

NOTRE
DAME
SCHOOL



SEN LEARNING SUPPORT ASSISTANT

Candidate Information Pack

18-Month Contract
Part-time – 30 Hours a week,
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.



“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

SEN Learning
Support Assistant

Reporting to

SENCO

The function of the post

Our Learning Support Assistants play a vital role in supporting our students who have additional and SEND-related needs, while also helping our teachers, parents and professionals, so that all our girls can be successful here at Notre Dame.

Working collaboratively across the school, they provide frontline, and direct support. This role will work solely with one pupil, supporting the student to reach her full potential and achieve her education goals, whilst maintaining our high level of safeguarding.

This is a fast-paced, diverse role that requires managing multiple tasks simultaneously and thinking on your feet. Our Academic support functions are one of the busiest areas of the school, and are the heart of our ethos and culture.

Main Duties & Responsibilities

Key Objectives

Support for the Pupil

- Provide tailored 1:1 support in lessons and during school activities.
- Implement strategies and interventions outlined in the pupil's EHCP or Individual Education Plan.
- Adapt learning materials and resources to meet the pupil's needs (e.g., visual aids, simplified worksheets).
- Encourage independence, confidence, and positive behaviour.
- Support the pupil's social interaction and inclusion with peers.
- Assist with personal care if required, following school policy.

Support for the School

- Promote safeguarding, health and safety, and confidentiality at all times.

Support for Learning

- Help the pupil access the full curriculum.
- Use ICT and assistive technology where appropriate.
- Monitor and record progress, providing feedback to teachers and SENCO.
- Prepare and deliver structured interventions or therapy sessions as directed.

Support for the Pupil

- Assist in planning and preparing differentiated activities.
- Maintain a safe and supportive learning environment.
- Report on pupil progress, behaviour, and any concerns promptly.
- Contribute to annual reviews and liaise with parents and external professionals when required.
- Attend training and meetings relevant to SEN support

The Person

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

Working across multiple subjects and areas, you will ensure that our one-to-one provision is consistent, high-quality, and well-being-focused, while maintaining exceptional safeguarding.

A desirable candidate will have:

- Excellent organisational and time management skills.
- A high aptitude for empathy and patience.
- Energy and enthusiasm to promote learning.
- Previous experience or knowledge of working with SEND children is advantageous.
- Ability to maintain confidentiality and to always act with discretion
- Strong oral and written communication skills
- Strong ICT skills and a readiness to use new technologies
- Strong background in supporting people.
- The ability to liaise professionally with a range of internal and external stakeholders
- A knowledge of and interest in working in a school environment.

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

“

"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



”





Benefits of Service

Hours of work

Contract – 18 months

Part Time – 30 Hours per week

Term Time

Monday to Friday – 08:30-15:30

One hour daily unpaid lunch break.

Due to the nature of the role and the current team timetable, the hours for the role are set and required. Unfortunately, there is no opportunity to amend the proposed hours.

Remuneration

NDSP 23

£27,555.00 FTE

£16,973.88 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



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 on Indeed

[Notre Dame School Cobham Careers and Employment | Indeed.com](#)

Closing Date

As successful candidates are sourced and apply.

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

Start Date

ASAP