Godolphin&Latymer

FRANCHA LEALE TOGE

Appointment of

Temporary (maternity cover)

Full time

Teacher of Biology

For the academic year 2021/2022



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 Science Faculty

09 Salary, hours and benefits

10 Application

11 Location



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 113 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.

In September 2020, the Godolphin and Latymer School Foundation merged with Redcliffe School Trust, a co-educational Preparatory School in Chelsea.

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 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.

Flexibility

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

Person specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION / QUALIFICATIONS	• To have a good honours degree in an appropriate subject	• To have a teaching qualification	• Application form • Appropriate certificates • References
EXPERIENCE	• Experience of teaching at secondary level, to GCSE and A Level	• Experience of teaching the IB	• Application form • References • Interviews
SKILLS & ABILITIES	• 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	• 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	• Application form • Interview • References
PERSONAL QUALITIES	• Committed to safeguarding and to 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	• A willingness to be involved with school events and to engage with the wider school community	• Application form • References • Interview
KNOWLEDGE/ UNDERSTANDING	• Excellent knowledge of the role of Biology in the 21st century curriculum	• To have undertaken Safeguarding Training • To have undertaken First Aid Training	• Application form • References • Interview

The Science Faculty

The large and thriving Science Faculty at Godolphin and Latymer is comprised of experienced, enthusiastic and proactive teachers, who have a strong focus on skills development and independent learning. Those within the Faculty are constantly seeking new and novel ways of teaching each of the three subjects and the sharing of good practice is encouraged across the sciences. At A Level, we teach AQA Physics, Edexcel Chemistry and OCR Biology and all three departments teach Higher and Standard level in the IB Diploma Programme. All members of the department readily share their ideas and resources.

At Godolphin and Latymer, we believe in the value of a thorough and broad scientific education – we enter all of our pupils for three separate sciences at IGCSE. All three sciences teach the Edexcel IGCSE.

The Science Faculty comprises 11 well-equipped modern laboratories, enabling Physics, Chemistry and Biology lessons to be taught in specialist rooms by specialist teachers. A range of new technologies is used in a modern suite of well-equipped classrooms and laboratories to facilitate effective learning, including group work and peer learning. There is a strong focus on skills development and independent learning and high importance is placed on hands-on practical work alongside effective integration of technology to support teaching and learning.

The science teachers are supported by able, interested and well-qualified Technicians, one for each subject, plus a general Laboratory Assistant. The Technicians have their own workrooms, in which they can prepare equipment for individual pupil use and for demonstrations.

The Science Faculty plays an important part in the extra-curricular life of the school. Our students enjoy a wide range of clubs and societies, such as the Science Lecture series, CREST Award, Dissection Club, Chemclub, Physics and Engineering Society, The Element Magazine, 'Dr Dolphin' Magazine, Biomedical Society, trips to CERN, Science Live, Salters' Festival of Chemistry and AIM conferences and Olympiads. We support girls with applications for a variety of training and sponsorship opportunities and we are always looking for more ways to expose our girls to Science beyond the classroom. Members of the Biology team lend their expertise and enthusiasm to support these activities and relish creating opportunities to promote Biology throughout the year and especially during the school's STEM Week. Sixth Form students attend Uniprep sessions to gain an understanding of studying Biology-related courses at University. Biologists are always on hand to discuss questions which arise as the girls explore around the subject.

The dedication and support of our teams in Biology, Chemistry and Physics have resulted in many of our students gaining places at top universities to study the Sciences, Medicine and Engineering. In fact, over 25% of our leavers obtain places on such courses.

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

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 Accommodation – this may be available for new staff in a local six-unit property.

iPads – all teaching staff are given iPads for their teaching and assessment.

Longer holidays than the maintained sector.

Staff Fee Remission – 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 providing daily cover and two School Counsellors each work two days per week. 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.

Membership of the Teachers' Superannuation Scheme - teachers are automatically enrolled into the Teachers' superannuation 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 staff can attend, including acupressure massage, mindfulness, yoga, zumba, rock climbing and kickboxing.

Application

This is a fixed purpose (maternity cover) contract of employment, for 1 September 2021 to 31 August 2022.

Please read the recruitment pack carefully, including the School's Safeguarding and Recruitment policies. Fully completed application forms should be returned to the Personnel Office at the School by post or by email to recruitment@godolphinandlatymer.com **as soon as possible.**

Please note that applications must be made on the school's application form. CVs alone will not be accepted.

There is no closing date for this vacancy. Applications will be considered on receipt and interviews may occur at any stage.

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.

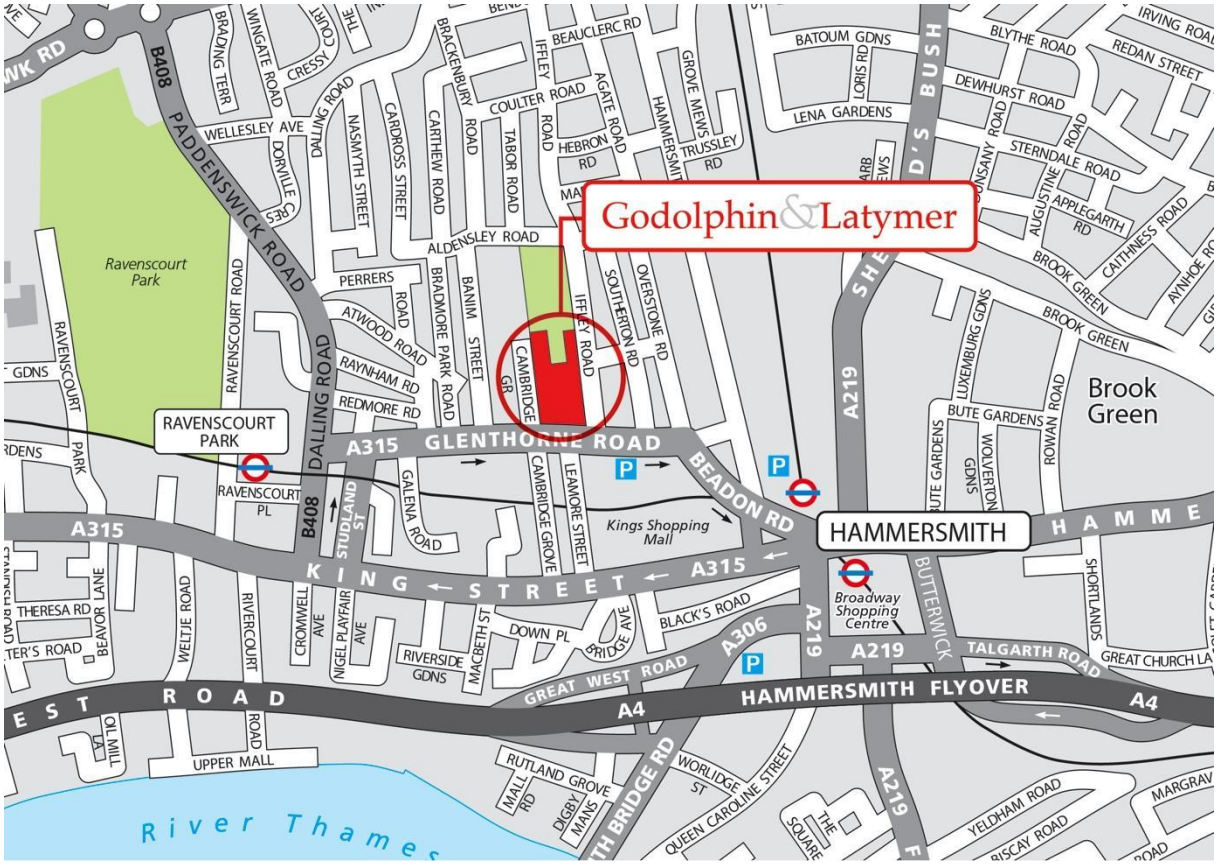
Safeguarding

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 second 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 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.


FRANCHA LEALE TOGE