

Appointment of  
Part time  
Peripatetic Teacher of Singing  
For 1 September 2018



The Godolphin and Latymer School  
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# Working At Godolphin and Latymer

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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!

# Peripatetic Teaching Staff Professional Duties

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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:

- 1 Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
- 2 Providing guidance and advice to pupils on educational and social matters.
- 3 Communicating and consulting with the parents of pupils.
- 4 Communicating and co-operating with persons or bodies outside the School.
- 5 Participating in meetings arranged for any of the purposes described above.
- 6 Providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- 7 Participating in any arrangements that may be made for teacher review.
- 8 Reviewing from time to time your methods of teaching and programme of work.
- 9 Participating in arrangements for your professional development.
- 10 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.
- 11 Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact.
- 12 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.
- 13 You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



# Job Description – Peripatetic Music Teacher

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

Peripatetic music teachers are required to:

1. Teach pupils, ranging from complete beginners to those of a high standard, the technique and musicianship required to play an appropriate musical instrument, offering encouragement, support and guidance as necessary;
2. Organise and display timetables of lesson schedules in consultation with the Director of Music, adhering to the School policy (of lesson rotation, etc.);
3. Carry out the administrative procedures of the Department e.g. pupil-absence notes;
4. Maintain a register of attendance and inform the Director of Music of problems with attendance, adhering to the departmental and School policy;
5. Prepare appropriate pupils for Associated Board (or similar) Music Exams. Private pupils should not be entered without the prior agreement of the Director of Music;
6. Prepare appropriate pupils for the practical component of GCSE and A level examinations;
7. Where appropriate, and following consultation with the Director of Music, organise, promote, rehearse and direct appropriate ensembles as extra-curricular activities;
8. Prepare pupils for concerts, festivals and competitions (as appropriate) and encourage pupils to take the available opportunities to develop all aspects of their musicianship;
9. Assess, record and report as required on the development, progress and attainment of pupils;
10. Promote the general progress and well being of any pupil assigned to her/him;
11. Attend music department parents' evenings and discuss the progress of pupils with their parents;
12. Attend staff and departmental meetings;
13. Act in the professional manner of a school teacher, maintaining good order and discipline among the pupils and safeguarding their health and safety, both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere;
14. Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you came into contact;
15. Undertake additional work in the Music department at the reasonable request of the Director of Music, for which additional payment will be made at an appropriate rate.
16. You may be required to undertake other such reasonable duties from time to time as the School may reasonably require.

# Person Specification

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	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>EDUCATION/ QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Degree or Diploma in Music</li> </ul>	<ul style="list-style-type: none"> <li>To have a teaching qualification or to be undertaking a teaching qualification</li> <li>Singing Grade 8</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Appropriate certificates</li> <li>References</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of Vocal coaching</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching / tutoring children</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interviews</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>To be an outstanding teacher</li> <li>To be firm but fair</li> <li>To be able to inspire and motivate others</li> <li>To be an excellent communicator, orally and in writing, with girls, parents and other staff</li> <li>To have good time management skills</li> <li>To be discreet and adhere to confidentiality</li> <li>To have excellent interpersonal skills</li> <li>To be able to use ICT appropriately to support learning</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Commitment to safeguarding and promoting the welfare of pupils</li> <li>Motivation to work with young people</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with young people</li> <li>Emotional resilience</li> <li>Positive attitude</li> <li>To be able to contribute to the extra-curricular activities of the department where applicable</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
<b>KNOWLEDGE / UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Excellent knowledge of the role of Music in the 21st century curriculum</li> </ul>	<ul style="list-style-type: none"> <li>To have undertaken Safeguarding Training</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>

# The Department

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The Music Department is housed in the purpose-built Rudland Music School, which fully opened in September 2008. This was been a very exciting development for the school. Music is now accommodated in large and spacious classrooms, which are fully and appropriately equipped. The ground floor contains two identically-equipped large classrooms for general teaching, both containing keyboard and percussion equipment for our largest classes. These classrooms are separated by a removable partition which, when opened up, gives the flexibility of a vast rehearsal space for extra-curricular groups, for up to 100 girls.

There is an additional classroom equipped with 15 iMac computer workstations, all running the latest versions of educational music software. This is used for the teaching of Music through ICT, across the age range of the school. There is an additional room for the teaching of small classes at GCSE and in the Sixth Form, and we have one Music teaching room recently equipped with 15 iMac computer workstations. The first floor boasts 16 practice rooms for the teaching of instrumental music, one of which is a specially designed room for the teaching of percussion.

Finally, there is a Recording Studio, consisting of Live Room and separate Control Room, housing the latest in digital recording equipment. This room has built in links to the ground floor classrooms and to the performing area in the Bishop Centre.

The Department's extra-curricular programme is wide and varied. The School's Symphony Orchestra provides an exciting platform for our most able musicians who have, in the past, performed a selection of concerto movements with orchestral accompaniment. The School's Junior Orchestra, two String Ensembles, Concert Band, Swing Band, Wind Ensemble and various chamber groups provide music making at all levels. There are frequent formal and informal concerts. The Senior Choir and Chamber Choir sing for school services such as the School Birthday Service and the Carol Service in the Bishop Centre, and occasional evensong services outside of school. Last year, the department toured the Salzburg region of Austria and there are plans for a similar tour in the summer of 2018.



# Salary, Hours and Benefits

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## **Rate of pay:**

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

## **Number of lessons:**

The appointed candidate will be expected to give each pupil in their tuition 30 lessons per year. Each lesson shall be of the same length as a single class lesson at the School. The expectation is that there will be 10 lessons per Term but this may vary. Additional payments will only be made if authorised by the Director of Music in advance.

## **Benefits include:**

*Staff Fee Remission* – staff are eligible for fee remission. The continuance and value of School fee remission is at the discretion of the Governors.

*Longer holidays than the maintained sector.*

*Membership of the Teachers' Superannuation Scheme* - teachers are automatically enrolled into the Teachers' superannuation scheme.

*Enhanced sick and maternity/paternity pay arrangements* – the school offers additional support to staff via its sick and family friendly policies.

*BUPA* – membership of BUPA private medical insurance scheme at a reduced rate.

*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.

*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.

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

*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.

*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.

*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 staff can attend, including acupuncture massage, yoga, zumba, rock climbing and kickboxing.

# Application

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Please read the recruitment pack carefully including the School's Safeguarding and Recruitment policies. Fully completed application forms must be returned to the Personnel Department at the School by post or by email to [recruitment@godolphinandlatymer.com](mailto:recruitment@godolphinandlatymer.com) by **noon** on the closing date. 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 Tuesday 17 April 2018.

It is anticipated that interviews will be held during the week commencing Monday 23 April 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

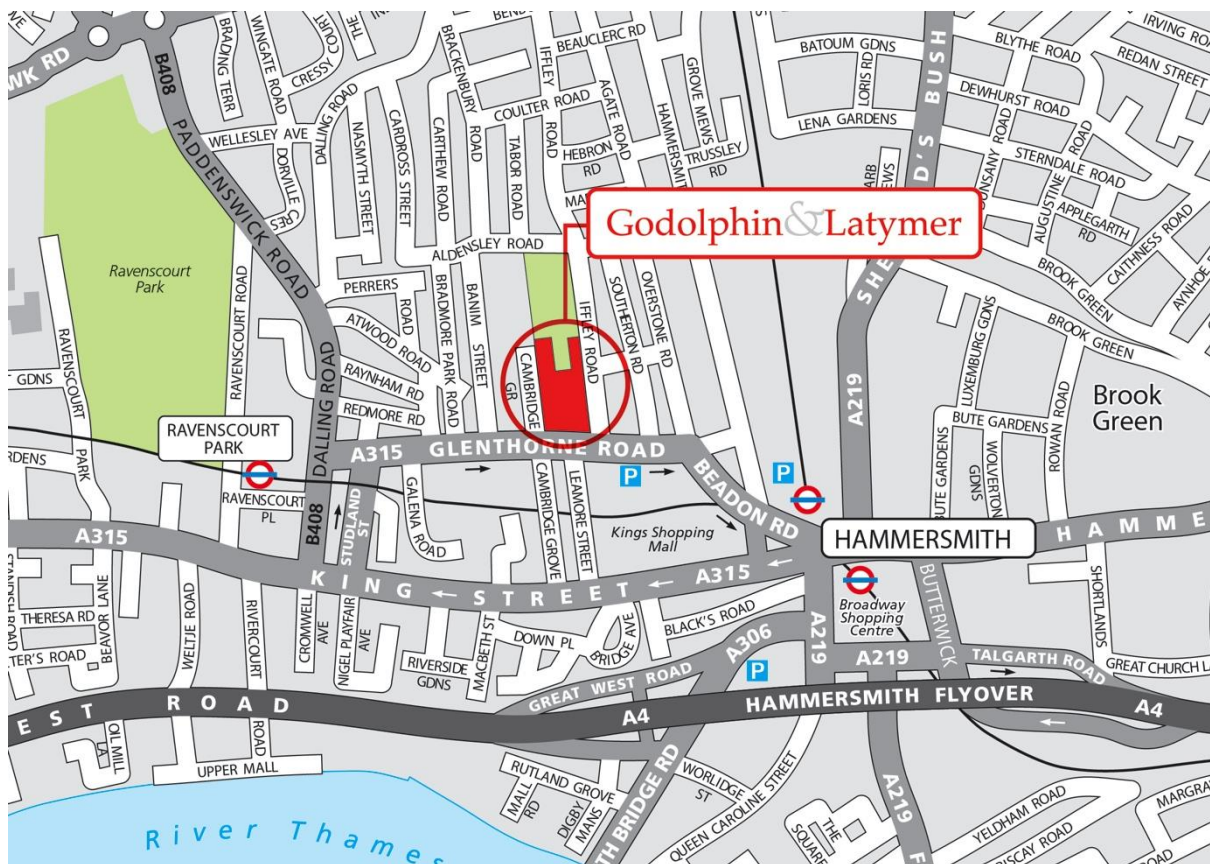
Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those as "spent" must be declared. The successful 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

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## 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.

