



Appointment of
Permanent
Part time and term time only (+15 days)
US College Applications Specialist
(also known as US Guidance Counsellor)
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

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:

Appraisal

- 1 Participating in any arrangements that may be made for staff review.

Further training and development

- 2 Participating in arrangements for your professional development

Child protection, discipline, health and safety

- 3 Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- 4 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

- 5 Participating in meetings at the School which relate to whole-school issues.

Job Description

The US College Applications Specialist is responsible to the Head of Higher Education and Careers, and is responsible for all aspects of application to US colleges, which include:

1. Advising prospective applicants about options and choices, and on all elements of the application process.
2. Responsibility for all Recommendations for US applications, including writing most of the Counsellor Recommendations.
3. Providing information and advice to Year 10 and Year 11 students interested in applying to US colleges, including advice for Year 11 students on subject and pathway choices.
4. Maintaining links with Admissions Directors in US colleges and organising college presentations, keeping up-to-date with the applications processes and developments at colleges via conferences, presentations and websites.
5. Organising the provision of preparation for ACT/SAT I examinations. Making arrangements for Special Testing for students sitting ACT with accommodations.
6. Being available for parents to consult for information and advice about US applications at any stage in the student's school career.
7. Being available via email or in person at key stages in the application process (whether in term time or holidays).
8. Attend Parents' Evenings and other evening events as appropriate.
9. Provide transcripts and, if requested, references for Year 11 and LVI students applying for US College Summer Schools and similar programmes.
10. Maintaining awareness of all teaching staff about US procedures, requirements and the pressures on applicants.
11. Maintaining an 'open door' policy to be available to students, form tutors and staff to answer queries and advise on problems.
12. Maintaining close transfer of information between Head of Sixth and Deputies, and Sixth Form tutors about concerns about individual students and any concerns raised by students during meetings (arranged or ad hoc).

The US Specialist will also assist the Head of Higher Education and Careers with other non-UK applications as required.

This list of duties and responsibilities is not exhaustive and includes any reasonable additional request which assists the smooth running of the department.

Person Specification

	Essential	Desirable	Method of Assessment
Education / Qualifications	<ul style="list-style-type: none"> Education to degree level 		<ul style="list-style-type: none"> Application form Appropriate Certificates References
Experience	<ul style="list-style-type: none"> Advising young people preparing for applications to US colleges Assisting with applications to US colleges Working both independently and as part of a team Working with young people Working in an educational establishment (UK or elsewhere) or within the Admissions Department of a US college 	<ul style="list-style-type: none"> Writing recommendations for US college applications 	<ul style="list-style-type: none"> Application form References Interview Writing task
Skills and Abilities	<ul style="list-style-type: none"> Use of the Common Application system Excellent writing skills Excellent interpersonal and communication skills Effective forward planning skills To work with a high level of initiative To prioritise a wide range of duties whilst under pressure To have an eye for detail 	<ul style="list-style-type: none"> Proficiency in the use of Google Drive Understanding of the systems for requesting accommodations for SAT/ACT 	<ul style="list-style-type: none"> Application form References Interview Writing task
Personal Qualities	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of pupils Discretion Flexibility, resilience and good organisation Confidence and ability to self-reflect Ability to be proactive, self-motivated and committed Compassion and positive outlook 	<ul style="list-style-type: none"> A creative approach to thinking 	<ul style="list-style-type: none"> Application form References Interview
Knowledge and Understanding	<ul style="list-style-type: none"> Knowledge of the US Higher Education system and the admission and selection process 	<ul style="list-style-type: none"> To have undertaken Safeguarding Training Having visited US colleges and/or attended college presentations in the UK or elsewhere 	<ul style="list-style-type: none"> Application form References Interview

The Higher Education and Careers Department

The Godolphin and Latymer School has a well-established Higher Education and Careers Department, with one full-time and six part-time members of staff. This includes the Head of Higher Education and Careers, two Higher Education and Careers Coordinators, a US Specialist, two Oxford and Cambridge Specialists and a Medical Subjects Specialist. Members of the department visit universities and attend conferences to ensure that they keep up with the many changes taking place within Higher Education and the employment market.

This team works closely with form tutors and the Heads of Section to provide a comprehensive programme of information, advice and guidance to each student throughout her time at Godolphin and Latymer.

Useful information and links to websites and articles are available to students on Google Drive and via the Higher Education & Careers internal website. There are also some resources in the Higher Education & Careers Room which are available to students at any time during the school day. Students can also meet individually with the department staff to discuss ideas and seek advice.

While a significant part of the work of the department is with the Sixth Form (see below), careers education and guidance is part of the development of pupils from Lower School upwards. The following programmes and events are currently on offer:

Year 7

- Career Insight Programme (learning about different careers)

Year 8

- Career Insight Programme (learning about different careers and busting workplace myths)

Year 9

- Career Insight Programme (learning about different careers and the skills involved)
- GCSE choices presentation and form group Q&A sessions
- Career-based Cross Curricular Day (whole year group project using skills such as research and team work)

Year 10

- Career Insight Programme (career skills and personal skills development)

Year 11

- Career Insight Programme (CV writing and preparing for work experience)
- Shadowing of Sixth Form lessons
- A Level and IB Pathways Subject Fair
- Sixth Form subject choices form group Q&A sessions
- Individual meetings to discuss A Level or IB subject choices
- Summer work experience placements

Year 10, 11 & Sixth Form

- Biennial Careers Evening (external speakers and Old Dolphins)

Sixth Form

Advice and guidance are particularly important in the Sixth Form as students prepare to make important decisions about their future. Support is provided through presentations, individual meetings and specific Higher Education events.

Lower Sixth

- Individual meetings to discuss continuation of A Level subjects
- Higher Education Information Evening
- Biennial Undiscovered Subjects Taster Day (university speakers and workshops)
- Linked Up Learning (development and articulation of skills)
- Higher Education Forum with Gap Year Fair
- Individual meetings to discuss choice of course and universities
- Higher Education Prep Programme (focus on degree subject preparation, applications, and university Open Days)
- Specific preparation sessions for Oxford and Cambridge applications and admissions tests
- Specific preparation sessions for Medical Subjects applications and admission tests
- Advice and guidance for non-UK university applications (US, Canada, Ireland, Europe & Rest of World)
- Advice and guidance for Art Foundation applications

Upper Sixth

- Advice and guidance through each stage of the UCAS application process
- Advice and guidance for non-UK university applications
- Advice and guidance for Art Foundation applications
- Making the Most of the Summer (constructive activities and internships)
- Support in school on IB (July) and A Level (August) results day
- Support for post-qualification applications (PQA)

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

The working hours for the position will be 20 per week (to be worked over a minimum of 3 days per week) during the term time, to include the usual working days for the full week during which each term starts and ends, plus an additional 15 days at certain times during school holidays.

A high degree of flexibility is required to fulfil the needs of the role. This will include the need to work during evenings and weekends on occasion, particularly during each Autumn Term, where support for and attendance at various events (e.g. parents' evenings / US related evening events) will be required. The successful candidate will also be expected to visit colleges in the US, every 2-3 years as appropriate.

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.

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 Non-Teaching (or Teaching Staff Pension Scheme if appropriate) with employer's contributions up to 12%. Automatic life assurance cover (4 times annual salary) for members of the 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.

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

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 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

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 by **noon** on the closing date. Applications must be made on the school's own application form. Please note that neither CVs nor late applications will not be accepted.

The closing date for applications is **12.00pm** on Thursday 8 February 2018.

Interviews will be held during the week commencing Monday 19 February 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.

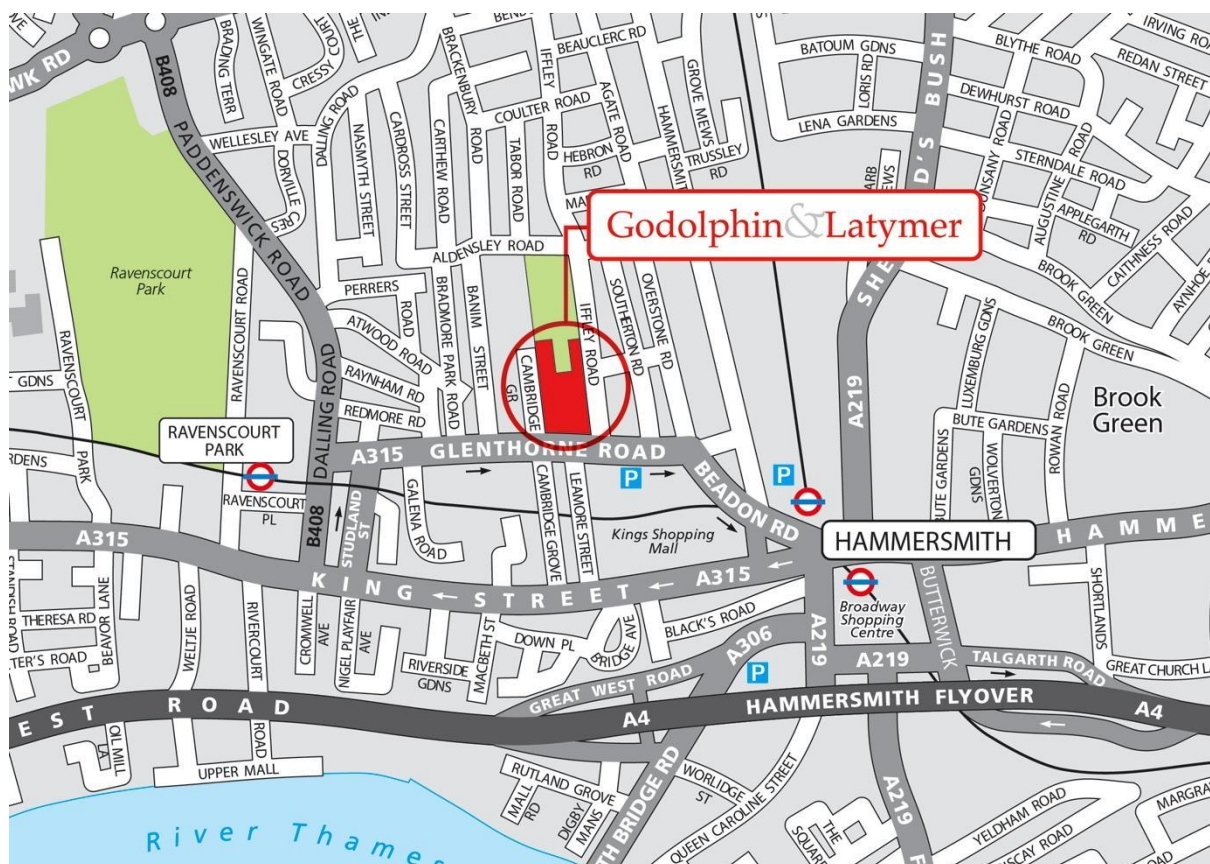
Safeguarding

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 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.

