



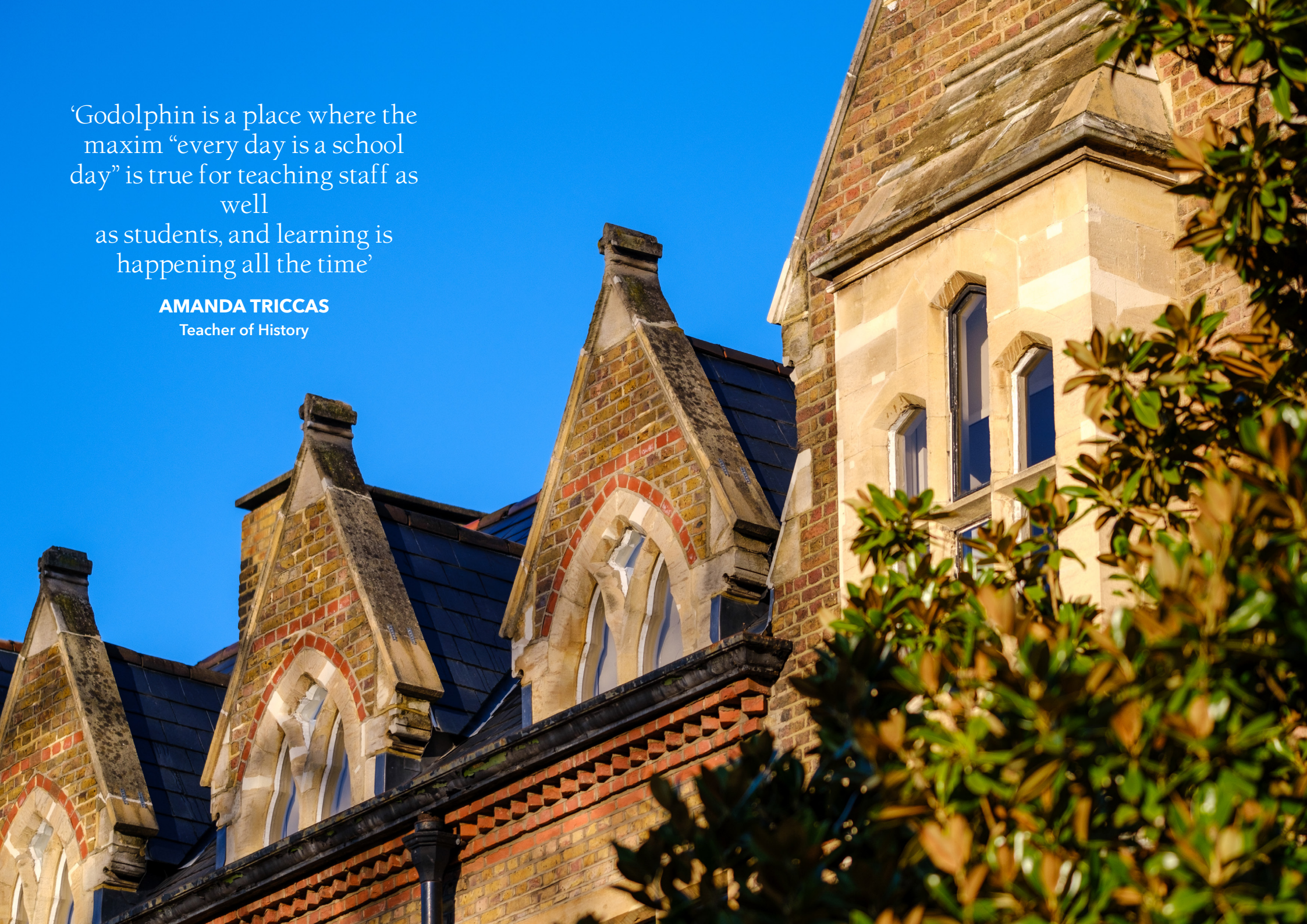





Godolphin&Latymer

INFORMATION FOR APPLICANTS

FRANCHA LEALE TOGE



‘Godolphin is a place where the maxim “every day is a school day” is true for teaching staff as well as students, and learning is happening all the time’

AMANDA TRICCAS
Teacher of History

Welcome

Dear prospective applicant

Thank you for your interest in joining the school community at Godolphin and Latymer. While we aim for excellence in all that we do professionally, we also set great store by the warmth of our relationships in school. I believe that as a result this is a happy and fulfilling place to work whether as a teacher or as a member of one of our non-teaching teams.

At Godolphin our ambition is to prepare our students to live fulfilled personal and professional lives beyond school. The academic and pastoral sides of school life operate very closely together as we aim to create a learning environment to support both academic achievement and personal development. We recognise the importance of adults being learners too, and support our staff with excellent professional development opportunities.

While the school setting can at first seem quite traditional, our facilities are modern and inspiring. Excitingly, we are just completing a major building project. This will provide us with further spaces to support innovative teaching and learning and, with an extended area for dining and reworked outdoor areas, will enhance the wellbeing of all those who work and study here.

Beyond the classroom we offer a huge range of extra-curricular opportunities. All colleagues are encouraged to be involved in this aspect of school life, and the result is a busy, vibrant, and creative atmosphere for all. We also aim to be inclusive and outward-looking. There is a long tradition here of voluntary service, of strong partnerships with local schools and of community engagement. Our means-tested bursary programme allows us to provide financial assistance for talented girls who otherwise wouldn't be able to attend the school.

We are committed to providing a workplace in which staff from all backgrounds are highly valued and can develop their expertise and experience. We seek above all to recruit dedicated and talented individuals who share our aims and want to make their own contribution. Please read the profiles of some of our staff in this applicant pack, where you'll also find more details about the benefits of working at Godolphin and Latymer. For further information, I would encourage you to explore our website: www.godolphinandlatymer.com.

I do hope you will consider applying to us, and I look forward to the possibility of meeting you in due course.

With all good wishes

Frances Ramsey

Dr Frances Ramsey, Head





‘It’s an absolute pleasure working here. The Premises Team are all very proud of what we do to help everything tick over and keep the school site a welcoming, attractive, safe and secure environment for everyone.’

GARY MARTIN
Premises Manager

Our School

Conveniently situated a short walk from Hammersmith Broadway in west London, Godolphin and Latymer is one of the UK’s leading independent secondary schools. It is an academically selective, girls’ day school with about 800 pupils aged 11-18. Currently 10% of students are in receipt of a means-tested bursary, and widening access to the school is an important objective for us.

The school was founded in 1905, using the buildings of a former boys’ boarding school which had closed a few years earlier. Historic buildings – including a converted church – sit side-by-side with modern facilities interconnected by glass atriums, tranquil gardens and courtyards. The school’s association with the Godolphin family means that our alumnae are called Old Dolphins and the school motto in Cornish, ‘Francha Leale Toge’: free and loyal art thou.

Excellent, research-informed teaching supports our students to achieve outstanding exam results which consistently place the school amongst the best nationally. In the Sixth Form our students have the choice of studying A Levels or the International Baccalaureate diploma. We create a learning environment that promotes analytical skills, collaboration, adaptability, creative thinking and problem-solving; all mindsets that our students will need in abundance in their future careers.

‘There is such a collaborative, trusting environment that, whilst giving everyone their autonomy, ensures a shared vision where everyone is able to play their role. You feel valued; your contributions and efforts are recognised and celebrated.’

HANNAH GRAHAM
Deputy Head of Middle School and Teacher of Biology

















Pastoral care provides personalised support for each individual girl and there is an overarching philosophy of building resilience, self-confidence and self-agency in our students. It is our aim that girls are happy within themselves and well prepared for the promise that their futures hold.

‘I have really appreciated the support I have had from Godolphin over the years to develop professionally. The school has supported me to complete an MA in Education as well as enabling me to attend a wide range of courses and networking opportunities.’

FLORA BAILEY
Head of Politics

Pupils learn about the importance of equality, sustainability, diversity and inclusion and we encourage pupils to make a difference in the wider community through a range of volunteering opportunities and social impact projects.

Our Bridge outreach programme is run by staff, and supported by Sixth Formers, and provides academic enrichment for boys and girls from families who wouldn't normally consider sending their children to independent schools.

'The students are curious and keen to extend their skills and to take creative risks, and the staff are friendly, supportive and fantastically knowledgeable! And, quite simply, we have the best food I have ever eaten in a school!'

JULES OXBORROW
Teacher in Charge of Speech and Drama















The school enjoys individual and team sporting success with a full fixtures list throughout the year and opportunities for all ages and abilities. Our astro-pitches, courts and fabulous Sports Centre are all on-site and our pupils row on the Thames, a short walk away. We have an excellent reputation for the creative and performing arts with regular performances, concerts and exhibitions.

Our co-curricular programme is full and varied and students develop their individual interests and passions at over 90 weekly clubs and societies.

‘The girls are very curious to learn and to be the best that they can be. There’s a great sense of community and a culture of kindness that values different individual personalities and perspectives.’

ELLEN ELFICK
Director of Sport

Every year we have an extensive programme of trips in the UK and overseas and many of our pupils take part in the Duke of Edinburgh Award Scheme. The extra-curricular programme is enthusiastically supported by both teaching and non-teaching staff. We also encourage students to develop their leadership skills through student-led committees and to take on positions of responsibility, particularly in the Sixth Form.

For all of our latest news and more information about the school, please go to our website: **www.godolphinandlatymer.com** and follow us on our social media platforms **@gandlschool**

‘What I enjoy the most about working at Godolphin is the sense of community and the sheer brilliance of our students.’

DEBBI ANTEBI

US, Canadian and European University Applications Specialist









Our Staff

Thavin Juvanendran

HEAD OF BIOLOGY



I arrived at Godolphin and Latymer as a trainee teacher straight after completing my undergraduate degree at UCL. During my time at Godolphin, I have held a number of additional responsibilities such as House Leader and CAS Coordinator as part of the IB team. There is ample opportunity for development and I am currently the Head of Biology and a University Admissions Coordinator with responsibility for Oxford and Cambridge admissions. Staff are well informed about teaching and learning trends and innovations and I have enjoyed leading discussions about pedagogy both in my department and as part of a teaching and learning community. The students here are highly motivated and inquisitive and demonstrate an intellectual curiosity that makes teaching them interesting and fulfilling.

As a member of the Staff Room Committee, I also help organise a number of social events such as wine tasting, pub and pizza nights, and the summer barbeque and rounders competition. These are well attended by both teaching and non-teaching staff and help to build a warm and friendly atmosphere amongst colleagues.

Freddie Caruso

ASSISTANT TO THE SENIOR DEPUTY HEAD
(Academic)



After several years working in banking, I considered a switch into teaching. Having completed a Masters in Mathematics, and always loving this subject, I looked into how to become a secondary school Maths teacher. Godolphin and Latymer allowed me to learn on the job whilst simultaneously completing my PGCE with the University of Buckingham. I relished the chance to have so much responsibility from day one and being assigned my own classes from the very start.

Godolphin has a robust mentoring programme and many opportunities for further development and learning. Gaining confidence in my role, I steadily took on further responsibilities, first becoming a House Leader, followed by taking on the role of timetabler alongside my role as a Maths teacher.

I now work closely with the Academic Senior Deputy Head and Heads of Departments on timetabling and staffing matters. And of course I still love teaching Maths! As a school, we are deeply driven by the wish to help students learn, with many teachers as well as students being a part of Teaching and Learning Communities (TLC), digesting the latest research to best achieve this.

‘Sourcing interesting and relevant academic materials and exciting fiction for intellectually engaged staff and students is hugely satisfying, as is coaching our youngest rowers to compete in their first ever races.’

EDWARD BENTON
Librarian and
Lead J14 Rowing Coach

Our Staff

Jade Smart



ASSISTANT HEAD

(Safeguarding, staff and student wellbeing and professional development)

After teaching Chemistry for five years in the state sector, I was excited to join Godolphin and Latymer as Head of Chemistry. Professional development is an integral part of the school culture and I was given a variety of leadership training opportunities, including the HMC ISQAM programme.

I soon decided to expand my leadership experience into the pastoral side of the school and became Head of Middle School in 2019. I love how the academic and pastoral teams work together to maximise the support for students and ensure they flourish during their time with us. The pastoral care at Godolphin and Latymer is outstanding and it has been great to be part of such a fantastic team.

I have recently been appointed as Assistant Head responsible for safeguarding, staff and student wellbeing and professional development. Working at Godolphin has offered so many opportunities to grow and develop in my career and I am thankful to the senior leadership team who have supported me throughout.

Ciaran Barnes



TEACHER OF MATHEMATICS

Having just finished my master's in applied mathematics, I joined Godolphin and Latymer in September 2022 as a trainee teacher.

I had considered teaching for a long time and was led into it by my love of the subject and a desire to help others. I was attracted to Godolphin and Latymer because of the opportunity to train on the job and get started into teaching right away.

I was amazed by the amount of responsibility I was given and I enjoyed the autonomy I had over my own classes. This granted me the ability to put to use my expertise in my subject. When I joined, I was impressed by how professional and supportive my colleagues were. Such an environment has allowed me to thrive throughout my training year.

'The external speakers that come to speak to staff are big names in education. This leads to an inspired and forward thinking teaching staff and ensures excellent teaching year after year.'

CHARLOTTE PEARCE

Teacher of Philosophy and Religion

Our Staff

Reena Gogna

SCHOOL COUNSELLOR



With more than eleven years' experience as an Educational and Child Psychologist, of which nine years were spent in Hong Kong as a Consultant School Psychologist, it has been a seamless and smooth transition into my current role as School Counsellor at Godolphin and Latymer.

It has been incredible to be part of a strong and close-knit community where pastoral care is at the heart of everything we do. Furthermore, I am thrilled to be part of a workforce where colleagues are inspiring in the way they work to support the girls and where pastoral care is at the forefront of everything they do. I have thoroughly enjoyed getting to know the girls and have a greater understanding of the mental health challenges facing young people today.

Pete Newell

PREMISES ASSISTANT TEAM LEADER



After more than twenty years as a digital print manager, a change of career was long overdue.The print industry had suffered a major decline and I needed a new challenge.

I wasn't sure what path I should pursue but an opportunity arose to work in the premises team at Godolphin and Latymer where my wife had been working for some years. As I enjoyed DIY and got great satisfaction out of fixing things, I decided to apply. After securing the job, I couldn't have been happier. The team was so welcoming and extremely helpful.

As I established myself in the school I have had the pleasure of meeting some fabulous people. Teachers, technicians,admin staff, cleaners and catering, everyone made the school feel so comfortable and I knew I had found my true calling and ideal workplace.

After two years I was delighted to be made a team leader and haven't looked back. The positive culture and encouragement at Godolphin is truly refreshing.

Anyone who comes to work here would surely feel the same.

'The buzz that the students create on a daily basis is the unique wonderful thing about Godolphin. And there's an amazing roast lunch on Thursdays!'

JOHN CARROLL
Assistant Head



Some great reasons to work here

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 and also non-teaching staff when required as part of their role.

Longer holidays than the maintained sector for teachers and a minimum of 28 days for full-time non-teaching staff.

Staff Fee Remission – all 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.

Pension – 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 all staff can attend, including acupressure massage, mindfulness, yoga, zumba, rock climbing and kickboxing.

Staffroom Committee – organise an exciting programme of socialising events including summer BBQs, festive wine tasting and fun sporting competitions.

Career Personal Development - training and career development opportunities are available for all teaching and non-teaching staff.

Peripatetic Teacher of Violin

Peripatetic music teachers should work closely with the Director of Music in order to promote the subject throughout the School community and create the framework within which pupils can enjoy an active pursuit of music at all levels and in a variety of forms.

Key tasks and duties

- Teach pupils, ranging from complete beginners to those of a high standard, the technique and musicianship required to play an appropriate musical instrument, offering encouragement, support and guidance as necessary;
- Organise and distribute timetables of lesson schedules in consultation with the Director of Music, adhering to the School policy (of lesson rotation, etc.);
- Carry out the administrative procedures of the Department e.g. pupil-absence notes;
- Maintain a register of attendance and inform the Director of Music of problems with attendance, adhering to the departmental and School policy;
- Prepare appropriate pupils for Associated Board (or similar) Music Exams.
- Prepare appropriate pupils for the practical component of GCSE and A level examinations;
- Where appropriate, and following consultation with the Director of Music, organise, promote, rehearse and direct appropriate ensembles as extra-curricular activities;
- Prepare pupils for concerts, festivals and competitions (as appropriate) and encourage pupils to take the available opportunities to develop all aspects of their musicianship;
- Assess, record and report as required on the development, progress and attainment of pupils;
- Promote the general progress and wellbeing of any pupil assigned to her/him;
- Attend music department parents' evenings and discuss the progress of pupils with their parents;
- Attend staff and departmental meetings;
- Act in the professional manner of a school teacher, maintaining good order and discipline among the pupils and safeguarding their health and safety;

Skills and Abilities

- To be able to inspire and motivate pupils and colleagues.
- To be an excellent communicator, orally and in writing, with pupils, parents and colleagues.
- To have good time management skills and to be well-organised, efficient and diligent.
- The ability to enforce School policies and procedures in a friendly and confident manner.
- To be able to use ICT appropriately to support learning.
- The ability to teach viola would be a significant advantage.

Education and Qualifications

Degree or Diploma in Music.

Experience and Knowledge

- Experience of teaching/tutoring children.
- Experience of leading ensembles.
- Exam preparation experience.

Other

- To be committed to safeguarding and promoting the welfare of the pupils.
- Motivation to work with young people.
- Ability to form and maintain appropriate relationships and personal boundaries with young people.
- Emotional resilience.
- Positive and calm attitude.
- To be accommodating and flexible to suit the requirements of the role.
- To maintain professional standards of behaviour and dress.

Working hours and salary

The appointed candidate will be paid at a competitive rate, per pupil per term. The amount payable will be kept under review by the governors and is reviewed in September each year. The post-holder will be paid monthly in arrears at the end of the month.

The appointed candidate will be expected to give each pupil in their tuition 30 lessons per year, at 35 minutes per lesson. The expectation is that there will be 10 lessons per Term but this may vary. Additional payments will only be made if authorised by the Director of Music in advance.



How to Apply

Please apply via our school website: www.godolphinandlatymer.com/vacancies

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** as soon as possible.

Please note that applications must be made on the school's application form. CVs alone will not be accepted.

Equal Opportunities

It is the policy of 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, pregnancy and maternity, gender reassignment, disability or age.

Safeguarding

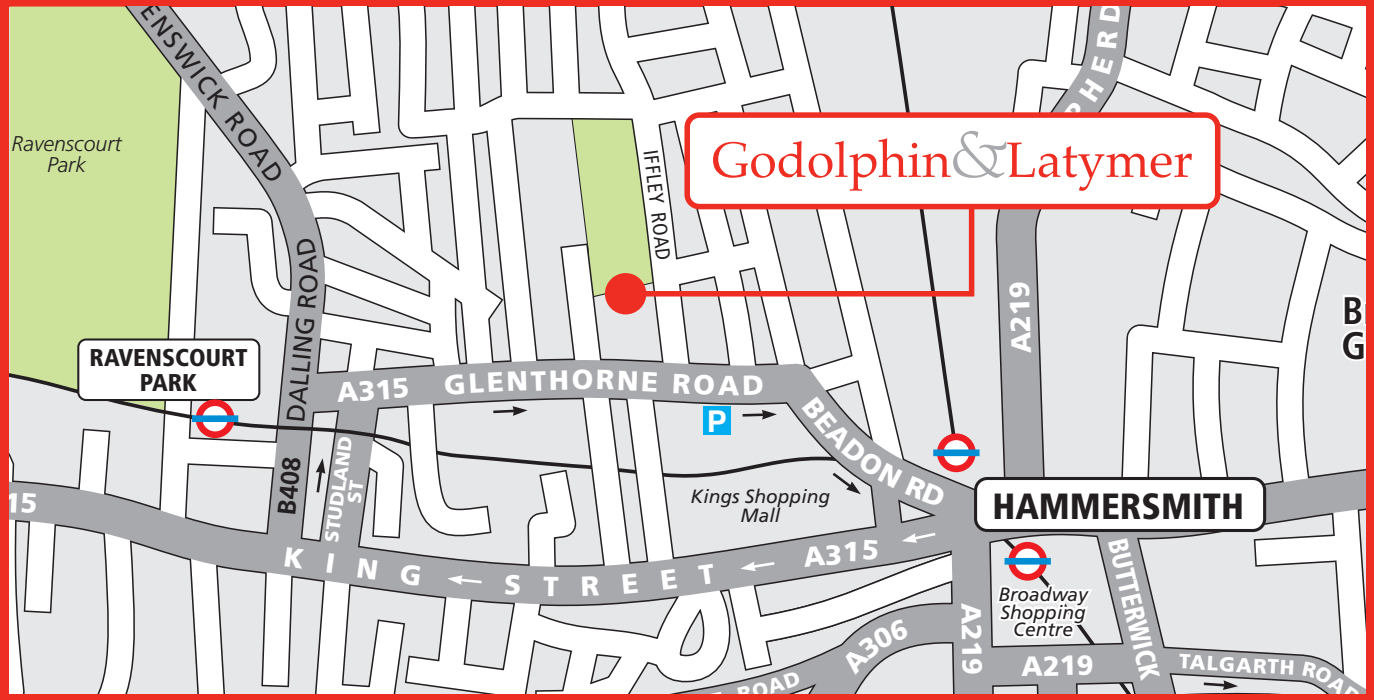
Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (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).

How to Find Us



The Godolphin and Latymer School, Iffley Road, Hammersmith, London W6 OPG

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

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.



G&L

www.godolphinandlatymer.com

@gandlschool