

Appointment of  
**Permanent**  
**Full time**  
**Teacher in charge of Speech and Drama**  
For 1 September 2021



The Godolphin and Latymer School  
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# Working at Godolphin and Latymer

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Godolphin and Latymer is one of the country's leading independent day schools for girls. Founded in 1905, it has been both a state grammar school and an independent school in its 113 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of 800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls in the Sixth Form, studying for both the IB and A levels. Hammersmith itself is very conveniently situated less than 20 minutes from central London, sitting on a beautiful stretch of the River Thames and with plenty to offer, including several fine restaurants and two of London's best theatres.

Godolphin and Latymer is an academically selective school and our girls are bright, enthusiastic and inquisitive. They love learning and are increasingly demonstrating their ability to be creative and critical thinkers, keen to solve problems using their own intellectual resources. Teaching here is a most rewarding experience. Girls are motivated and engaged in their learning. Our harmonious community is socially, culturally and ethnically diverse, indicative of the cosmopolitan world of West London. Our catchment area is relatively wide, encompassing all areas of West London, plus a number of areas further afield from which girls are able to commute easily to Hammersmith because of its excellent transport links. (We are a couple of minutes from both of Hammersmith's tube stations and its bus station.) Relationships between girls and all staff are superb and we place great significance on valuing the individual and expecting the highest of standards in all that we do. The school is governed by principles of mutual respect, tolerance and consideration for others. Girls are very supportive of each other, sensitive and aware of others' needs and proud of their school and its ethos and history. A fine example of this is the extensive support given to our Bursary Fund by all sections of the school community, present and past.

Pastoral care and working collaboratively with parents is fundamental to the success of our girls. We value good communication between all sections of our community and try to be proactive in keeping up to date all who are involved with the school. The school plays a key role in the local area; girls take part in voluntary work schemes with many local businesses and institutions. We run a number of community events including; a public lecture series, the annual arts festival, monthly tea parties for the local elderly, and the weekly Ancient World Breakfast Club.

The school's facilities are excellent and the governors are aware of the need to ensure that such standards are maintained. Our sports facilities include a full-size all-weather hockey pitch and three netball courts, which convert into twelve tennis courts during the summer term, all of which are floodlit, and the Hampton Sports and Fitness Centre (new and purpose-built for September 2015), which contains a four court sports hall, a climbing wall, a dance studio and a fitness suite. Our performing arts centre, the Bishop Centre, housed in the imaginatively converted church of St John the Evangelist, together with the Rudland Music School, is also a recent example of the investment that is crucial to the school's continued development. Teaching and learning resources are plentiful and the use of ICT to facilitate learning is at the forefront of our current strategy. iPads are used by the girls in learning and all teaching staff are given iPads. The school aims to be forward-looking in its approach to teaching and learning and emphasis is placed on pedagogical development amongst all teaching staff.

Extra and super curricular activities play a fundamental part in the education we offer here. All staff play a full part in this aspect of our school's life, with numerous opportunities to lead activities, and to develop interests old and new, in school and on visits both in the UK and abroad. Girls are active participants in this programme, both as leaders and contributors, as well as benefitting from the extensive variety of the provision.

In September 2020, the Godolphin and Latymer School Foundation merged with Redcliffe School Trust, a co-educational Preparatory School in Chelsea.

## **Why work at Godolphin and Latymer?**

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and a mutually supportive approach. Expectations of staff are high, but equally, personal workloads are carefully considered by the supportive leadership team. There are plenty of opportunities for further appropriate professional development and a generous inset budget is provided. Support staff and teaching staff are valued equally for their part in the overall success of the school and there is a strong sense of camaraderie and fun!

The governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment to the school

Staff turnover is relatively low, indicating a stable staff, yet we also pride ourselves on the welcome and support that we give to new colleagues and we very much value their ideas and contributions. People enjoy working here!

# Your professional duties

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## **Your professional duties**

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.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

### **Teaching**

Planning and preparing courses and lessons.

Teaching, according to their educational need, the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere.

Assessing, recording and reporting on the development, progress and attainment of pupils.

### **Other activities**

Promoting the general progress and well being of individual pupils and of any class or group of pupils assigned to you.

Providing guidance and advice to pupils on educational and social matters.

Making records and reports on the personal and social needs of the 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.

Accompanying pupils on visits away from the School.

Participating in the extra-curricular programme.

### **Assessment and reports**

Providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils.

### **Appraisal**

Participating in any arrangements that may be made for teacher review.

### **Further training and development**

Reviewing from time to time your methods of teaching and programme of work.

Participating in arrangements for your professional development.

### **Educational methods**

Advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.

### **Child protection, discipline, health and safety**

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

### **Staff meetings**

Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

### **Public examinations**

Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.

### **Administration**

Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.

Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after School sessions.

### **Flexibility**

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

# Job description for Teacher in charge of Speech and Drama

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Speech and Drama is a popular extra-curricular option with an uptake of around 400 students per year across the school. We follow the Trinity College specification, which has the benefit of no set texts, and each year group work towards a particular grade. For example, Grade 3 students have a solo acting extract from a play and their own choice of published poem; all other grades have three pieces each. The department has developed, and is continually revising, an enormous range of plays and poetry suitable for candidates at all levels and the girls' own wide-ranging reading helps them find prose extracts to complete their examination programmes.

We are proud of the quality of the support that we offer the girls and of the outstanding results that the girls achieve. In recognition of our consistently excellent provision for Speech and Drama, we have been awarded status as a Trinity Champion Centre in 2019, 2020 and 2021.

The post-holder will have the exciting opportunity to shape the future of the Speech and Drama provision within the school. They will combine enthusiasm, expertise and energy with first-rate administrative skills and he or she will inspire and motivate the Speech and Drama teachers to share good practice and to aim for the highest standards so that all pupils receive an excellent educational experience.

The Teacher in charge of Speech and Drama will be a member of the Drama department and will be line-managed by the Director of Drama. The post-holder will play a key role in extra-curricular Drama provision, and will be responsible for leading one of our many high quality productions held each year, making full use of excellent performance facilities.

It would be expected that the post-holder, in conjunction with relevant staff, would review and develop the job description towards the end of the first year.

## Key aspects of Role

- Design dynamic and progressive schemes of work and associated resources for Year 7-12 and update as required.
- Organise the girls into their Speech and Drama classes, schedule the lessons in the timetable, work with girls and parents on clashes and necessary changes and create a fair distribution of teaching across the department
- Champion the subject to the students, maintaining the high levels of student engagement.
- Maintain standards across teaching spaces to create a safe and supportive environment for learning. Promote the general progress and well-being of all pupils.
- Liaise with key pastoral, academic and administrative colleagues to create the optimal Speech and Drama timetable.
- Liaise with the other extra-curricular activity leaders to create optimal opportunity for the girls.
- Work closely with the Finance department on the administration of pupil numbers and payment.
- Lead departmental colleagues to use effective and appropriate digital systems for the benefit of organisation and teaching and learning.
- Maintain the department budget in collaboration with the Director of Drama.
- Work closely with the administrative assistant, ensuring effective use of the support time provided for the department.
- Oversee the department's production of assessment and reports for students including Full Reports, UCAS comments, USA university application statements of support and Duke of Edinburgh Skills Assessor's Reports.

- Attend parents' evenings to discuss their progress with students and their parents.
- Create an offering for the Year 13 students in collaboration with the Director of Sixth Form

Beyond the Department:

- Provide 'Communication Skills' sessions to children attending the Bridge programme.

This list of duties and responsibilities is not exhaustive and includes any reasonable additional request which assists the smooth operation of the department.

## Person specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>EDUCATION / QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>To have a good honours degree in an appropriate subject</li> </ul>	<ul style="list-style-type: none"> <li>To have a teaching qualification or to be undertaking a teaching qualification</li> <li>To have a Specialist Diploma</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Appropriate certificates</li> <li>References</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of classroom teaching at secondary level, ideally GCSE and A Level</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching the IB</li> <li>Experience of leading others</li> <li>Experience of teaching small groups or individuals for Solo practical examinations</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interviews</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>To be an outstanding teacher</li> <li>To be able to be the lead professional in the Speech and Drama Department</li> <li>To be firm but fair</li> <li>To be able to inspire and motivate others</li> <li>To be an excellent communicator, orally and in writing, with girls, parents and colleagues</li> <li>To have good time management skills</li> <li>To be discreet and adhere to confidentiality</li> <li>To have excellent interpersonal skills</li> <li>To be able to use ICT appropriately to support learning</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of voice and speech theory</li> <li>To be familiar with Information Management Systems, such as iSAMS</li> <li>To be familiar with the use of iPads to enhance pupils' learning</li> <li>To be proficient in a variety of software and interactive software packages (and interactive whiteboards), such as Microsoft Word, Outlook, PowerPoint, Excel to support teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Commitment to safeguarding and promoting the welfare of pupils</li> <li>Motivation to work with young people</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with young people</li> <li>Emotional resilience</li> <li>Positive and flexible attitude</li> <li>To be able to contribute to the extra-curricular activities of the department</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
<b>KNOWLEDGE / UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Excellent knowledge of the role of Drama and Speech and Drama in the 21st century curriculum</li> </ul>	<ul style="list-style-type: none"> <li>To have undertaken Safeguarding Training</li> <li>To have undertaken First Aid Training</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>

# The department

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## **The Drama department**

The department is very well-resourced, with a Drama Studio which hosts an 18 channel LED coloured lighting system, multi-channel audio system, projection system, Apple TV, dance flooring and portable staging system. Productions are staged in our Performing Arts Centre (The Bishop Centre), which hosts an 84 channel lighting rig, stage manager's console system, and state of the art floor panels that can be raised and lowered to a variety of theatrical staging configurations. Our girls are extremely enthusiastic about Drama, and our productions are always a highlight on the calendar for the school community.

Smaller scale performances are performed in the studio, including all A Level and GCSE practical examination work. The studio is connected to the stage manager's console in the Bishop Centre via a communications link, and so is used as a dressing room during productions, with an audio-video show relay feed from the stage.

The department has an ever-growing wardrobe, with over 400 pieces of costume including hats and accessories. The wardrobe doubles up as a make-up suite during productions in The Bishop Centre, complete with a wall of mirrors. Our small prop store is also growing, and we always appreciate donations and contributions of any interesting or unique items, including lamps, tea-sets, walking canes and candlesticks.

The annual whole school production is a particular highlight in the School's calendar of events.

## **The Speech and Drama Department**

The appointed candidate will teach groups of students who have opted for lessons as an additional subject following the Trinity Guildhall solo examination syllabus. Each grade encourages candidates to engage with as wide a variety of performance activities and materials as possible while developing their skills. Typically our students will cover within each year of study prose passages, play extracts, poetry, sight-reading, story-telling, improvisation, mime, speech theory and vocal development, research presentations and discussion skills.

Over 400 students opt for Speech and Drama and they are taught on a fixed weekly timetable. Students are grouped according to their year and, where possible, are taught during their Private Study periods. Lessons also take place before school, during morning assembly, the lunch hour and after school. The department has one dedicated teaching room, equipped with a white board, projector and speakers, a range of plays and poetry, small props and classical practice skirts. Through necessity, a percentage of lessons are taught in other rooms within the Drama and Music departments.

Speech and Drama is distinct from Drama at Godolphin. All students in Year 7 and 8 have a curriculum Drama lesson with their Tutor group each week. Year 9s have a single lesson for half the academic year. GCSE Drama is an option for Year 10 and 11, A Level Drama and Theatre Studies and IB Theatre Arts are offered in the Sixth Form. Many students choose to do both curriculum Drama and additional Speech and Drama throughout their school careers.

## Salary, hours and benefits

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The salary awarded will depend on experience and qualifications of the successful candidate. The Governors review salaries each year to ensure they remain competitive. Salaries are paid by account transfer on the 25th day of each month, or the previous working day, in twelve equal payments.

### **Hours**

Teaching staff are expected to be in School for 8.25am and the school day ends at 4.00pm (3.05pm on Fridays). However, hours are as required to fulfil the duties of this role both before and after school hours.

### **Benefits include:**

*Staff Accommodation* – this may be available for new staff in a local six-unit property.

*iPads* – all teaching staff are given iPads for their teaching and assessment.

*Longer holidays than the maintained sector.*

*Staff Fee Remission* – staff are eligible for fee remission. The continuance and value of the school fee remission is at the discretion of the Governors.

*Medical staff on site* – during term time, the School employs two School Nurses providing daily cover and two School Counsellors each work two days per week. All medical staff are available to employees of the School.

*Enhanced sick and maternity/paternity pay arrangements* – the school offers additional support to staff via its sick and family friendly policies.

*Membership of the Teachers' Superannuation Scheme* - teachers are automatically enrolled into the Teachers' superannuation scheme.

*Personal Accident Insurance* – staff are covered for permanent disability resulting from an accident, whether at School or elsewhere. Cover is provided for 365 days of the year.

*Private Medical Insurance* – membership of a private medical insurance scheme is available at a reduced rate.

*Advance purchase of travelcards with monthly repayments* – the School will pay for your travelcard (minimum three month card) and collect the repayments, at cost, over the life of the travelcard.

*Cyclescheme* – the School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

*Lunches and Refreshments* – lunches and refreshments provided in the Staff Room and Staff Dining Room are provided by the School to all members of staff, free of charge.

*Fitness Facilities* – staff are able to use the fitness facilities in the Hampton Sports and Fitness Centre and the school's outdoor sports facilities.

*Staff wellbeing* – there is a selection of wellbeing sessions that staff can attend, including acupuncture, massage, mindfulness, yoga, zumba, rock climbing and kickboxing.

# Application

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Please read the recruitment pack carefully, including the School's Safeguarding and Recruitment policies. Fully completed application forms must be returned to the Personnel Office at the School by post or by email to [recruitment@godolphinandlatymer.com](mailto:recruitment@godolphinandlatymer.com) by **noon** on the closing date.

Please note that applications must be made on the school's application form. Neither CVs alone nor late applications will be accepted.

**The closing date for applications is noon on Wednesday 19 May 2021.**

**It is anticipated that interviews will take place during the week commencing Monday 24 May 2021.**

## **Equal Opportunities**

It is the policy of The Godolphin and Latymer School to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender, medical condition or disability.

## **Safeguarding**

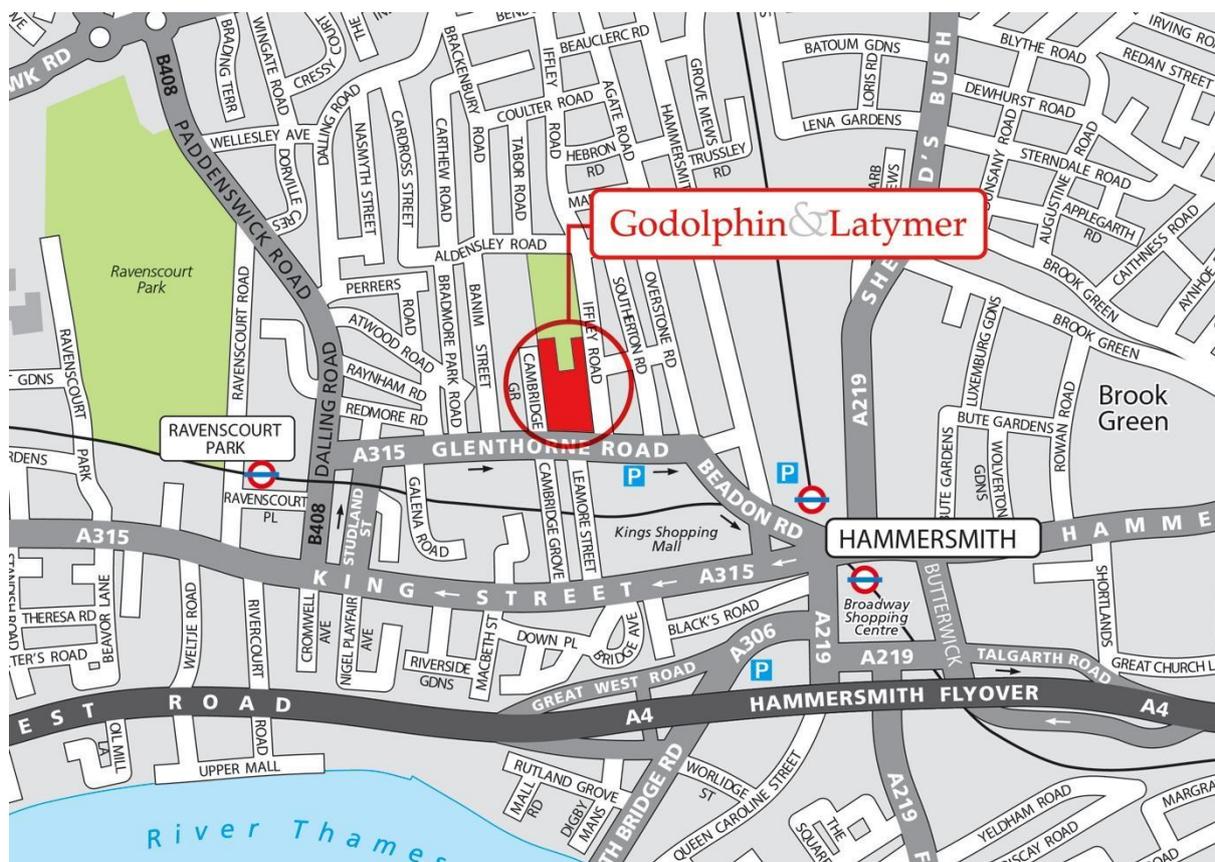
Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those as 'spent' must be declared. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications. The successful candidate will also be required to provide original certificates of qualification and undergo a medical examination prior to taking up the post.

## **Charitable status**

The Charity called The Godolphin and Latymer School (charity registration number 312699) is administered by The Godolphin and Latymer School Foundation, a charitable company limited by guarantee (Company number 3598439).

## Location

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### Nearest Underground Stations:

Hammersmith (District, Piccadilly, and Hammersmith & City Lines)  
Ravenscourt Park (District Line).

### Bus Routes

To Hammersmith Broadway:

9, 10, 27, 33, 72, 190, 209, 211, 220, 266, 283, 295, 391, 419

To Glenthorne Road: 27, 190, 266, 267, 391, H91

### By Car

There is a one-way system in Hammersmith.

From Hammersmith Broadway: turn left into King Street, take the second right into Cambridge Grove, turn right into Glenthorne Road and turn left into Iffley Road for the school.

### Car Parking

We regret that there is no car parking available in the school grounds, but there is a public car park (entrance in Glenthorne Road) only a few minutes from the school, which is inexpensive. There are a number of pay by phone parking bays available in the streets surrounding the school.

Please note that the entrance to the school and the staff car park is on Iffley Road.

### On Arrival

Please report to Security.

