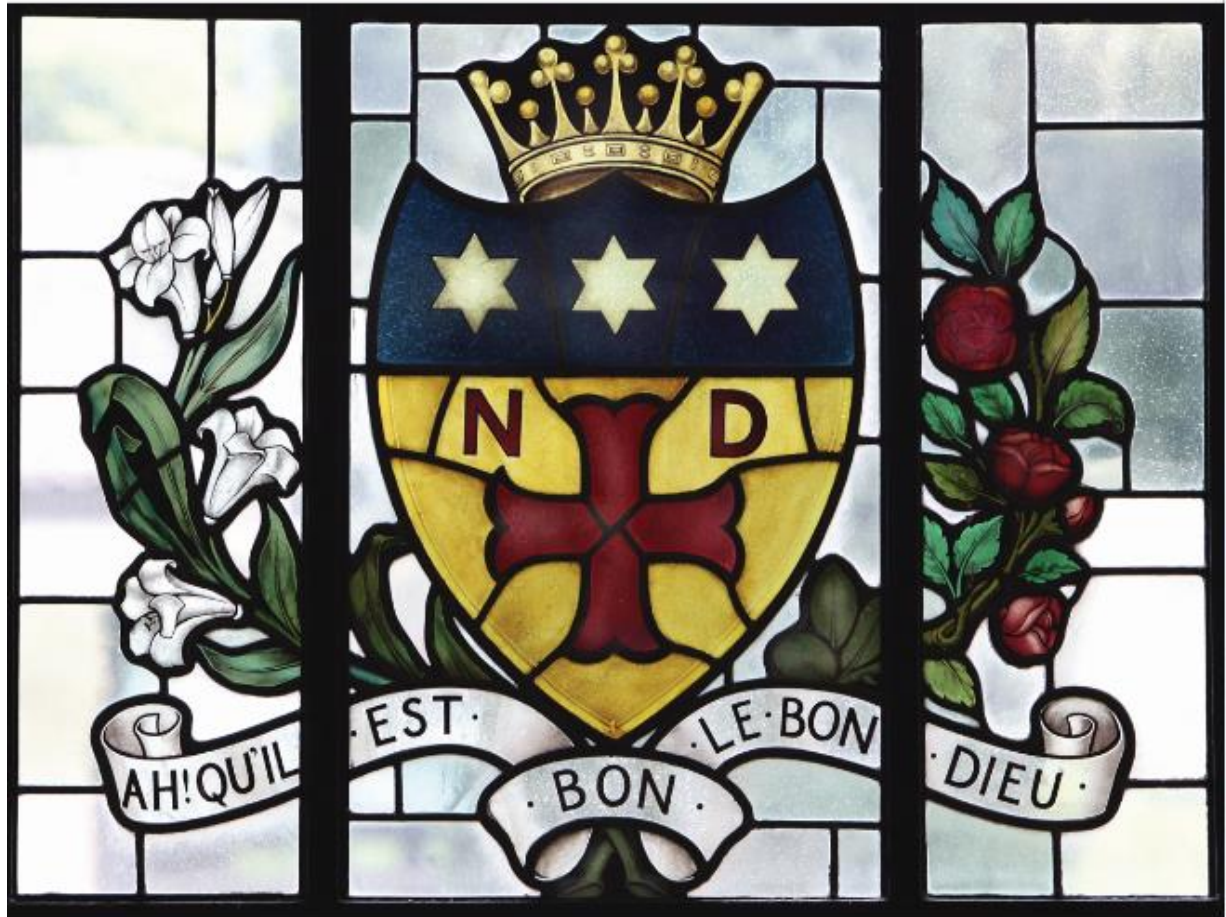


Notre Dame High School



Information for Applicants

**Associate Assistant Headteacher:
RE & Personal Development
May 2025**

Introduction

Notre Dame High School is a popular and successful Catholic comprehensive school within the Catholic Diocese of Hallam. In September 2022, we joined the newly formed St Clare's Multi Academy Trust along with 11 other schools in the Diocese.

We offer a distinctive Catholic education where we seek to educate the whole person; spiritually, morally, socially and academically. We are committed to inclusivity, meeting each person where they are and respecting the dignity of every individual. In practical day to day terms, this means that excellent relationships are at the heart of everything we do. The diversity of our intake reflects our broad catchment area.

We believe in high quality professional development as the main way to maintain and improve the quality of education for students. We also extend this philosophy to our outward facing work running the Sheffield SCITT, the South Yorkshire Maths Hub and in being a delivery hub for the Ambition Institute Early Career Framework.

Notre Dame draws students from a very wide catchment area across the city of Sheffield and beyond. It has around 1500 students, including 400+ in the Sixth Form. The school population includes around 35% of children from various ethnic minority groups.

The school has been graded Good following its Ofsted inspection reports in January 2022. The school is graded as outstanding under the section 48 inspection, which looks at the way in which we meet our mission to provide distinctive Catholic education.

We work with a range of people and organisations who provide feedback about the quality of education at Notre Dame and we are actively engaged with research and evidence of the best practice within our school and beyond, through our work as a teaching school.

The school continually maintains levels of progress, attainment, attendance and successful progression beyond school that are significantly above national averages.

We continue to be very popular, enjoying a strong reputation for being a caring community, with excellent behaviour and a high quality of education.

History of Notre Dame High School

Notre Dame High School is situated in the Ranmoor area of the city in 20 acres of ground, which includes Smith Wood, believed to have been once part of Sherwood Forest. It was here that Mark Firth, famous son of the city of Sheffield, steel manufacturer, philanthropist, Lord Mayor and Master Cutler, built his dream mansion in 1860. His mansion became an Officers' Convalescent Home in the First World War, and was bought by the Sisters of Notre Dame in 1919, meaning that we have had a presence on our current site for 100 years.

The school's history goes back even further than the Firth estate. It was in 1855 that the Sisters of Notre Dame came to Sheffield from Liverpool to set up a much needed school for girls in the city centre. The school was established in Holy Green House on the Moor, now replaced by a busy shopping centre.

In 1862, the school was moved to Cavendish Street where it developed and expanded to such an extent that further space was required for the many girls who sought admission.

The Sisters moved their living quarters to Oakbrook in 1919, leaving more room for classrooms and in 1935 built another secondary school in the extensive grounds. This remained a separate school until amalgamation was recommended in 1948.

In 1976, the school changed its status from that of a girls' grammar school to become a mixed comprehensive. Cavendish Street housed the lower school until 1988 when the Victorian buildings were finally vacated and later demolished by the new owners.

To accommodate the whole school on the Oakbrook site, extensive internal improvements were made and this development has continued through to the present day.

Alongside our wonderful historic buildings which were refurbished in 2012, our facilities include; a purpose-built technology block, an Open Learning Centre combining traditional library with ICT facilities, a fitness suite and an Environmental Learning Centre (ELC). The ELC was recently renamed "The Lodge" which serves as an Alternative Learning Environment including outdoor education options, all centred on the ancient woodland that forms part of our site. Our most recent development being completed in July 2022 was the addition of a mezzanine floor to our Chapel/Drama facilities, housing two new classrooms as well as an improved drama space.

The school is proud to retain contact with the Sisters of Notre Dame, who are still represented on the School's governing body. Notre Dame High School Sheffield is an active participant in the world wide Notre Dame community and we are committed to staying true to those roots, expressed in the Hallmarks of the World Wide Notre Dame Community (available on our website). We are deeply proud to be associated with the legacy of the Sisters of Notre Dame in Catholic education in Sheffield and their ongoing service of the most vulnerable young people in England and around the world.

Being rooted in that strong tradition does not mean we stand still. In fact, part of our tradition is to be forward looking, taking a lead from the example set by the Sisters of Notre Dame.

St Clare's Catholic Multi Academy Trust

St Clare's CMAT is one of two new Catholic trusts in the Diocese of Hallam, with schools across South Yorkshire.

The Trust was formed, along with our sister trust St Francis, in response to the vision of the Bishop of Hallam for all schools in the Diocese to be part of high achieving Catholic MATs with a strong moral purpose to deliver the best possible experiences for all pupils with a particular commitment to those who are most vulnerable.

In May 2022 St Clare's reached a milestone as we received approval from the Regional School's Commissioner to open in September 2022 with the first 12 schools who had resolved to join our trust. Notre Dame was one of those founding schools.

The Trust is building on existing relationships to form a strong family of schools, where all are equal partners, giving and receiving support in the work of school improvement. Working together, we aim not only to preserve, but to strengthen and share the qualities found in the individual character of each of our schools, so that every child benefits from the best of what we do across the trust in a school that maintains a distinct ethos in service of its community.

Central to this work is our aim to be an employer of choice, connecting our expertise and resources to ensure that every member of staff in every school has access to great professional development, nurture and support.

For Notre Dame, being an integral part of the formation of this new Trust is an exciting next step in the long history of our school. We now draw on the inspiration of two great women of the Church, St Julie the founder of the Order of the Sisters of Notre Dame and St Clare, the patron of our Trust, as we continue their work of education and love.

You can find out more about St Clare Catholic Multi Academy Trust online at [St Clare – St Clare Catholic Multi Academy Trust \(stclarecmat.org.uk\)](https://stclarecmat.org.uk)

Staff

Staff are committed, experienced and friendly. There are over 150 members of staff, of which approximately 90 are teachers. People often comment that our school has a strong sense of community, even a 'family' feel.

The Senior Management Team currently consists of a:

- Headteacher
- Director of Quality of Education
- Director of School Improvement
- Director of Inclusion
- Director of Business
- Assistant Headteacher - Head of Sixth Form
- Assistant Headteacher – Curriculum and Timetable
- Assistant Headteacher – Ethos
- Assistant Headteacher – Safeguarding

Teachers in school serve as a form tutor or are attached to a year team. These year teams are at the heart of our pastoral care.

Pastoral systems have undergone recent developments and in main school the team consists of:

- A SENCo
- SEND Inclusion Leader
- 5 Teaching Heads of Year
- KS3 & KS4 Non teaching Pastoral Leaders
- 2 Pastoral Managers
- 2 Pastoral/SEND Admin Managers
- SEND Assessments Coordinator
- 6 Learning Support Assistants

Every teaching team is led by a Head of Department. We believe in the importance of strong teams, who work effectively together to deliver outstanding education from Y7 to Y13 in their subjects. We look to give teams as much autonomy as possible, while providing support, challenge and coordination across teams through a link between each department and a member of the senior management team. This work is coordinated by the Director of the Quality of Education.

School Ethos

Our Assistant Headteacher with responsibility for ethos is supported in their work by a Chaplaincy Co-Ordinator. Together they provide support for all members of staff so that we can each play our part in ensuring that our distinctive Catholic Mission and the Hallmarks of the Notre Dame Community are not just words on a page.

The ethos of the school is strongly Christian and it provides a distinctive Catholic education whilst respecting and welcoming children from other denominations and other world faiths.

In the inspection of the Catholic life of the school and Religious Education which took place in September 2008 the feedback from the inspector included the statement "the Catholic life of the school is outstanding, actually exceptional, and I am sad there is not a higher grade I can give".

All staff working at the school are asked to guarantee that they will uphold the Catholic/Christian ethos of the school and they are required to sign the Catholic Education Service contract. Consequently, all teachers are expected to pray with students and accompany them to acts of worship held in the school.

The school chaplaincy provides extensive support for staff in this important area of school life. The school has achieved recognition because of a participative approach to prayer and worship and development of student leadership.

School Day

The school operates a five one-hour period day. The school day begins at 8.55am and finishes at 3.35pm.

Recent Curriculum Developments

Key Stages 3 and 4

Notre Dame offers a broad, balanced and stimulating curriculum that is accessible for all students. We encourage and expect all students to achieve their full potential.

Key Stage 3 (Y7 and Y8)

All students follow the same broad, balanced curriculum consisting of:

Religious Education, Mathematics, Technology, English, Modern Foreign Languages, Science, History, Geography, Physical Education, Drama, Music, Art and IT.

Key Stage 4 (Y9-11)

At KS4 all students follow a core curriculum consisting of:

Religious Education, Mathematics, English, Science, Modern Foreign Languages, Physical Education and IT (the latter two non-examined).

In addition to the core programme outlined above, students make an additional 3 subject choices. There is a range of courses to choose from including academic GCSEs and more vocational courses. The aim is to maximise breadth of study and student choice.

The choices available include:

History, Geography, Business, Product Design, Food and Nutrition, Physical Education, iMedia, Dance, Drama, Music, Art, Photography, Child Development, Health and Social Care and Triple Science.

Each student will study one option subject over 3 years (x2 lessons a week) and two subjects over two years (x3 lessons a week).

Through the KS4 curriculum, we aim to offer a broad education, with a range of progression routes, in which all students can develop their own strengths. All courses lead to public examinations and the results achieved are well above both the local and national averages. Students will sit the exam of one option subject at the end of Year 10.

Key Stage 5 (Y12-Y13)

In Key Stage 5 the majority of students will study 3 A-levels. There are a wide variety of courses available-in total we offer almost 30 different courses.

Sixth Form

Notre Dame Sixth Form is a warm and welcoming community with students joining us from all across the city and beyond each year. We are a comprehensive and inclusive Sixth Form and welcome students from all faiths and backgrounds.

Our Sixth Form remains a viable and vibrant destination for the young people of Sheffield to continue their education after Y11. We enjoy continued high levels of recruitment, despite more post 16 choices available across the city each year, as well as an increasingly aware and mobile student population. The internal/external split is around 60/40 with students joining us from over 30 different schools. For the academic year 23/24 we have 229 students in Y12, 202 students in Y13 and 12 students in Y14, giving a total of 443 post 16 students currently on roll with us.

Our retention rate both at the start of Y12 and between Y12 & Y13 remains high. The 26 subjects we offer whilst largely the traditional academic A levels, are we believe accessible to most students as our entry grades remain both realistic and inclusive. Students enjoy 5 hours per week per subject in both Y12 & Y13 with no lessons scheduled for outside the school day.

Students attend form from 9:00-9:25 each day with a fortnightly assembly on Monday. The form tutor programme provides a rich and varied experience across the 2 years with our students leaving us well equipped for their next steps.

Academic Achievements

Our most recent GCSE progress score categorises us as a significantly above average school and our results put us in the top 9% of schools in the country. Additionally, we performed in the top;

- 3% for Humanities
- 7% for Science
- 12% for Maths

A level results for progress placed us in the top 12% of schools nationally.

Outward Facing Work

Notre Dame was designated as one of the first 'Teaching Schools' in 2011. In the time since we have taken on an increasing amount of outward facing school improvement work. This currently includes:

- Leading the Sheffield SCITT – we believe that we have a moral duty to train and develop the next generation of teachers. We are currently training 70 trainees across both primary and secondary phases.
- Being the Lead School for the South Yorkshire Maths Hub – we are one of a national network of 40 Maths Hubs. Over half of the schools in South Yorkshire are actively engaged with the hub.
- Holding the designation of the Sheffield Associate Research School as part of the national Research School Network. This tenure came to an end recently but has left us substantial evidence informed capacity and expertise within school.
- Running a delivery hub for the Ambition Institute Early Career Framework.

All of the above provides numerous developmental opportunities for members of Notre Dame teaching and non-teaching staff.

Safeguarding Policy

The school's is committed to safeguarding children which is outlined in the following extract from the School's Safeguarding Policy:

"We believe that everyone is unique and of equal value regardless of academic ability, class, creed, gender, race or wealth."

'Notre Dame High School fully recognises its responsibilities for child protection and the need for procedures to ensure that children and young people have their welfare safeguarded.'

The school complies with the DBS code of practice in regards to criminal record information in that it will not discriminate unfairly against any applicant on the basis of a conviction or other information revealed during the application process.

Employee Benefits

We offer a range of benefits available to employees working at Notre Dame High School and these include:

- Free tea, coffee and fruit available in the staffrooms;
- Cycle to Work Salary Sacrifice Scheme is in operation;
- A Staff Committee who organise social events at key times throughout the year;
- Free use of hi-tech gymnasium facilities;
- The opportunity to work in beautiful, well-kept surroundings.

How to Apply

We will be happy to receive informal telephone enquiries and requests for further information. If you decide to apply for a post at Notre Dame, please return the following:

A fully completed application form (if this is being sent electronically, it will require signing at interview);

Curriculum Vitae (only necessary if you have further information to add to the application form).

To: Notre Dame High School
Fulwood Road
Sheffield
S10 3BT

Tel: 0114 2302536

Email: recruitment@notredame-high.co.uk

If you have any requirements for special arrangements to be made in order to take part in the recruitment and selection process please let the school know what these are prior to the closing date. If this is done in writing please submit the information separately from your application form and we will make every effort to provide assistance.

May we take this opportunity of thanking you for your interest in this position. If appointed, we can assure you that you will work in a caring, supportive, Christian environment.

Good luck!

Closing date: Noon on Monday 12th May 2025

Interviews: weeks commencing 12th May or 19th May 2025

This post has a high level of responsibility for safeguarding and promoting the welfare of children and young people.

Notre Dame High School expects all candidates to familiarise themselves with our Safeguarding Policy which can be found on the school website www.notredame-high.co.uk/about-the-school/school-policies

Notre Dame High School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. The successful applicant will be required to complete an Enhanced DBS Disclosure. In addition, this post is exempt from the Rehabilitation of Offenders Act and a self-disclosure is required for applicants shortlisted for interview.