

NOTRE
DAME
SCHOOL



NDMT ARTISTIC DIRECTOR

Candidate Information

Pack

Permanent

Saturday School

08:30-13:00

24 Weeks per year, Term Time

Required ASAP



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-round 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 Best Independent Girls' School of the Year Award 2025.



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

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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:

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

St Jeanne de Lestonnac – Foundress

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

Independent School Inspections – ISI





The Role

Position Title

Artistic
Director

Reporting to

Heads
of NDMT

The function of the post

The NDMT Artistic Director provides strategic, creative, and operational leadership for the Saturday stage school, ensuring the consistent delivery of an outstanding and forward-thinking performing arts programme.

The postholder has overall responsibility for artistic standards, curriculum development, production quality, and student experience. NDMT is built around individual development high artistic expectations and meaningful mentorship every student is known personally challenge creatively and supported pastorally.

The role plays a central part in shaping the artistic vision, maintaining excellence, and supporting the continued growth and reputation of NDMT.

Main Duties & Responsibilities

Key Objectives

- Design, implement, and evaluate a structured, progressive curriculum for all age groups and ability levels
- Develop long-term schemes of work and termly planning frameworks
- Monitor teaching quality and student progression across disciplines
- Introduce new course offerings, workshops, and specialist training opportunities
- Direct in at least one discipline, and oversee in the other(s), all rehearsals, ensuring efficiency, discipline, and creative engagement
- Lead the planning and execution of productions, showcases, and performances
- Take responsibility for casting, interpretation, and artistic delivery
- Ensure performances reflect a high level of polish, professionalism, and progression
- Line manage all staff within the stage school
- Support recruitment, onboarding, and induction of staff
- Conduct regular staff meetings, observations, and performance reviews
- Ensure alignment of staff practice with Notre Dame standards and expectations
- Maintain accountability for safeguarding and child protection within the stage school
- Ensure all ND policies are implemented, up-to-date, and adhered to by staff
- Undergo training and act as a Deputy Designated Safeguarding Lead
- Maintain accurate safeguarding records and reporting procedures
- Serve as the primary first aid lead
- Champion inclusion, wellbeing, and respect across NDMT
- Monitor, evaluate, and report on the quality of teaching, learning, and performance outcomes
- Implement systems for feedback from students, parents, and staff
- Lead reflective practice and continuous improvement initiatives
- Identify strengths and areas for development within the programme
- Ensure consistency of delivery across all classes and staff members
- Oversee scheduling of classes, rehearsals, admissions and staff deployment
- Maintain accurate records related to attendance, progress, and safeguarding
- Contribute to budgeting and resource allocation (e.g. scripts, music, production costs)

The Person

Based onsite one day a week on a Saturday, with occasional event commitments, the successful candidate will support the school in delivering an impactful student experience that enhances their education, extracurricular interactions and pastoral wellbeing.

Working across all of the arts and disciplines, you will ensure that our NDMT's School's provision is consistent, high-quality, and well-being-focused, while maintaining exceptional safeguarding.

A desirable candidate will have:

- Significant experience in performing arts (musical theatre, drama, or music)
- Proven leadership experience in an educational or performance setting
- Experience directing productions and working with young people
- Strong organisational, planning, and time-management skills
- Excellent interpersonal and communication skills
- Sound knowledge of safeguarding and child protection
- Ability to work collaboratively within a senior leadership structure
- Proficiency with Office 365 programmes and software

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

Permanent

Saturdays

4.5 hours per week

08:30-13:00

Term Time

24 Sessions per Year

Remuneration

NDSP 49

£3,817.80

Actual Per Annum

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
- 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 coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking



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:

[Policies & Reports | Notre Dame School](#)

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

Apply Now:

Please complete the online application process available on our career on TES and Our Website

[Notre Dame School Jobs](#)

Closing Date

As successful candidates are sourced and apply.

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

Start Date

Autmn Term 2026