

Appointment of
Permanent
Full time
Assistant Director of Music
For 1 September 2023



The Godolphin and Latymer School
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Working at Godolphin and Latymer

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 117 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 each 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 benefiting 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. The Preparatory School is now known as Godolphin and Latymer Redcliffe Gardens School.

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

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 and responsibility.

All staff working in the School during the school day will have contact with children and will therefore be in regulated activity. As a teaching member of staff you will be working directly with, and be responsible for, the children that you teach. You are also likely to have contact with other pupils on a regular basis which may include specific pastoral or other responsibilities for pupils whom you do not teach.

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

The Assistant Director of Music is responsible to the Director of Music for the following:

- To carry out in his/her own teaching, according to the responsibilities outlined in the job description of a Teacher;
- To develop and monitor stimulating and appropriately resourced schemes of work which are in accordance with the interests, abilities and needs of the girls. In particular, the Assistant Director of Music will contribute to the development of the lower school scheme of work;
- To assist the Director of Music in maintaining and seeking to improve standards of teaching, learning and assessment across the department by careful monitoring and to ensure that members of the department carry out the requirements of their job descriptions as Assistant Teachers;
- To assist the Director or Music in encouraging the professional development of the individual and the departmental team; to delegate teaching and other responsibilities fairly throughout the department and monitor this regularly;
- To participate in the recruitment of staff to the department and to be responsible for the department's Postgraduate Music Assistant if applicable;
- To participate in staff review and maintain own professional development;
- To review staff as required;
- To monitor girls' progress by implementing a departmental policy on assessment and by producing school examination papers when required;
- To develop and promote extra-curricular activities in Music;
- To be jointly responsible for the staging of concerts and for the musical contribution to other important whole school events such as the School Birthday;
- To assist in the development of the aims, policies and administrative procedures of the school, and to ensure that these are implemented through the work of the department; to monitor and review regularly departmental policies and procedures and amend as required;
- To be jointly responsible for the coordination of educational visits, overseeing staffing and risk assessments;
- To have a commitment to the subject; to plan its development within the school both in the short-term and the long-term; to be aware of general developments in the subject; in discussion with the department produce and monitor the Departmental Development Plan in line with the school strategic plan;
- To advise girls appropriately about subject choices for GCSE, A level, the IB and higher education;
- To be aware of general developments in education in Music and to maintain a detailed knowledge of proposed changes in GCSE and Advanced Level courses, and in the International Baccalaureate Diploma programme;
- To develop good relations with girls, parents, teaching and non-teaching colleagues and the wider community; to represent the school when required;
- To attend parents' evenings, write reports and respond to parental enquiries;
- To take pastoral responsibility as appropriate; to liaise with Heads of Section and Form Staff as necessary;
- To carry out any other responsibilities reasonably required by the Head.

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

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION / QUALIFICATIONS	<ul style="list-style-type: none"> To have a good honours degree in an appropriate subject 	<ul style="list-style-type: none"> To have a teaching qualification or to be undertaking a teaching qualification 	<ul style="list-style-type: none"> Application form Appropriate certificates References
EXPERIENCE	<ul style="list-style-type: none"> Experience of teaching Music at secondary level including, ideally, GCSE and A Level Experience of teaching A Level harmony Experience of leading extra-curricular groups / ensembles 	<ul style="list-style-type: none"> Experience of teaching the IB Experience of leading others 	<ul style="list-style-type: none"> Application form References Interviews
SKILLS & ABILITIES	<ul style="list-style-type: none"> High standard of keyboard skills To be able to inspire and motivate others To be an outstanding teacher To be firm but fair To be an excellent communicator, orally and in writing with girls, parents and colleagues To have good time management skills To be discreet and adhere to confidentiality To have excellent interpersonal skills To be able to use ICT appropriately to support learning 	<ul style="list-style-type: none"> To be familiar with the use of iPads to enhance pupils' learning To be proficient in a variety of software and interactive software packages to support teaching and learning To be familiar with Information Management Systems, such as iSAMS 	<ul style="list-style-type: none"> Application form Interview References
PERSONAL QUALITIES	<ul style="list-style-type: none"> Commitment to safeguarding and to promoting and ensuring the welfare of pupils Motivation to work with young people Ability to form and maintain appropriate relationships and personal boundaries with young people Emotional resilience Positive attitude To be able to contribute to the extra-curricular activities of the department 		<ul style="list-style-type: none"> Application form References Interview
KNOWLEDGE/ UNDERSTANDING	<ul style="list-style-type: none"> Excellent knowledge of the role of Music in the 21st century curriculum 	<ul style="list-style-type: none"> To have undertaken Safeguarding Training To have undertaken First Aid training 	<ul style="list-style-type: none"> Application form References Interview

The department

The Music Department is housed in the purpose-built Rudland Music School, which fully opened in September 2008. This was a very exciting development for the school. Music is now accommodated in large and spacious classrooms, which are fully and appropriately equipped.

The ground floor contains two identically-equipped large classrooms for general teaching, both containing keyboard and percussion equipment for our largest classes. These classrooms are separated by a removable partition which, when opened up, gives the flexibility of a vast rehearsal space for extra-curricular groups, for up to 100 girls. There is an additional classroom equipped with 15 iMac computer workstations, all running the latest versions of educational music software. This is used for the teaching of Music through ICT, across the age range of the school. The first floor boasts 16 practice rooms for the teaching of instrumental music, one of which is a specially designed room for the teaching of percussion. Finally, there is a Recording Studio, consisting of a Live Room and separate Control Room, housing the latest in digital recording equipment. This room has built-in links to the ground floor classrooms and to the performing area in the Bishop Centre.

The Department's extra-curricular programme is wide and varied. The School's Symphony Orchestra provides an exciting platform for our most able musicians who have, in the past, performed a selection of concerto movements with orchestral accompaniment. The School's Philharmonia (Junior Orchestra), String Ensemble (and numerous string quartets and other chamber groups), Concert Band, Big Band *et al* provide music making at all levels. There are frequent formal and informal concerts. The Senior Choir and Chamber Choir sing for school assemblies such as the School Birthday and the Carol Service in the Bishop Centre, and occasional evensong services outside of school, which in the recent past has included St Paul's Cathedral and St Alban's Abbey; a joint evensong with Radley College will take place at Westminster Abbey in March 2023. The orchestra takes part in an exchange with the Johanneum school in Hamburg, alongside Latymer Upper School, and this involves a visit to Hamburg every three years. Other international music tours for instrumental and choral ensembles also take place on a regular basis.

Salary, hours and benefits

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 and two School Counsellors providing daily cover. 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

Please read the recruitment pack carefully, including the School's Safeguarding and Recruitment policies. Fully completed application forms should be returned to the Personnel Office at the School by post or by email to 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 8 February 2023.

It is anticipated that interviews will take place on / during the week commencing Monday 20 February 2023.

Equal Opportunities

It is the policy of The Godolphin and Latymer School to ensure that all job applicants are considered equally and consistently and that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

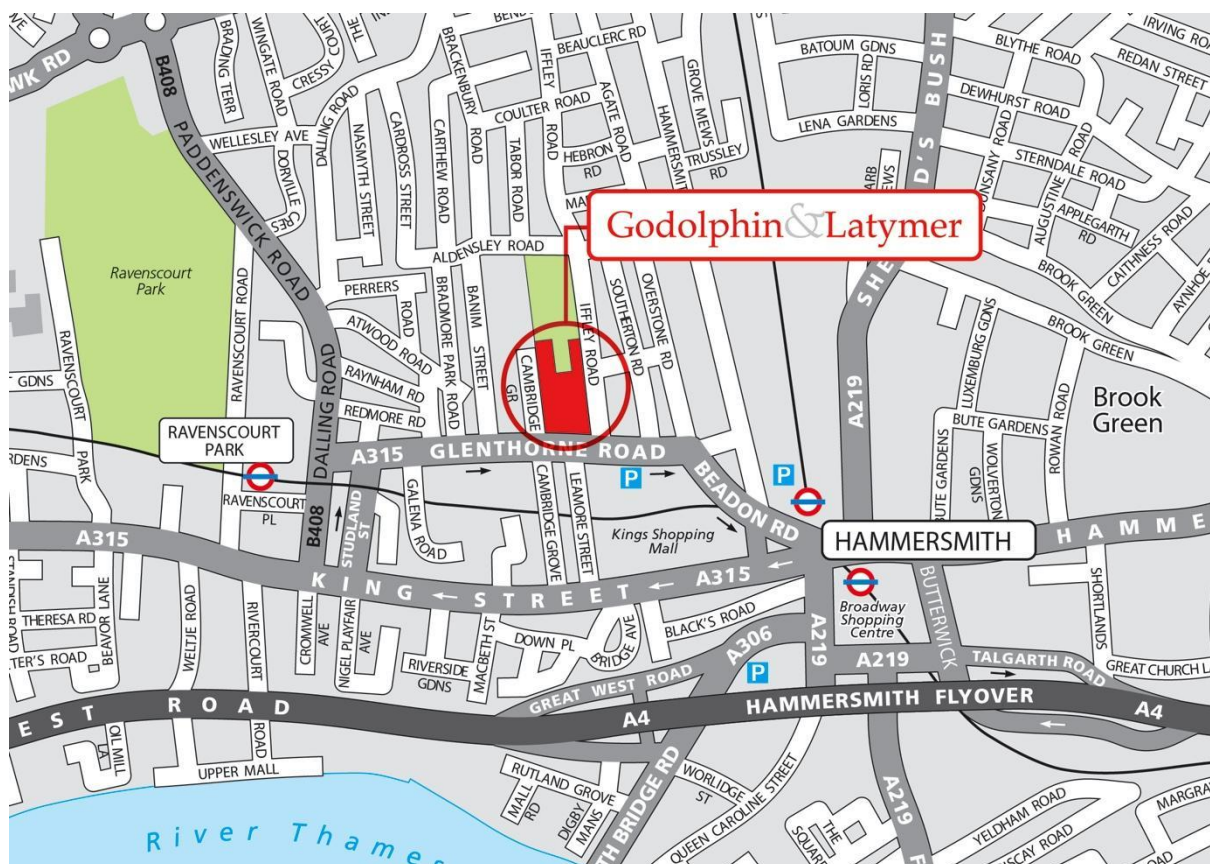
Safeguarding

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered 'spent') in order to assess their suitability to work with children. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the Disclosure and Barring Service filtering rules. 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 may be asked to 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



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.

