

NOTRE
DAME
SCHOOL



HOCKEY COACH

Candidate Information Pack

Part-time,
Term Time
Wednesday 14:00-16:00
Thursday 16:00-18:00
Permanent
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-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

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

Independent School Inspections - ISI





The Role

Position Title

Hockey
Coach

Reporting to
Head of Hockey

The function of the post

- To coach exceptionally high standards of Hockey.
- To support Hockey Games, clubs and extracurricular sessions.
- To support the Hockey Fixture programme
- To support and promote our Hockey teams.

Main Duties & Responsibilities

The Person

Main Duties

- A sports person with experience and enthusiasm for coaching Hockey and Games.
- Experience in organising extra-curricular activities.
- Planning and leading (and/or assisting) in well-structured after-school Hockey sessions.
- Looking to develop individual sporting needs, as well as team strategies.
- Umpiring fixtures after school at either home or away fixtures.
- Willingness and flexibility to be actively involved in managing equipment and facilities.

Professional Standards

- Has thorough, up-to-date subject knowledge.
- Clear experience teaching students to a high level.
- Uses assessments to inform future planning.
- Communicates professionally with parents through reports and consultation evenings.
- Aspires to the aims of the Policy on Teaching and Learning.
- Maintains high standards of discipline and behaviour.
- Provides a positive role model for students through their own personal conduct.
- Participates in the school's Professional Review and Development Scheme, taking a proactive role in continuing professional development.
- Participates in INSET days
- Attends masses and assemblies, weekly staff briefings and meetings if required.

Education, Knowledge and Skills

- Experienced or educated to a High standard in Hockey.
- Ideally qualified in Hockey and/or sports coaching.
- A UkCC qualification is desirable.
- Proficiency in other sports is desirable
- Recent School experience in Hockey and PE would be advantageous.
- Planning and teaching 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 developments in Hockey
- 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, meet deadlines and 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 development of the school

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."

Independent School Inspections – ISI



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Benefits of Service

Hours of work

Part Time

4 hours of coaching

Wed – 14:00 – 16:00

Thurs – 16:00 – 18:00

Term Time

Permanent

Remuneration

NDSP29

£17.24 an hour

Benefits

The School has high expectations of its staff and, therefore, seeks 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:

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 career site on our Website.

Closing Date and Interviews

As successful candidates apply.

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

Start Date

Earliest as available or in Summer Term 2025