

NOTRE
DAME
SCHOOL



HEAD OF
STUDENT CARE
– LOWER SCHOOL

Candidate Information Pack

Full-Time, Term Time
Required: 1st September 2026



Our School

Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none.

At Notre Dame School, we are unashamedly holistic, and our 700 students from aged 2-18 are at the centre of everything we do. We focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-around education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students, from the smallest to our Sixth Formers, have access to our wonderful grounds and on-site facilities – all-weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland Forest School.

Notre Dame School is proud to have been shortlisted for the TES Independent Senior School of the Year Award 2023.



“Accompanying young people in their efforts to build their lives for today and tomorrow.”





Heritage & Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by **St Jeanne de Lestonnac** to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries.

Notre Dame School is the only one in the UK.

Our foundress, St Jeanne de Lestonnac, a mother of 5 children, was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. **Her forward-thinking approach to education is as fresh and modern today**, and we strive to live up to her indomitable spirit and drive and remain committed to her mission statement:

“*No one is educated in isolation; it is the whole community that educates.*”

St Jeanne de Lestonnac - Foundress



“
*Pupils display genuine
kindness and respect
for one another.*”

Independent School Inspections - ISI





The Role

Position Title

Head of Student
Care – Lower
School

Reporting to

Assistant Head -
Pastoral

The function of the post

To lead in the pastoral care for
Year 7 and Year 8.

To maintain a pro-active
attitude and to always provide
excellent service.

To be committed to
safeguarding and promoting
welfare for our students.

Main Duties & Responsibilities

- Acting as Deputy DSL and undertaking all required training
- To oversee the progression pathways programme alongside the Deputy Head of Prep School
- To analyse academic data for Prep 6 and 11+ data for external pupils and ensure it is disseminated to senior school teachers effectively
- To work with admissions, SENCO, Headmistress and Assistant Head Curriculum on the 11+ process, events, decisions and induction events for pupils and parents
- To work with admissions on yr5 internal marketing
- To monitor CPOMS entries for Prep 6 and follow up as needed in Yr7
- To send half termly email to Yr5 and 6 parents as part of marketing process
- To attend yr5, 6 and 7 and 8 events such as assemblies, productions and celebration of achievement
- To run parents' events for Yr7 and 8 parents
- To send a weekly update to Yr7 and 8 parents
- To speak confidently to large groups of prospective and current parents at marketing events
- To oversee the Yr7 and 8 tutors, monitoring the work of the year team, and providing leadership and support for members of the team, including weekly year team meetings to keep the year team fully informed
- To attend and contribute to regular meetings of the Pastoral Team
- To organise or delegate fortnightly year assemblies
- To lead by example in getting to know and relating to every girl in the year group
- To lead Girls on Board programme in Yr7 and 8 and foster a friendly and positive spirit within the year group
- To acknowledge and reward positive behaviour by students
- To contact parents proactively if a student is upset in school
- To follow up with parents to close the loop after an issue has been dealt with
- To be available to pupils within the year groups who have concerns to discuss
- To deal with serious matters of discipline or welfare within the year group in conjunction with the form teacher and Assistant Headteacher Pastoral
- To encourage and participate in all year group activities
- To work with SENCO and Assistant Head Curriculum to analyse tracking data for students in the year groups and to arrange interventions as required, logging this information in student files
- To advise on curriculum matters relating to the year groups
- To be available to parents who wish to discuss any aspect of a girl's progress or welfare

Main Duties & Responsibilities

- To arrange for the induction of new pupils in Year 9 and 10 including contacting parents before the student starts, on the first day and again after one week and then after the second week
- To support form staff in communication with parents
- To oversee behaviour rewards and interventions for Yr7 and 8
- To monitor and intervene as needed on attendance in Yr7 and 8, alongside Assistant Head Pastoral
- To organise Yr7 and 8 pastoral trips
- Assist the Chaplain with the planning and on-the-day involvement in reflection days
- Attend weekly line management meetings with Assistant Head Pastoral
- To take part in the on-call rota
- To proactively manage punctuality in the mornings of staff and pupils in the relevant cohort
- May be directed by the Senior Leadership Team to support and implement whole school pastoral priorities and initiatives.

The Person

Personal Characteristics

- Educated to GCSE standard or equivalent, particularly Maths and English language
- A minimum of 12 months experience of working in a similar role
- Good communication and listening skills.
- Good organisational skills.
- Creative flair.
- Evidence of experience of working successfully Senior School aged children.
- IT Skills
- Proactive.
- Motivated

- A positive and caring personality.
- A love of working with young people.
- The ability to work as part of a team.

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.

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 School is highly successful in meeting its aim of preparing young people for their role as responsible citizens of the wider world.”

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Independent School Inspections – ISI





Benefits of Service

Hours of work

Full time – 37.5
Hours per week
Term Time

Remuneration

NDSP 36
£40,941 FTE

£31,524.57
Actual

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 2 paid well-being sessions each year
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial advice etc.
- Staff discount on School fees after six months continuous service
- Free lunch during term time
- Free coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Commute by school coaches during term time, subject to availability
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking
- School nurse during term time



Selection Process

Shortlisted candidates will be interviewed by a recruitment panel including members of the Senior Leadership Team and members of HR. Candidates will be required to undertake a task related to the role applied for and be given a tour of the school. 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

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, online checks prior to appointment and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all 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.

For any queries, please contact HR at recruitment@notredame.co.uk or call 01932 589480.

Apply Now:

Please complete the online application form available on our website:

[Work With Us | Notre Dame School](#)

Closing Date

As successful candidates are sourced and apply.

We reserve the right to interview, as suitable candidates are sourced

Start Date

1st September 2026