



Godolphin & Latymer

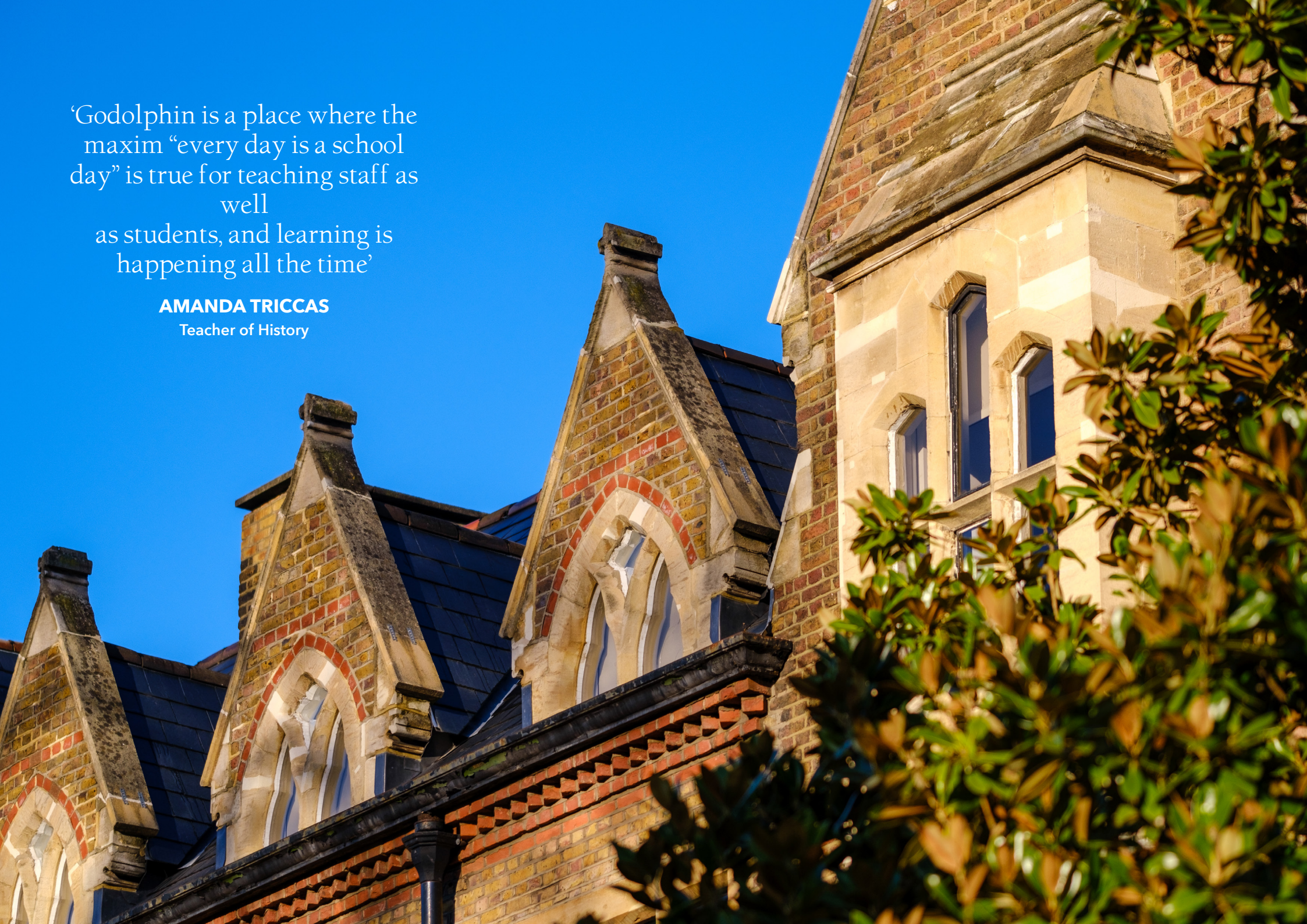
INFORMATION FOR APPLICANTS



‘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



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 recently 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.

Assistant Head: Director of Sixth Form

The Director of Sixth Form has strategic oversight of the School's sixth form provision, and is responsible for the academic and pastoral welfare and development of all Sixth Form students. They are responsible for the provision of a high quality, stimulating and stretching sixth form experience which will serve our students well in higher education and set them up for happy, effective lives beyond formal education. The Director of Sixth Form will be committed to the continued close alignment of the academic and pastoral sides of school life, maintaining a dynamic and proactive understanding and appreciation of the current and future needs of students.

As a member of the Senior Leadership Team, the Director of Sixth Form is directly responsible to the Head and works closely with the Senior Deputy Head (Academic), the Deputy Head (Pastoral) and the Assistant Head: Higher Education and Careers. The Director of Sixth Form line manages two Heads of Year (Deputy Heads of Section), the Sixth Form Administrator, the IB Coordinator (jointly with the Senior Deputy Head (Academic)), and one or more Heads of Department.

The Director of Sixth Form will teach a reduced timetable in their specialist subject.

In addition to the responsibilities expected of all members of the Senior Leadership Team, the specific responsibilities of the Director of Sixth Form are as follows:

- To develop the vision for and strategic direction of the Sixth Form, together with the Deputy Heads of Section, in line with and contributing to the Whole School Priorities.
- To keep abreast of general academic and pastoral issues pertinent to the running of a Sixth Form, attending conferences, cluster group meetings and training as necessary.
- To ensure, together with the Assistant Head: Higher Education and Careers, that all students have an understanding of Higher Education options, the implications of and opportunities arising from possible decisions, and that they are well supported as they move through the application process.
- To line manage the IB Coordinator, jointly with the Senior Deputy Head (Academic), and to ensure that the IB is seamlessly integrated within the Sixth Form.

- In collaboration with the Head of Middle School, to lead and oversee transition events such as the Year 10 Sixth Form Taster Day and Year 11 Welcome to Sixth Form Day.
- To lead and oversee, together with the Deputy Heads of Section, the teams of Upper Sixth and Lower Sixth form tutors, meeting formally with them at least once every half-term and being available to them for consultation at other times.
- To have an overview of the students' academic performance, appropriate to their year and academic pathway. To oversee the development of regular proactive tracking and monitoring of girls' academic progress.
- To monitor patterns and trends in the pastoral provision for the Sixth Form, for example through monitoring of attendance.
- To oversee the induction of all Lower Sixth students, ensuring that girls new to the school are well supported so that they can settle in as quickly as possible.
- To encourage students to take responsibility for themselves, their environment, the School and the wider community; to ensure that a wide range of Sixth Form positions of responsibility are available in school and that the application process is as fair and transparent as possible.
- To oversee the Head Girls' Team: and to oversee and advise on the appointment process, in conjunction with the Head and Deputy Heads.
- To ensure that the Sixth Form Centre and Library study areas are maintained and developed as a comfortable, flexible and practical space, promoting social cohesion and independent study.
- To ensure that Sixth Form routines and expectations, including behaviour, punctuality and attendance are maintained, taking disciplinary action as required.
- With the Assistant Head: Pastoral and Safeguarding, share responsibility for the student-led Diversity Committee.
- To have an overview of the assessment and reporting timetable and arrangements for each year-group so that this is both manageable for individual students and effective in encouraging them to take increasing responsibility for their achievement, liaising with relevant members of the Senior Leadership Team.

- To have an overview of and to work with relevant staff to develop the Sixth Form programme beyond the demands of academic syllabuses, for example the personal development curriculum, the Futures programme, the Sixth Form Enrichment programme, and EPQ and EE sessions. To participate in or lead such activities, including year-group and Sixth Form assemblies and lectures, as appropriate.
- To keep up to date with school policies, particularly with regard to Child Protection/Safeguarding, Behaviour and Anti-bullying. Ideally to have current Level 3 training in Safeguarding.
- To have an overview of 16+ entry; to review results in preparation for the selection meeting; to check offer letters.
- To coordinate, along with other relevant staff, the arrangements for the issuing of IB and A Level results and feedback to girls and parents in early July and mid-August; to be available in School as agreed during these periods.
- To liaise with all other members of staff as necessary, especially members of the Senior Leadership Team, the Examinations Officer, the IB, Individual Learning Needs, EE, EPQ and PSHE Coordinators, the Higher Education and Careers Team, ICT staff, the Counsellors and School Nurses and outside agencies.
- To ensure that girls and parents are informed appropriately and regularly about academic, pastoral and Higher Education issues and challenges and to respond to girls and parents as required; the latter may involve some communication by email in response to urgent concerns during holiday periods.
- To promote the Sixth Form as appropriate on public occasions, for example Open Days, and, in liaison with the Registrar, to develop possible links with feeder schools, particularly with a view to increasing diversity and widening access.



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



@gandschool