

NOTRE
DAME
SCHOOL



HEAD OF ENGLISH

Candidate Information Pack

Permanent
Full Time
Term Time
Required Autumn Term 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-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.



“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 English

Reporting to

Assistant Head – Curriculum

The function of the post

Our Head of English plays a pivotal role in our senior school, managing and delivering our outstanding English curriculum.

With access to a wealth of literacy and dramatic resources such as a library and a theatre, they inspire our girls across all three key stages.

They are responsible for delivering our curriculum, building upon our successful extracurricular programme and maintaining our high level of safety and safeguarding.

This is a fast-paced, diverse role that requires managing multiple tasks simultaneously and thinking on your feet. It is one of our busiest areas of the school, and a function that is loved by our girls.

Main Duties & Responsibilities

Key Objectives

- Lead the English department, the extra-curricular English programme and its team members to run a successful department.
- Provide a challenging, positive, stimulating, and secure learning environment for students.
- Contribute to cross-curricular activities within the school.
- Ensure health and safety regulations are adhered to, and safety procedures are followed.
- Plan and resource well-structured lessons, in line with the school's ethos and curriculum.
- Contribute to extracurricular activities.
- Planning and preparing courses and lessons.
- Support in managing our extensive library and associated colleagues.
- Teaching, according to their educational needs, the pupils assigned to the teacher, including the setting and marking of work to be carried out by the pupils in the school and elsewhere.
- Promoting the general progress and well-being of individual pupils and any class or group of pupils assigned to the teacher.
- Providing guidance and advice to pupils on educational and social matters; making relevant records and reports.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.
- Participating in the running of after-school clubs, organising and/or attending school trips, assisting with and/or attending tournaments, competitions and matches, participating in such other school events as the Head may require.

The Person

Based onsite five days a week, with occasional event commitments, the successful candidate will lead the English department in delivering an impactful student experience that enhances their education, extracurricular interactions and pastoral wellbeing.

Working with the Department Heads and SLT members, you will ensure that our outstanding English provision is consistent, high-quality, and well-being-focused, while maintaining exceptional safeguarding.

A desirable candidate will have:

- QTS
- A Strong background in English at GCSE and A-Level
- Excellent organisational and time management skills, with the ability to work independently and as a team, being supportive to colleagues and delegating, as necessary.
- Ability to work safely with hazardous equipment and chemicals.
- Strong attention to detail
- Strong oral and written communication skills
- Strong ICT skills and a readiness to use new technologies
- The ability to liaise professionally with a range of internal and external stakeholders
- The ability to work accurately at speed, safe and under pressure

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

Full Time

Term Time

Remuneration

Teacher Scale

ND03-08

£37,761.00 –

£48,378.00

with Head of Large Subject
Allowance - £8,241.00

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



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 recruitment@notredame.co.uk or call 01932 589480.

Apply Now:

Please complete the online application process available on our career page on:

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

Closing Date

15 May 2026

Interview Date

W/C 18 May 2026

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

Start Date

Required Autumn Term 2026