



Student and Pastoral Support Assistant

37 hours per week Term time plus 2 weeks

Scale E Actual Salary £23,191 to £24,719

Required for February 2026

Notre Dame High School is an 11-18 highly successful and oversubscribed Roman Catholic school with Academy status. We are part of the St John the Baptist Catholic MAT. We are a 2024 Ofsted rated 'Good with Outstanding features' school, one of only 37 EEF Research Schools nationally, and a designated Teaching School Hub.

We are looking to appoint someone who has the necessary knowledge, skills and experience for this Non-Teaching Student and Pastoral Support Post. The successful candidate will be a member of the Student Welfare Team, providing assistance in the effective running of the school by dealing with day to day queries from students and administering first aid assistance as required. Under the direction of the Senior Pastoral Support Worker to support the pastoral systems in the school, including attendance and behaviour as required.

Whilst experience of working in an educational environment is desirable, it is not essential.

Join us at Notre Dame and benefit from:

- a culture which values respect, honesty and kindness;
- great training, leading to great professional development and career progression;
- an outstanding quality of relationship between pupils and staff, and between pupils themselves;
- a driven focus on reducing staff workload.

For an application form and further details including a job description and person specification, please visit our website at www.ndhs.org.uk.

We are unable to provide sponsorship for this position, so please ensure you have the right to work in the UK before you apply.

Preliminary visits to the school or discussions regarding the post are welcome by arrangement with Shirley Stevenson Deputy Headteacher (sstevenson@ndhs.org.uk)

Closing date: Thursday 15th January by 9am

Interview date: Tuesday 20th January 2026

Notre Dame High School welcomes applications from members of minority ethnic communities and those with disabilities. 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. Enhanced DBS clearance is required for appointment to this post.