







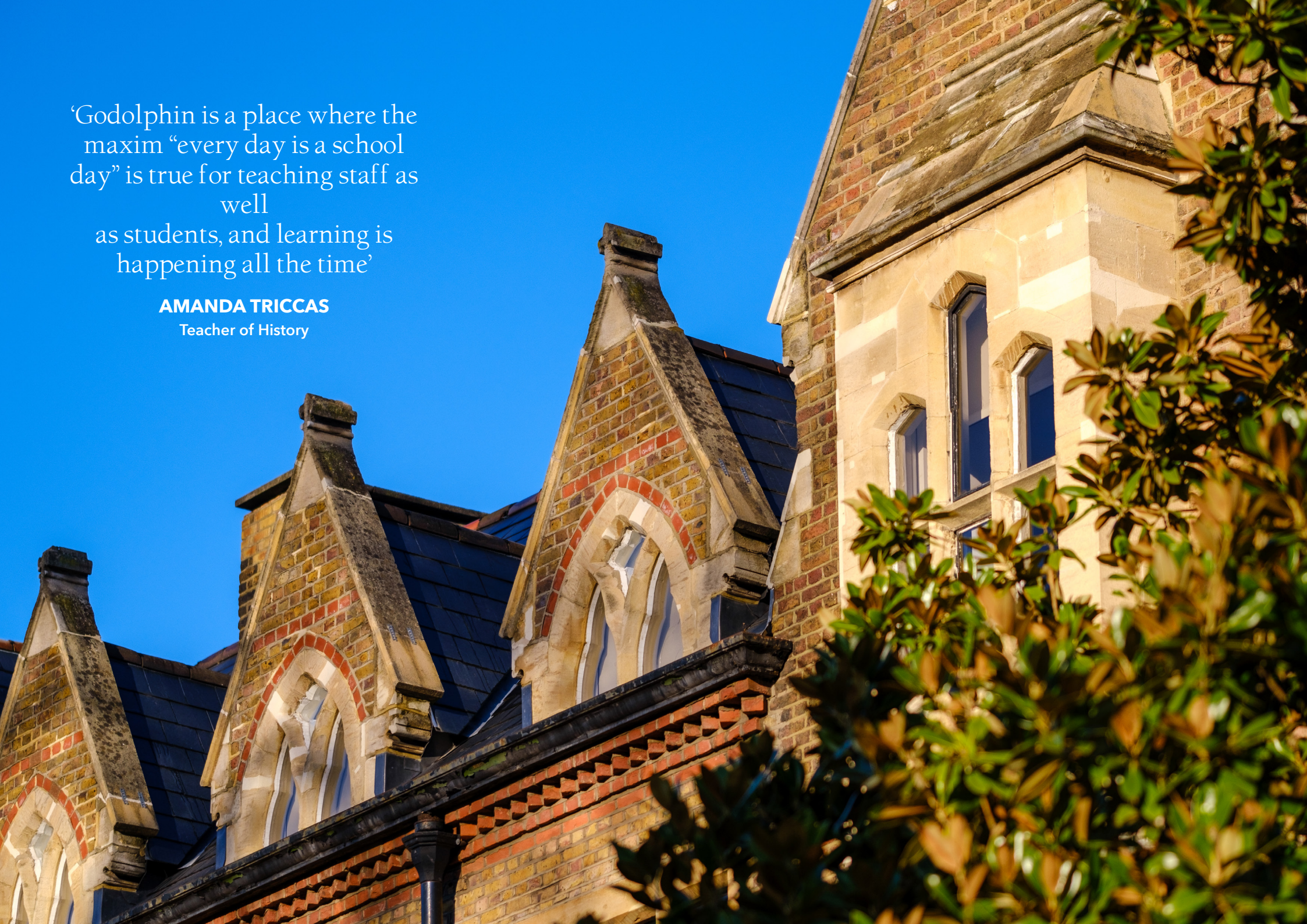




Godolphin&Latymer

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.’

Premises Team

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 and International Universities Advisor









Our Staff

Eleanor Thrower

HEAD OF BIOLOGY



Before joining Godolphin I worked for four years as a Science teacher in the state sector in the North East. Since arriving I've found the community to be very friendly and there's a real emphasis on teaching and learning. There are many opportunities to improve pedagogy, and in my time here I have been involved with, and led, a number of teaching and learning communities. These are a great way to connect with colleagues and develop professionally. The school is also very supportive of staff who want to progress their career and there are ample opportunities to take on more responsibility and to grow and develop. The school has recetly supported me in undertaking the ISQAM training. I have really enjoyed my role on the futures team and working as a house leader.

The best thing about Godolphin, however, is the school community. The students are great: they're confident and ambitious but also kind and considerate. The Staff Community Team organise regular socials: summer BBQs, wine tasting, and the staff quiz are real highlights! This supportive, collegiate atmosphere, as well as the delicious lunches, make it a pleasure to teach here!

Helena Spooner

TEACHER OF CLASSICS



I joined Godolphin and Latymer relatively early in my teaching career, and it immediately felt like home. I have always found the working environment so supportive and I have made many life-long friends here.

While Classics teaching remains a priority for me, there are plenty of opportunities for career development and I have felt nurtured in taking on additional roles throughout my time here. I have held a number of different roles over the years: early on, I took on responsibility for the Green Team and the Student Wellbeing Committee, and I also became House Leader for Quinn Brown. The House System is such an important part of life at G&L – it not only brings the whole school community together in a spirit of fun and healthy competition, but it also provides excellent opportunities for the girls to take on leadership roles themselves, which is an important part of our ethos.

I have since become Senior House Leader and School Organisation Coordinator, working closely with the Assistant Head for Co-Curricular and Educational Developments on the school calendar and staff duties. I love that no two days are the same – life here is always so varied!

'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.

Staff Community Team – 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.

Head of Section

The Head of Section holds a central role in the delivery and development of the school's pastoral provision. In overseeing the academic and personal development of all students in their section, they will inspire and motivate staff and students in fostering a culture of high support and high challenge, ensuring that girls' individual pastoral and academic needs are considered and supported by relevant staff, so that all pupils receive an excellent educational experience. In particular, the Head of Section will demonstrate outstanding leadership and insight in guiding students to develop the skills and habits required to meet the ever evolving demands of 21st century work and study. A commitment to a close alignment between the academic and pastoral sides of school life is a key element of the role.

Working closely with the wider pastoral team, the Head of Section is responsible to the Deputy Head (Pastoral), and ultimately to the Head, for the following:

Specific Responsibilities of the Role:

- To oversee the development and delivery of a challenging, stimulating and intellectually rigorous Personal Development Curriculum for all students in their section.
- To develop a clear vision for what their team should achieve that is both in line with and informs whole school priorities.
- To contribute to the development of the School's overall pastoral strategy.
- To be committed to the close alignment between the academic and pastoral sides of school life, maintaining a dynamic and proactive understanding and appreciation of the current and future needs of students.
- To have an overview of the academic performance of girls, appropriate to their year group. To oversee the development of regular proactive tracking and monitoring of girls' academic progress.
- To lead and oversee, together with the Deputy Heads of Section, a team of form tutors, meeting formally with them at least once every half term and being available to them for consultation at other times; to ensure that form tutors are regularly kept up to date.
- To communicate with senior leaders through formal and informal meetings with the Deputy Head (Pastoral), Deputy Head (Academic), Head, and other Heads of Section as required, including Heads of Sections' meetings, School Council and Heads of Departments' meetings.
- To organise and oversee year and section assemblies.
- To ensure that girls and parents are informed appropriately and regularly about academic and pastoral issues and challenges, and to respond to girls and parents as required; the latter may on occasion involve some communication by email in response to urgent concerns during holiday periods.
- To liaise with any other members of staff as necessary, especially members of the Senior Leadership Team, the Designated Safeguarding Lead, other Heads of Section, Heads of Department, the Head of Higher Education and Careers, the Individual Learning Coordinator, the School Counsellors, School Nurses as well as outside agencies.
- To ensure fair delegation of responsibilities throughout the section team, encouraging and enhancing professional development through advice and support, both informally and through the staff Professional Development Review processes.
- To keep abreast of general issues pertinent to the running of the Section, attending conferences, cluster group meetings and training as necessary, and keeping up to date with school policies, particularly with regard to Child protection / Safeguarding, Behaviour and Anti-bullying.
- To develop positive relations with girls, parents, teaching and support staff and the wider community and to represent the school when reasonably required.
- To ensure that appropriate standards of behaviour and punctuality are maintained.

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

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 needs, 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 wellbeing 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.

Management - Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers. Co-ordinating or managing the work of other teachers. Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.



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 HR 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

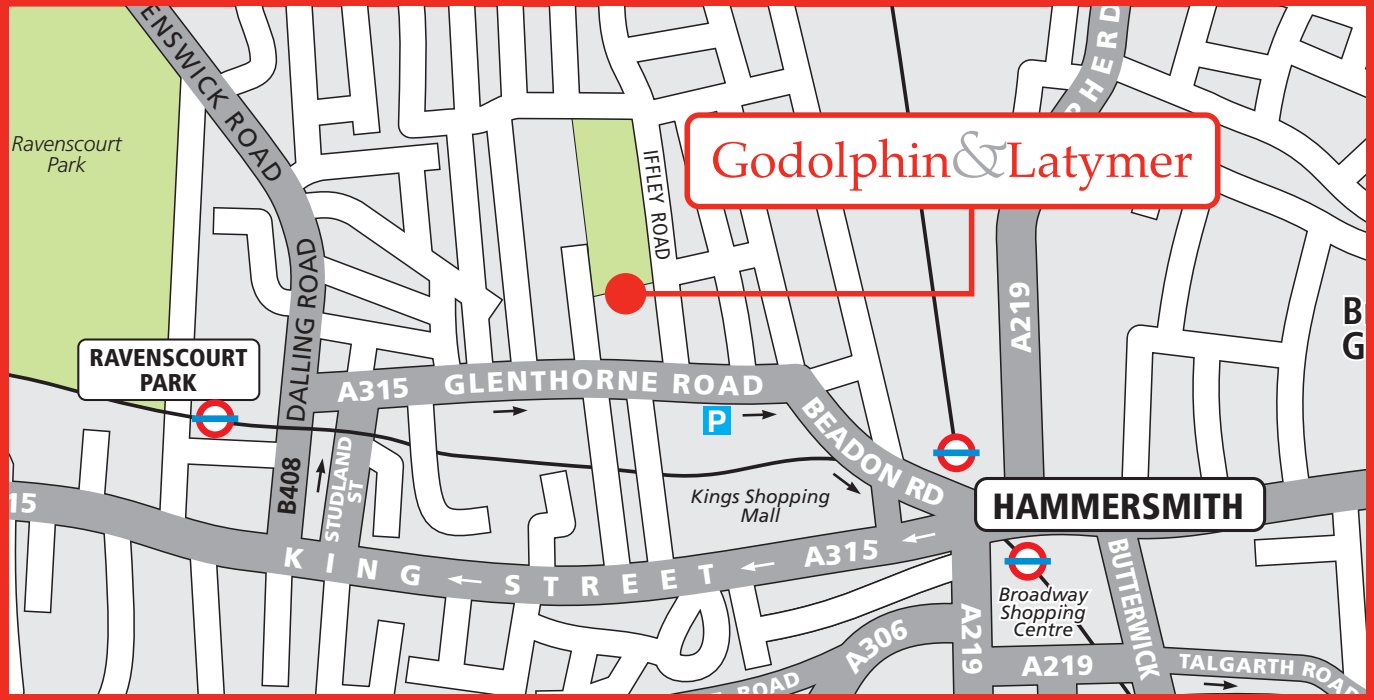
Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings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