

Appointment of
Permanent
Full time
Head of Lower School (Years 7-9)
For 1 September 2018



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 112 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of 800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls in the Sixth Form, studying for both the IB and A levels. Hammersmith itself is very conveniently situated less than 20 minutes from central London, sitting on a beautiful stretch of the River Thames and with plenty to offer, including several fine restaurants and two of London's best theatres.

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

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

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

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

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.

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 Mistress 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.

Head of Section

Heads of Sections are responsible to the Senior Deputy Head (Pastoral) for overseeing the pastoral care, academic progress and administrative needs of the girls. This responsibility includes the following duties:

- To have an overview of the academic performance of girls, appropriate to their year, including the proactive tracking and monitoring of girls' academic progress throughout the academic year.
- To be responsive to the individual needs of girls both academically and pastorally, in order to help to ensure that each girl receives appropriate support from relevant staff so that each girl can perform to the best of her ability.
- Together with the Deputy Head(s) of Section, lead a team of form staff/tutors, meeting formally with them at least once every half-term and being available to them for consultation at other times.
- To communicate with senior management through formal weekly meetings with the Senior Deputy Head (Pastoral) and informal meetings with the Senior Deputy Head (Pastoral), Head Mistress, and other Heads of Sections as required.
- To have an overview of the curriculum for the girls, appropriate to their year, and be able to advise on future educational needs, e.g. subject choices, Higher Education.
- To oversee and develop the pastoral curriculum.
- To meet formally with the Deputy Head(s) of Section and informally when appropriate.
- To liaise with other members of staff, for example, members of the Senior Team, the Designated Safeguarding Lead, the Public Examinations Officer, the Individual Learning Needs Coordinator, the PSHEE Coordinator, the Careers Team, the School Counsellor, School Doctor and Nurses, and outside agencies as necessary.
- To encourage girls to participate as fully as possible in the extra-curricular life of the school.
- To maintain standards of behaviour, punctuality and dress, and to take disciplinary action as required.
- To attend Heads of Sections, School Council, Wellbeing Committee and Heads of Departments' Meetings.
- To participate in the induction of new staff and provide appropriate induction for new form staff.
- To contact parents when required and be available to parents as required.
- To plan or contribute to events, where appropriate to the Lower School, such as information evenings and/or Parent Forums.
- To ensure that information about girls is recorded accurately and kept up to date.
- To arrange and attend Parents' Evenings and other events and activities appropriate for the section.
- To oversee arrangements for school examinations and internal testing.
- To organise and oversee year assemblies.
- To allocate girls to new form groups as necessary.
- To take an interest in and assist with events involving the whole school and their year groups, for example, Year 7 pantomime, Carol Service.
- To oversee the allocation of lockers.
- To contribute to the professional development of Deputy Heads of Section.
- To contribute to whole school pastoral initiatives, such as the Challenge Your Limits Programme.

Head of Lower School

The Head of Lower School is responsible to the Senior Deputy Head (Pastoral)

Specific Responsibilities of the Role:

- To develop the vision for and strategic direction of the Lower School, together with the Deputy Heads of Lower School, in line with and contributing to the whole school Strategic Plan.
- To foster an ethos of independent learning and intellectual risk taking within a supportive framework, ensuring that girls' individual pastoral and academic needs are considered and supported by relevant staff, so that each girl can perform to the best of her ability and develop her self-esteem.
- To ensure, together with the Higher Education and Careers team, that all girls have an understanding of GCSE options and the implications of and opportunities arising from possible decisions, and that they are well supported as they move through the decision making process.

Team Leadership

- To lead and oversee the Lower School Team of Deputy Heads of Section, meeting formally with them, usually weekly, and informally as necessary.
- To delegate responsibility for specific tasks and activities to individual members of the Lower School Team.
- 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 Lower School Co Tutors and Deputy Tutors are regularly kept up to date.
- To support, advise and train Lower School staff, enabling them to fulfil their tasks efficiently and effectively; to encourage attendance at apt courses and conferences in order to contribute to their overall professional development.
- To participate in the induction of new staff and ensure that appropriate induction is provided for new form staff.

Girls

- 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 oversee the allocation of girls to Lower School form groups and to ensure that information about girls is recorded accurately and kept up to date.
- To oversee the induction of all Year 7 and other new girls, ensuring that those girls new to the school are well supported so that they can settle in as quickly as possible.
- To encourage girls to participate as fully as possible in the extra-curricular life of the school.
- To take an interest in and attend events involving the whole school and the Lower School, for example, the Year 7 Christmas Play, school concerts, Carol Service.
- To encourage girls to take responsibility for themselves, their environment, the school and the wider community.
- To ensure that appropriate standards of behaviour, punctuality and dress are maintained, taking disciplinary action as required.
- To oversee the arrangements during the week of the school examinations and other internal testing in conjunction with the Deputy Head (Academic) and the Examinations Officer.
- To develop the pastoral curriculum for the Lower School, ensuring that it facilitates the

development of strengths and values which will enable individual students to flourish.

- To contribute to whole school initiatives, such as the Challenge Your Limits programme.

Knowledge and Expertise

- To have an overview of the curriculum for the girls, appropriate to their year, and be able to advise on future educational needs, e.g. subject choices. To be aware of the changes in curriculum that affect these years.
- To have an overview of the assessment and reporting timetable and arrangements for each year group so that they are effective in encouraging them to take increasing responsibility for their achievement and progress.
- To assist and support the Individual Learning Needs Co-ordinator by meeting with and supporting individual girls with learning differences.
- To have an overview of and to work with relevant staff to develop the Lower School programme beyond the demands of academic syllabuses, for example form time activities and PSHEE; to participate in or lead such activities as appropriate.
- To keep abreast of general issues pertinent to the running of the Lower School, 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 manage the Lower School budget.

Communication

- To communicate with senior leaders through formal and informal meetings with the Senior Deputy Head (Pastoral), Head Mistress, and other Heads of Section as required, including Heads of Section meetings, School Council, Wellbeing Committee and Heads of Departments' meetings.
- To organise and oversee year and section assemblies.
- To liaise with any other members of staff as necessary, especially members of the Senior Team, the Designated Safeguarding Lead, the Head of Middle School, the Head of Higher Education and Careers, the Individual Learning Needs Coordinator, the PSHEE Coordinator, the School Counsellor, School Doctor and Nurses, as well as outside agencies.
- 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 keep the Senior Deputy Head (Pastoral) informed of any difficulties and problems that arise.
- To attend and present at events pertinent to the section, such as Parents' Evenings, Information Evenings, and forums. To oversee the organisation of such events as appropriate.
- To promote the Lower School as appropriate on public occasions e.g. Open Days; to help with arrangements for First Year Entry.
- To be responsible for ensuring that online and hard copy informative / promotional materials pertinent to the Lower School are engaging, accurate and up to date.

Person Specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION / QUALIFICATIONS	<ul style="list-style-type: none"> To have a good honours degree (2:1 or above) 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 at secondary level, ideally GCSE and A-Level 	<ul style="list-style-type: none"> Experience of pastoral leadership (ideally in relation to girls) Experience as Head of Year / Head of Section Experience of leading others (for example, in a Head of Department role or above) – highly desirable Experience of teaching the IB 	<ul style="list-style-type: none"> Application form References Interviews
SKILLS & ABILITIES	<ul style="list-style-type: none"> To be an outstanding teacher To be firm but fair To be able to inspire and motivate others To have excellent interpersonal skills To be an excellent communicator, orally and in writing, with girls, parents and colleagues To have good time management skills To be discreet and highly confidential To be able to use ICT appropriately to support learning 	<ul style="list-style-type: none"> To be familiar with Information Management Systems, such as iSAMS To be familiar with the use of iPads to enhance pupils' learning To be proficient in a variety of software and interactive software packages (and interactive whiteboards), such as Microsoft Word, Outlook, PowerPoint, Excel to support teaching and learning 	<ul style="list-style-type: none"> Application form Interview References
PERSONAL QUALITIES	<ul style="list-style-type: none"> Commitment to safeguarding and promoting 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 To have a positive and optimistic attitude To be flexible and adaptable To be approachable and a good listener To be genuinely interested in each girl as an individual To be able to offer guidance and advice for girls, staff and parents To be able to set aside subject loyalties and previous experiences with the girls when providing advice and guidance To have faith in one's convictions To be able to contribute to the extra-curricular activities of the school 	<ul style="list-style-type: none"> A willingness to be involved with school events and to engage with the wider school community 	<ul style="list-style-type: none"> Application form References Interview
KNOWLEDGE/ UNDERSTANDING	<ul style="list-style-type: none"> A good understanding of the pastoral needs and academic demands of girls, in particular at the Lower School stage 	<ul style="list-style-type: none"> To have undertaken Safeguarding Training 	<ul style="list-style-type: none"> Application form References

	<ul style="list-style-type: none"> • To understand the importance of the work of the Lower School team for the development of each girl and the development of the school • Excellent knowledge of the role of their taught subject in the 21st century curriculum • An understanding and shared appreciation of the ethos of the school 	<ul style="list-style-type: none"> • To have undertaken First Aid Training 	<ul style="list-style-type: none"> • Interview
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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 Fee Remission – staff are eligible for fee remission, currently 66% of the basic school fee for a full-time employee; part-time staff are eligible to a reduction a pro-rata basis. The continuance of School fee remission is at the discretion of the Governors.

Longer holidays than the maintained sector

School Nurse and Doctor on site – the school medical department employs two school nurses and the school doctor is on site for half a day every week.

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.

iPads – all teaching staff are given iPads.

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.

Childcare Voucher Scheme – the School offers staff the opportunity to join the tax advantageous childcare voucher scheme.

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

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 can use the fitness facilities in the Hampton Sports and Fitness Centre and the school's outdoor sports facilities. There are also two Yoga classes, two Zumba classes and a Rock Climbing session for staff to attend each week during term time free of charge.

Acupressure– for half a day each week, fifteen-minute appointments can be booked by staff with an Acupressure Therapist for arm, neck or shoulder massages, on the school site, free of charge.

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 Department 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 nor late applications will be accepted.

The closing date for applications is **noon** on 19 January 2018.

It is anticipated that the first round of interviews will take place on 25 January 2018.

Equal Opportunities

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

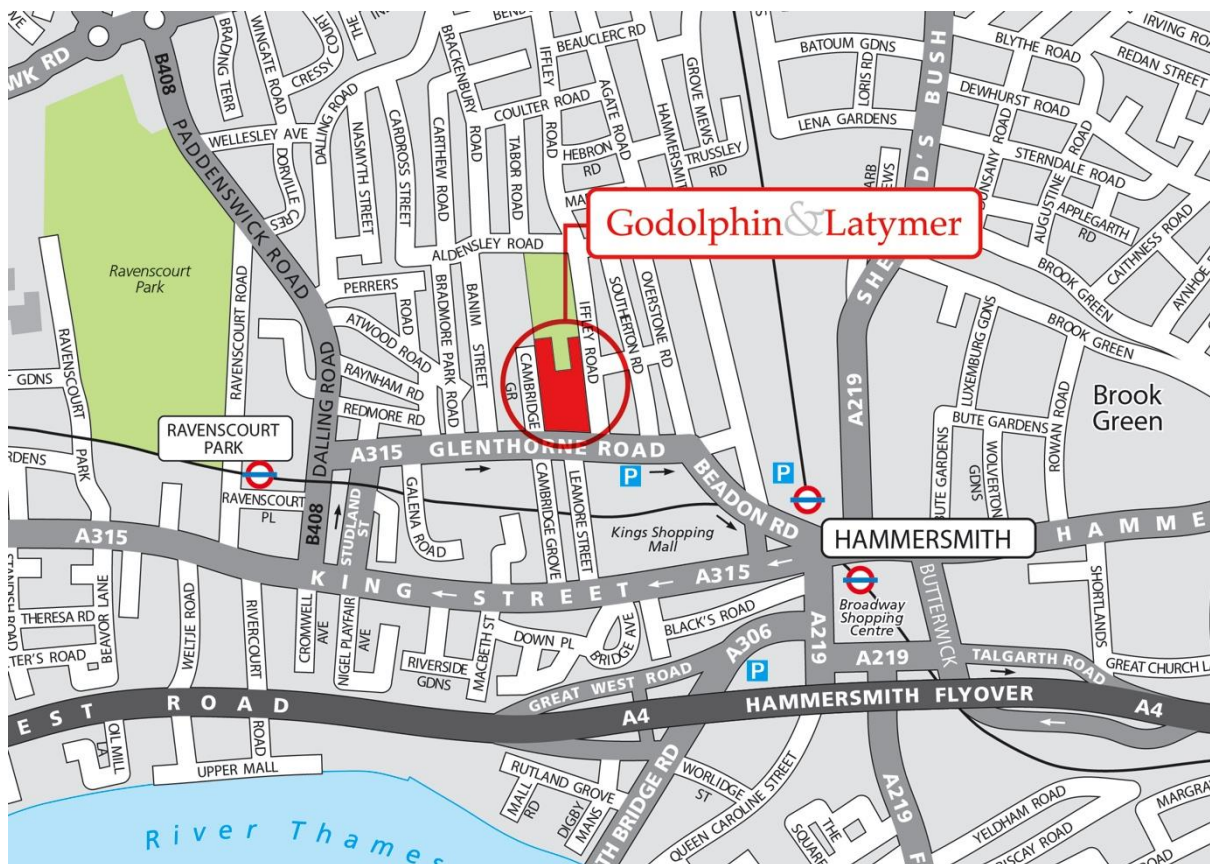
Safeguarding

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

Charitable status

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

Location



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 is also a limited amount of pay and display parking in the surrounding streets.

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

On Arrival

Please report to Security.

