strategies for pupils with SpLD.
- To draw up learning support programmes for those pupils who have a specific learning difficulty and who are receiving individual support.
- To maintain records, monitor and evaluate the progress of individual students.
- To report back to parents of tutored pupils concerning assessments, strategies for success, and future needs.
- To provide Study Skills Support where necessary

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:

- Qualification in SpLD
- Previous experience as an EAL and/or Learning Support Tutor

Knowledge/Skills/Ability

- Ability to use ICT for teaching, admin and personal development.
- Knowledge of a range of teaching strategies to support pupils with additional learning needs
- Knowledge of relevant areas of Specific Learning Difficulties (SpLD) – Dyslexia, Dyscalculia, Dyspraxia (DCD), memory, and other minority syndromes
- Good level of oral and written communication skills internally and externally

Personal and other relevant attribute

- 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

Benefits of Service

Terms of Employment:

Hours of Working: Between 8.50 and 4.10 – hours TBC

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 during term time

For Recreation

- Free use of the school's leisure and sporting facilities, including a heated indoor pool during certain times.
- Free lunch and refreshments are available throughout the working day



Selection Process

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

notredame.careers.eteach.com

Closing Date: 9am on Friday 11th October 2019

Interviews: Friday 18th October 2019

Start date: TBC

Shortlisted candidates will be interviewed by senior members of the School 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.

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:

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

Any questions,
please contact HR
on 01932 589480