

Appointment of EDI Lead

This is a non-teaching role working term time, plus INSED days and one further week during the school holidays.

As soon as possible



Contents

The Role	3
The Person	5
Additional Information	6
Application	7
Background Information	8
School Aims and Ethos	9
Team Biographies	10
Location	12



The Role

OVERALL PURPOSE OF THE JOB:

To help champion and embed a vibrant and inclusive EDI culture across Latymer Upper School, ensuring that every member of our community, feels valued, respected, and empowered to thrive. The EDI Lead will help support strategic initiatives, foster open dialogue, and cultivate an environment where diversity is celebrated and equity is actively pursued, enriching the educational experience of the entire School Community.

REPORTING TO:

Safeguarding Officer and Designated Safeguarding Lead (DSL)

KEY RELATIONSHIPS: Safeguarding Officer, Pupil Welfare Officer, Deputy Head (Pastoral), Heads of Division, Head of PHSE and Wellbeing, Director of Admissions and Bursaries, Director of HR, bursary students and their families, staff, students, and the Parents' Gild.

KEY RESPONSIBILITIES:

Bursary Student Advocacy: Act as the School's primary, empathetic point of contact for bursary students and their families throughout their journey at the School, ensuring they are fully supported and engaged in every aspect of school life.

Liaise with pastoral staff to address individual and group wellbeing concerns for bursary pupils.

Restorative Practice: Assist with sensitive and effective restorative work following pupil disciplinary situations that have an EDI dimension, promoting understanding and reconciliation.

EDI Vision & Implementation: Support the School's implementation of a dynamic vision for EDI that resonates with the unique ethos of Latymer Upper School. Ensure EDI principles are woven into the fabric of the School, from curriculum development to pastoral care.

Policy & Practice: Assist in formulating, communicating, and implementing progressive policies, procedures, and practical guidelines that champion Equality, Diversity and Inclusion.

Inclusion Calendar & Celebrations: Help ensure that the School has a comprehensive Inclusion Calendar, collaborating widely to ensure a rich tapestry of events (e.g. religious and cultural festivals, Black History Month, Pride, etc) are creatively promoted, respectfully marked, and joyfully celebrated throughout the school year.



KEY RESPONSIBILITIES (CONTD):

Engagement & Leadership: Chair and invigorate the staff and student EDI Committees, liaising and providing support to various student EDI groups, empowering their voices and initiatives.

Student Diversity Week: Help co-ordinate the preparation and delivery of an impactful annual student diversity week, showcasing the richness of our school community and promoting understanding.

Collaboration: Help initiate and actively participate in exciting projects that promote and develop Equality, Diversity, and Inclusion at Latymer Upper School, forging strong links with academic colleagues to integrate EDI across all disciplines.

Visibility & Recognition: Help ensure the School's EDI activity and achievements are prominently publicised, both internally and externally (including the School's webpages), to share best practices and elevate the visibility of our commitment to EDI.

Knowledge & Best Practice: Maintain expert and up-to-date knowledge on legislative and practical changes, as well as emerging good practice within the Education Sector, ensuring the School remains at the forefront of EDI initiatives.

Training & Development: Support the dynamic delivery of engaging and impactful EDI training to both staff and pupils across the School, fostering a culture of continuous learning and growth.

External Partnerships: Proactively explore and cultivate links with external networks and organisations to enrich and strengthen EDI initiatives at the School, bringing in diverse perspectives and expertise.

Staff Diversity & Recruitment: Work with the Director of HR, as requested, to help develop innovative strategies that enhance diversity within staff recruitment and retention, building a workforce that reflects our diverse student body.

Curriculum Enhancement: Liaise closely with the School's Head of PSHE and Wellbeing to ensure that education and learning about EDI issues are innovative, relevant, and of the highest quality, fostering critical thinking and empathy among students.



The Person

PERSON SPECIFICATION

Essential:

Impactful Experience: Demonstrable evidence of making a tangible and positive difference in the charity, private or public sector through impactful EDI initiatives.

Consultancy & Guidance: Proven experience in consultancy or coaching, demonstrating an ability to guide and support the Latymer community.

Collaborative Spirit: Strong evidence of successful teamwork and collaboration within a dynamic environment.

Leadership: the ability to inspire and motivate others. Confident working within a fast-paced environment alongside members of senior staff, guiding strategic direction and delivering practical outcomes.

Translating Vision to Reality: A proven ability to transform an ambitious vision for EDI into concrete, impactful realities.

Exceptional Communication: An effective, empathetic, and compelling communicator, able to engage diverse audiences with clarity and sensitivity.

Digital Fluency: Proficient and effective use of ICT to enhance communication and drive initiatives.

EDI Expertise: Secure and comprehensive knowledge of EDI issues across the full range of protected characteristics, demonstrating an in-depth understanding of relevant legislation and best practice.

Social mobility: At Latymer, one in four students are bursary holders. Therefore, it is imperative to have a sound understanding of socio-economic factors when addressing any inequality.

Emotional Intelligence: High emotional intelligence and the ability to connect authentically and effectively with staff and pupils on a multitude of levels.

Organisational Acumen: Excellent time management skills, with a proven ability to manage multiple priorities and meet deadlines effectively.

Resilience & Drive: Resilient, proactive, and able to thrive under pressure, navigate periods of challenge, and consistently meet demanding deadlines with a positive outlook.

Safeguarding: A profound commitment to the principles of safeguarding and promoting the welfare of children is essential, alongside an understanding of the pivotal role that EDI plays in creating a safe and supportive environment for all students.

Theoretical Knowledge: Familiar with theories such as the ecological systems theory, intersectionality and social graces as a framework to understand and interpret findings in relation to EDI.



The Person (Contd.)

PERSON SPECIFICATION

Desirable:

Youth Engagement: Prior experience of working successfully and inspiringly with young people aged 11 to 18 within an educational setting.

Experience in an independent education setting: Knowledge of and or experience of working in an independent educational setting and the prevalent EDI issues that exist in such an environment.

SALARY

£40,105 (Based on the full-time equivalent salary of £50k)

HOURS

Full time, 37.5 hours a week, 36 weeks a year (Term time, plus INSED and one further week during the school holidays)

ANNUAL LEAVE

Annual leave of 33 days per year including bank holidays, rising to 38 days per year including bank holidays after five years of service. Term time staff receive a pro-rata allocation of leave, based on the number of working weeks. This is then paid within the annual salary with leave being taken during school holiday periods.

DRESS CODE

The School regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations on staff, you are required to look smart in appearance and to avoid wearing anything that might cause offence to others.



Application

TO APPLY, PLEASE VISIT OUR DEDICATED RECRUITMENT WEBSITE

Latymer.ciphr-irecruit.com

Further information on Latymer Upper School is available via the school website.

The **closing date** for applications: **9am
Wednesday 11 March 2026**

Interviews: Tuesday 17 March 2026

DIVERSITY

The School is fully committed to the principles of equal opportunity, diversity and inclusion. We have an established and representative staff Equality and Diversity Board to help drive forward positive change. A further Equality and Diversity Committee has recently been formed from our student population.

We are committed to attracting and retaining the very best staff, ensuring that our staff body reflects the diversity of our students and local community. Acknowledging a lack of ethnic diversity within our staff community, we particularly encourage applications from Black, Asian and Minority Ethnic candidates for this role. All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the School may employ positive action where diverse candidates can demonstrate their ability to perform the role equally well.

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, online check and two satisfactory references.



Background Information

Latymer Upper School was created by a generous act of charity. Writing his will in 1624, a wealthy lawyer named Edward Latymer left part of his wealth for the clothing and education of "eight poore boyes" from Hammersmith. Since its inception, the School has changed markedly although its founding aims and values have remained the same.

Established on its current site in Hammersmith in 1895, the Latymer Upper School of today consists of a vibrant, fully co-educational pupil body of approximately 1,270 girls and boys from all over West London and beyond, and a further 174 pupils at Latymer Prep. The School admits an equal spread of entrants from the state and independent sector and has one of the most ambitious bursary programmes in the country, delivered through The Latymer Foundation, which underpins the whole ethos of the School.

The School is proud of its unpretentious, cosmopolitan and caring community and visitors regularly comment on the Latymer 'buzz' and energy that permeates the whole school; it's innovative and forward-thinking and pupils are academically questioning and curious.

Latymer Upper School is unashamedly one of the most academically successful schools in the country and pupils excel across a wide range of subjects. Generally, pupils achieve over 30% A* and over 80% A*/A at A level and at GCSE over 90% A*/A grades.

Latymer Upper School takes great pride in preparing its pupils to go on to study at a broad range of universities. Generally, between 15 and 20% of pupils win places at Oxbridge; increasing numbers win places at prestigious North American and European universities and the vast majority of UK university entrants go to Russell Group universities and several to leading specialist Drama, Music and Art Foundation Colleges.

You cannot pigeonhole a Latymerian: they are individual, highly academic but also rounded and grounded.

THE LATYMER FOUNDATION

In keeping with the inclusive vision of its founder, Latymer Upper School continues to offer such opportunities to London children by giving a number of means-tested bursaries to bright pupils every year based on the twin criteria of academic merit and family financial circumstances.

In September 2017, the Latymer Foundation publicly launched an ambitious new fundraising campaign – *Inspiring Minds* – ahead of the 400th anniversary of the School in 2024. The target was to raise at least £40m in order to build the School's endowment and to enable Latymer Upper School to offer 1 in 4 pupils a fee-assisted place. The campaign closed in 2024 having raised close to £50m.

Latymer's ultimate ambition is to ensure that any child is able to access a Latymer education regardless of their financial circumstances. It is an ambition that is supported by the talents, enthusiasm and generosity of all of the stakeholders in the School: pupils, parents, staff, alumni and former parents. Since last September, thanks to the campaign and the ongoing generosity of the Latymer community, 1 in 4 of our students are in receipt of bursary support worth an average of 83% of fees.



Please click to find out more about our Bursary programme

BURSARY PROGRAMME

www.latymerfoundation.org/bursaries/bursaries

PARTNERSHIPS

www.latymerfoundation.org/partnership-programmes

School Aims and Ethos

Edward Latymer's vision was to offer his wards a life-changing education that would equip them to flourish in the wider world. This vision remains firmly at the heart of the School today.

Latymer Upper School is first and foremost a 'learning school', vibrant, global in perspective, innovative in its teaching and learning and combining the best of the traditional and the modern. A high value is placed on scholarship in both pupils and staff and the School prides itself on the excellence of its teaching and pastoral care, its academic achievements and its exciting and innovative curriculum.

THE AIMS OF LATYMER UPPER SCHOOL

- 1 To provide an opportunity for academically able students from all walks of life to develop their talents to the full
- 2 To provide a choice of academic courses taught to the highest level in a broad, imaginative and developing curriculum, supported by a wide range of extracurricular activities, thereby giving all children the opportunity to excel in both their academic studies and their extra-curricular activities
- 3 To encourage independence of thought and approach in the pursuit of excellence in all activities
- 4 To educate our children into a recognition of their wider social responsibilities, particularly through educational activities including community links and partnership schools, to prepare them to become active citizens within their community
- 5 To maintain a focused environment within which an awareness of the needs of others and respect for all members of the community – children, teachers, support staff and parents – is paramount
- 6 To recognise and celebrate the richness and diversity of the range of cultural, religious and social backgrounds within our school community
- 7 To encourage in all Latymerians a pride in their school and the wish to exemplify to the world our values of tolerance, respect and intellectual curiosity
- 8 To inspire a love of learning and of life. Through support, guidance and encouragement we seek to nurture self-confidence and resilience in our pupils to enable them to achieve to the highest academic standards, to find self-fulfilment and to be happy



Team Biographies



Amanda – Executive Director Latymer Foundation

I lead the Foundation Office team which comprises fundraising and alumni relations activities, partnership programmes and community impact work. I had never worked in a school before, nor indeed in the charity sector, but I think it was typical of Latymer that the then Head and Governors recognised my potential, despite my lack of previous experience in a similar role. I had worked for a decade on the trading floor of a large investment bank before establishing a bespoke cashmere business and then working as a retail buyer, so certainly not a typical route into educational fundraising. Latymer is a wonderful place to work. There is a real "can do" attitude which results in a busy and stimulating work environment. Its vibrant community of staff, students, parents and alumni embraces its aim to provide a life changing education to young people from the widest possible range of backgrounds and to be a force for good in the local community.



Chris – Head of Careers

I've worked at Latymer for several years. My mother-in-law saw the advert online and suggested I consider it. As my father-in-law attended Latymer Prep and his father attended Latymer Upper, it was as if fate was encouraging me to apply. I am Head of Careers and the department has two overriding objectives: to introduce students to experiential learning through career-related events and to deliver quality advice and guidance on their decisions; whether academic or vocational. The working environment, professionalism and friendliness of the staff are something I have not experienced anywhere else. It's a challenging, supportive and invigorating place to work. Individual expertise is recognised and appreciated.



Saanya - Head of International University Advising

I work with Latymerians across the Lower and Upper Sixth Form on their applications to international universities and empower them to make informed decisions about their futures. I also help to manage and build partnerships with universities around the world, which is something that I especially enjoy, as I have lived in five different countries myself. I had never worked in a school environment before Latymer, as I was previously an independent university advisor, but I love the energy that I experience here everyday. The students are self-driven, curious and I am constantly learning from them.



Jenny – Exams Officer

With a background in sports event management, I joined Latymer fresh from the 2012 Olympic Games. I am responsible for the smooth running of all public exams; managing timetables, arranging facilities and liaising with Exam Boards. The role involves working with students, parents, teachers and many Latymer support teams to ensure that every exam experience is calm and positive for everyone. Away from my desk, I particularly enjoy the chance to interact with so many interesting and engaged colleagues – chatting over lunch or chipping in to the daily crossword session in the staff common room.



Michelle – Payroll & Purchasing Manager

I carry out many roles in Finance but my most important is to make sure we all get paid. I really enjoy helping people get their pensions sorted out. I worked in finance when I left school but did A levels at night school, followed by a degree in Ecology and Populations Genetics then a Phd at the Zoological Society in Conservation Genetics. I love Science!



Mariesa - Librarian

I have been the Librarian at Latymer Prep since September 2021. My role involves ordering books, making displays and supporting staff with their curriculum needs. I run eight Library Lessons a week where I make book recommendations and support independent, 1 to 1 and group reading. I also run Book Club, arrange author visits and help our pupils participate in regional book quizzes and national story competitions. Before I worked at the Prep I worked in Children's publishing. When I'm not working at Latymer, I write my own children's books.

Location

ADDRESS

237 King Street Hammersmith

London
W6 9LR

England

W www.latymer-upper.org

T 0208 629 2024

NEAREST UNDERGROUND STATION

Hammersmith (District, Piccadilly and Hammersmith and 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

DRIVING

There is no parking on site and we therefore recommend using public transport when travelling to the School

ON ARRIVAL

Please report to security at the main entrance on King Street



**LATYMER UPPER
& PREP SCHOOL**
HAMMERSMITH