

Appointment of
Teacher of History and Politics

Permanent

Part time (0.6 / 0.8)

For 1 September 2017



The Godolphin and Latymer School
Iffley Road
Hammersmith
London W6 0PG

T: 020 8735 9555

F: 020 8735 9596

e-mail: recruitment@godolphinandlatymer.com

www.godolphinandlatymer.com

Contents

03 Working at the Godolphin and Latymer School

05 Teaching Staff Professional Duties

07 Person Specification

08 The Department

09 Salary, Hours and Benefits

10 Application

11 Location



Working At Godolphin and Latymer

Godolphin and Latymer is one of this 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 110 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of c800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls are 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 3 netball courts, which convert into 12 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 4 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.

So 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

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 teaching the IB if applicable 	<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 be an excellent communicator, orally and in writing, with girls, parents and colleagues To have good time management skills To be discreet and adhere to confidentiality To have excellent interpersonal skills To be able to use ICT appropriately to support learning 	<ul style="list-style-type: none"> To be familiar with 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 Positive and flexible attitude To be able to contribute to the extra-curricular activities of the department 	<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"> Excellent knowledge of the role of History and Government and Politics in the 21st century curriculum 	<ul style="list-style-type: none"> To have undertaken Safeguarding Training To have undertaken First Aid Training 	<ul style="list-style-type: none"> Application form References Interview

* Or, for a Trainee Teacher role, the knowledge and ability to teach up to GCSE / A-Level (and ideally IB level).
Please see separate Job Description (HMC Trainee Teacher Programme) for further information.

The Department

The History department aims to teach its students to think independently and critically. In this regard it is assumed that teaching at all levels of the school is not didactic but inclusively discursive.

There are ten historians in the department who teach throughout the school. In Year 7 we cover broadly Medieval topics and themes, continuing in Year 8 with a similar approach in the Early Modern era. Year 9 teaching attempts to bridge the gap between the seventeenth and twentieth centuries. This involves looking at areas like Industrialisation, Revolutions in America and France; political change in England, women's rights and the growth of nationalisation in Europe leading to the causes and course of the First World War.

Since September 2005, we have used the Edexcel IGCSE which includes topics on Germany 1919-45, the Cold War, and Russia 1914-24. In addition students engage in a study of the changing nature of warfare in the twentieth century from c.1936-2005.

At A-Level we offer an Early Modern and a Modern option using the new AQA specifications. Topics studied include the French Revolution, Britain 1785-1885, France under Louis XIV and Tudor England. In addition we follow two units of coursework on Germany 1880-1980 and Spain 1470-1580. We also teach the IB Diploma at Standard and Higher Levels.

The department organises a year group visit out of school to a site of relevant interest in each of the first four years of the school and organises visits to conferences for the Sixth Form. History Societies are active in both Lower School and Middle School / Sixth Form, led by staff and girls. A member of the department currently runs the school's MUN programme.

Government & Politics

There are currently four members of the Government and Politics department who also teach History. The subject is well established and popular at the school. We encourage our students to do as much independent research as possible in newspapers, journals and databases in order to supplement their basic textbook note making.

We are offering the Edexcel specification in this subject. At AS they cover the broad areas of People and Politics, which takes in elections, political parties and pressure groups. Unit 2 is called Governing the UK, which deals with the institutions of power, their operation and relationship to each other and recent changes that have come about in the last few years.

At A2 a similar broad structure applies in the context of the USA political system. This includes a study of the issue of race and its impact on the operations of parties, pressure groups elections and the institutions of power such as the Presidency, Congress and the Supreme Court. There is a bi-annual visit to Washington D.C in order to support this A2 course.

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 25 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 CVs alone and late applications will not be considered.

The closing date for applications is **noon** on Wednesday 22 March 2017.

Interviews will be held shortly after the closing date.

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.

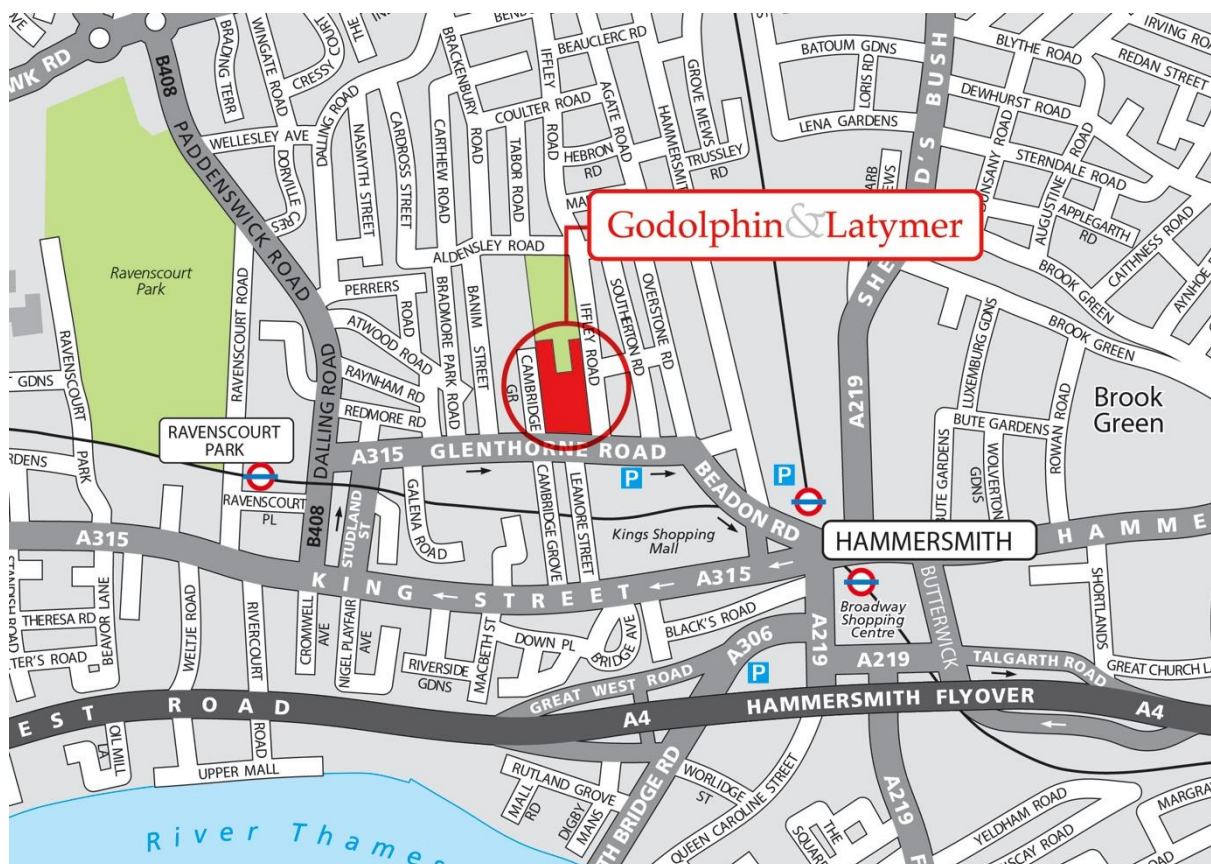
Safeguarding

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 2nd 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.

