



Godolphin & Latymer

# INFORMATION FOR APPLICANTS

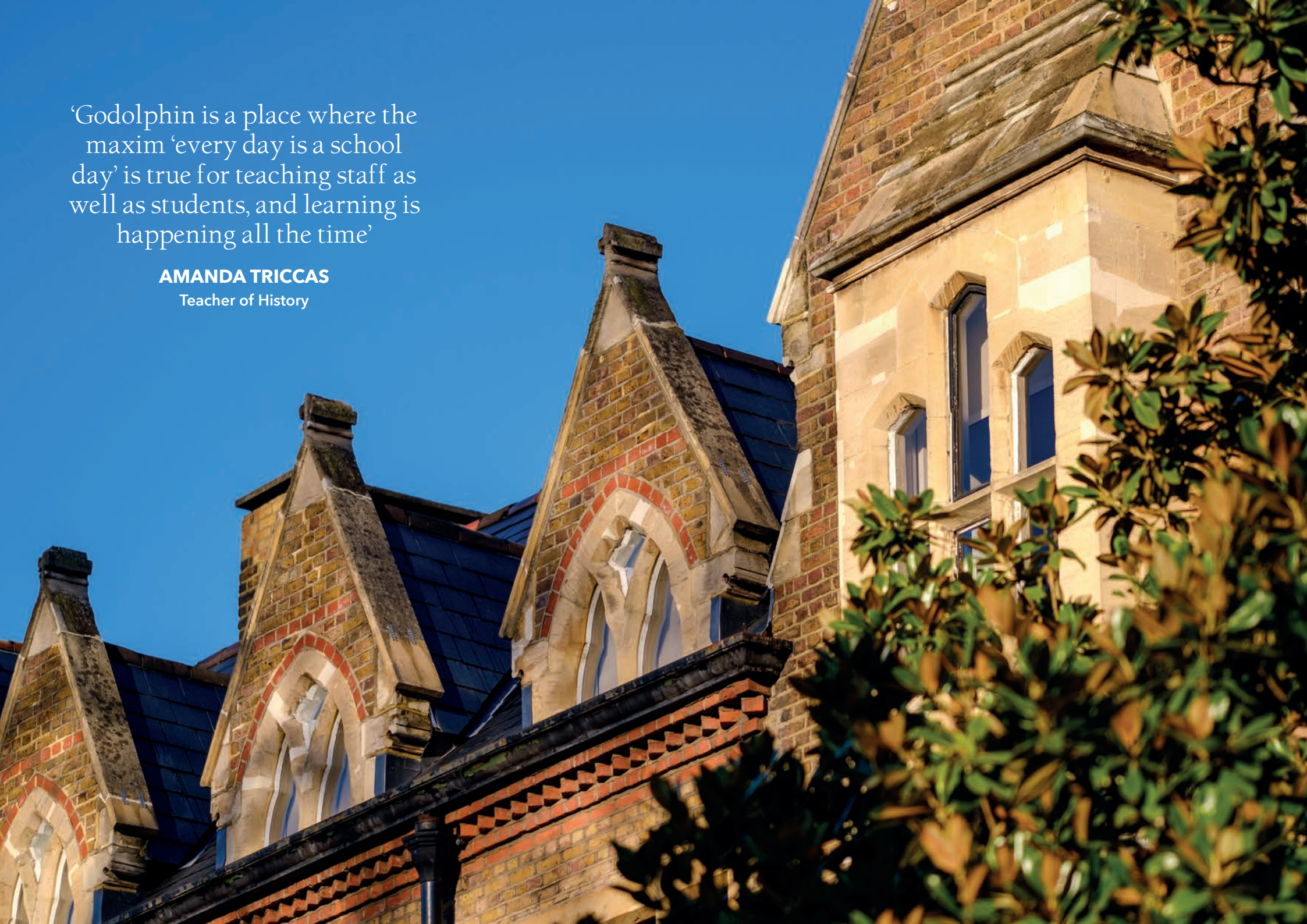




‘Godolphin is a place where the maxim ‘every day is a school day’ is true for teaching staff as well as students, and learning is happening all the time’

**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 have recently completed a major building project. This has provided 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](http://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](http://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 AND PASTORAL  
CARE (DSL)



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

**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** - both teaching and non-teaching staff enjoy a generous employer contribution pension 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 acupuncture 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.



# Development Assistant

The Development Assistant will be based in the Development Office, reporting to the Head of Development.

The successful candidate will support the Head of Development in delivering a comprehensive fundraising programme, encouraging lifelong engagement and support, with duties ranging from gift processing to assisting with e-newsletters and social media.

## Key Areas of Responsibility

### Database and Gift Administration

- Process, administer and acknowledge all donations: practice and maintain accurate gift management systems and protocols - ensuring all gifts are appropriately recorded and processed.
- Assist with general donor 'thank-you' letters where necessary.
- Maintain and update the Raiser's Edge CRM database, ensuring high data quality, consistency and accuracy across supporter records.
- Record and track all fundraiser asks and gift agreements on the database, record and track all legacy pledges and ensure relevant memberships and information for legacy pledgers are saved on Raiser's Edge;
- Run routine queries and reports as requested to support fundraising activity and team planning.
- Help monitor and improve data hygiene (merging duplicates, updating contact details, recording preferences)
- Produce segmented mailing lists for Development Office letters, mail shots and email communications.
- Support with full range of donor materials.

### Alumnae Relations, Fundraising and Development

- Help to collate articles for newsletters, website etc.
- Maintain an organised photo library for social media and communications channels.
- Assist with copywriting and proof-reading.
- Provide administrative support with the planning, creation, running and follow-up for the full calendar of events, including managing guest lists.

- Online support e.g. uploading news / images, assisting with maintaining up-to-date content online, assisting with social media activity.
- Carry out selected pieces of research (e.g. for alumnae engagement, grant funding opportunities) support a strong programme of donor stewardship.

### Administrative Support

- First point of contact for Development Office enquiries.
- Carry out scanning and photocopying, support the direct mailing process.
- Chaperone and host guests e.g. supporters where necessary.

## Skills and Abilities

To have outstanding ICT and database skills.

To have excellent administrative, communication and organisational skills.

To be able to effectively analyse data.

To have excellent numeracy and literacy skills, including proof-reading with accuracy in spelling and grammar required in relation to the production of letters.

To have outstanding communication and interpersonal skills with the ability to build relationships with people at all levels, both internally and externally.

## Education and Qualifications

GCSE (A to C) in English.

Educated to A-level standard.

## Experience and Knowledge

To have empathy with the principles, ethos, aims and aspirations of independent schools and a belief in the need to widen access.

Previous experience of Raiser's Edge is an advantage but not essential and training will be provided.



### Other

To be a positive and collaborative team player. To have an instinctive 'customer service' approach. To be professional, welcoming and friendly with a natural desire to exceed expectations.

To be self-motivated.

To be committed to safeguarding and promoting the welfare of the pupils.

### Working Hours

The role is full time office based role. The working hours are Monday to Thursday 8.00am to 5.00pm and Friday 8.00am – 4.30pm during term time and 8.00am – 4.30pm during school holidays.

The role attracts 28 days annual leave, to be taken mostly during the school holidays, in addition to Bank Holidays and the Christmas closure of the school (usually two weeks).





# How to Apply

Please apply via our school website: [www.godolphinandlatymer.com/vacancies](http://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](mailto:recruitment@godolphinandlatymer.com) as soon as possible.

**Please note that applications must be made on the school's application form. CVs 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](http://www.godolphinandlatymer.com)



@gandschool