CHARTERHOUSE
LAGOS

Traditional Values. British Academic Excellence.

OPENED SEPTEMBER 2024

Teacher Recruitment Pack



Welcome from the Director



John Todd
Director of Education
Charterhouse Lagos

Dear Applicant,

I am delighted to welcome you to Charterhouse Lagos, the first British independent school in Nigeria. We offer primary and secondary education for ages 5-18 **(Year 1-Year 13)**

As our school continues to develop and grow, you will have the opportunity to shape the future, building on the foundation existing. You will set the standards and aspirations for the future leaders we expect to emerge. Academic excellence is an expectation for our students, and beyond this, we offer world-class facilities that will allow our students the opportunity to thrive and grow. Whatever it is they hope to achieve, we want to be there to offer support, encouragement and the drive to reach further.

Charterhouse Lagos is a learning community that provides an academic gateway to the rest of the world. Following the British curriculum and the tradition of the UK's best independent schools, we offer a challenging and holistic programme that allows students to develop positive character traits that will allow them to excel throughout their lifetime.

We want to develop a passion to learn, a passion to excel, and, above all, a passion to lead and to seek out and resolve problems and challenges that face their own communities and the wider world.

Owned and developed by Huntington Education, our school is just the beginning of a new force for education in West Africa.

We are looking for staff who are committed and determined to make a difference. We will demand a lot from you and reward you well. We want you to join our team for the long term and grow and develop with us as we expand our operations and open new schools, extending the educational opportunities and career prospects that we offer.

If you would like to be part of this mission for a better world, then we would be delighted to receive your application.















About our School

Opened in September 2024, Charterhouse Lagos sets a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we will develop in our students a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ajah on the Lekki Peninsula, South of Lagos mainland. The secure compound offers the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect the majority of our secondary school students will board at the school.

Facilities include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn-to-swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.

Charterhouse Lagos will offer an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A-level qualifications. These will allow our students to aspire to the very best universities worldwide.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.

Phase 1 of our building programme opened in September 2024 and Phase 2, with the Secondary School and Boarding facilities, opened in September 2025. Phase 3 will follow over the next few years.

Campus Construction Phases and Facilities.

Phase 1 –
Opened September 2024

Primary School: Years 1 – 6

Primary School Wing:
- Classrooms
- Head of Primary
- Outdoor Adventure Play Area
- Outdoor Football Pitch
- Outdoor Basketball Court

Aquatics Centre:
- 25m Swimming Pool
- Training Pool
- Changing Rooms

Lecture Theatre (257-seats)

Teachers' Apartments

Utility Stations

Power Plant

Welcome Centre:
- Admissions Centre
- Parents' Lounge
- Staff Offices

Brooke Hall:
- Ground Floor Dining Room
- First-floor Terrace Dining
- Central Kitchen
- Gymnasium & Indoor Basketball Court

Central Administration:
- Staff Offices
- Medical Centre
- STEM Rooms
- Drama Studios
- Music Rooms
- Science Lab
- Art Studios
- Library

Operations Centre

Campus Construction Phases and Facilities.

Phase 2 –
Opened September 2025

Secondary School: Years 7 & 8

Boys' Boarding House
Girls' Boarding House

Secondary School:
- Classrooms
- STEM Rooms
- Science Labs
- Music Rooms
- Arts & Drama Studios
- Library
- Study Centre

Campus Construction Phases and Facilities.

Phase 3 –
Opening September 2030

Additional Facilities:

- Performing Arts Centre (800-seat theatre)
- Additional secondary school classroom block
- Football pitch, stadium and 400m track
- NBA Basketball arena

Charterhouse UK.

Founded in 1611, Charterhouse is one of the UK's leading independent boarding and day schools, providing an outstanding education for boys and girls aged 13 to 18. The School is set within an inspiring 250-acre campus, conveniently located close to London and within 50 minutes of both Heathrow and Gatwick airports. With 17 grass sports pitches, 3 full-sized Astroturf pitches, an athletics stadium, a sports centre, 24 tennis courts and a 9-hole golf course, not to mention beautiful lawns and gardens, the campus is one of the best, if not the best, in the country. Combined with a 235-seat theatre and separate music performance and art display spaces, the School's setting encourages pupils to contribute and provides a safe community in which to explore and grow.

Aims

Charterhouse aims to equip pupils to lead fulfilled and purposeful lives by providing an all-around education based on Christian values. Teaching and learning is at the heart of what we do, although this does not mean achieving only qualifications and passing examinations. A Charterhouse education should endure long after examination results are published. We value all our pupils as individuals with unique talents and interests and seek to instil:

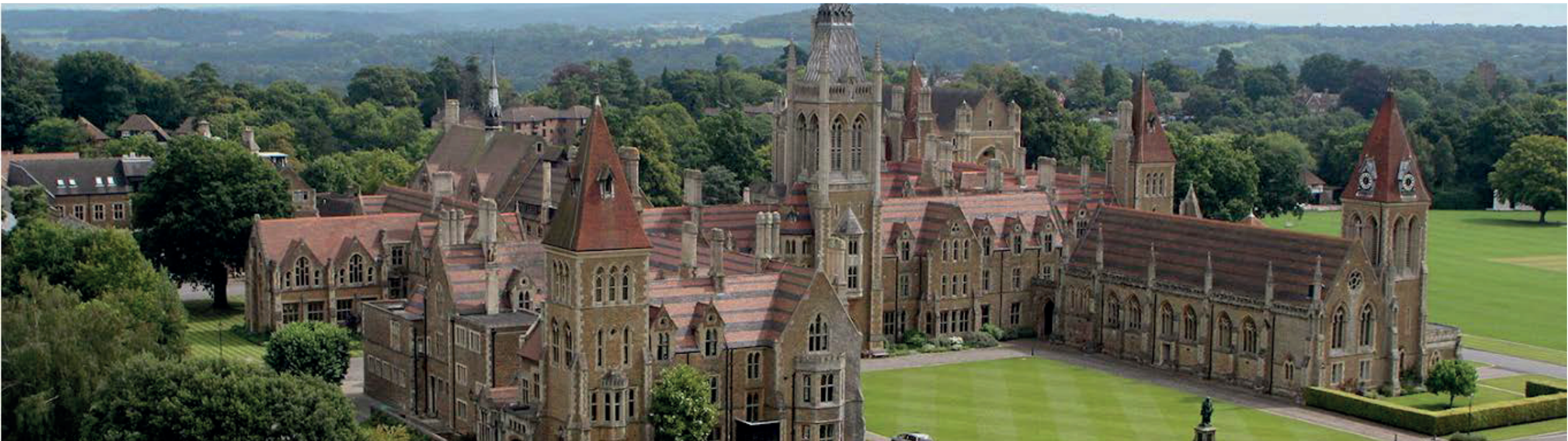
- Academic rigour, intellectual curiosity, and the ability to learn independently.
- The knowledge, skills, and attitudes to succeed in a complex, fast-changing, multicultural society.
- A sense of personal values based on compassion, integrity and sound judgement
- A commitment to the service of others and to society and a readiness to contribute to the common good.
- Spiritual, moral, cultural, and aesthetic awareness which contributes to a balanced and well-informed approach to life.

Governance

A member of the Charterhouse leadership team sits on the Board of Charterhouse Lagos.

In addition, Charterhouse has two representatives on the Charterhouse Lagos Advisory Board. Charterhouse will carry out an annual inspection of Charterhouse Lagos to ensure that we maintain the educational standards and deliver the key values and ethos of a Charterhouse education.

We intend to develop a strong relationship with our mother school in the UK and leverage their experience and heritage as well as share our ideas and practice.



Charterhouse Lagos School Leadership Team.



John Todd
Founding Head / Director of Education



Victoria Foster
Deputy Director of Education



Emma Mousley
Head of Primary

- Class Teachers
- Subject Teachers



Mark Healy
Head of Secondary

- Subject Teachers



Uche Okafor
Director of Admissions and Marketing.

Values Framework

Values

Excellence, Respect, Integrity, Courtesy, Service, Wellbeing

Vision and Mission

VISION

Charterhouse Lagos aspires to be Nigeria's foremost educational institution, known for academic excellence and all-around student development. We are committed to offering an unmatched educational experience, nurturing well-rounded individuals poised for global leadership. Our goal is to shape proactive contributors, ready to make a significant impact in a better, more connected world.

MISSION

Charterhouse Lagos delivers a transformative, holistic education that fosters academic excellence, character development, and global citizenship. We empower students with skills, values, and opportunities, preparing them to thrive in a diverse and dynamic world while upholding ethical standards and making a positive societal impact.

Learning Principles

Relationships are a vital ingredient in the social process of learning:

- Learning needs to be purposeful and directed. -Learning needs to be adapted to each individual to support their needs.
- Learning is contextual.

Two Key Outcomes

- The long-term retention of valuable knowledge, concepts, and skills.
- The ability to transfer what has been retained into different contexts and situations.

Learning Drivers

Sustainability, Technology, Morality, Future Employability, Wellbeing



Job Description.

Role: Primary / Secondary Subject Teacher

Reporting to: Head of Primary / Head of Secondary

Role Overview:

to provide an environment that allows for:

- world-class learning and teaching
- the holistic development of our students
- the attainment of high standards
- collaborative professional practice
- innovative and exciting learning opportunities within and beyond the classroom
- a clear focus on our guiding statements

Essentials (Phase Dependent):

- Experience teaching GCSE / IGCSE
- Experience teaching A levels
- IPC/UK National Curriculum

Our expectations for teachers:

- students always come first
- be positive, adaptable, and open to opportunities
- be professional and ready to try something new
- collaborate and communicate
- model our school values
- be committed to international-mindedness, equity, and sustainability

It will be essential that you offer an environment where:

- every student is supported and safe
- your pedagogy is based on evidence
- every student receives a personalised and differentiated learning experience
- expectations are that every student will succeed
- students are empowered, motivated and engaged

Your professional practice will ensure that:

- every student learns
- students have agency and develop a love of learning
- academic rigour is central to everything
- well-being runs through every aspect of your pedagogy
- learning is scaffolded and dynamic

Specific Responsibilities:

- Support the school's mission and vision.
- Work within the ethos and culture of Charterhouse Lagos.
- Provide for the student's well-being ensuring all aspects of their safety in accordance with the school's health and safety policy, the safeguarding policy, and the wider policies and protocols.
- Report to parents in line with the school's reporting and assessment policy and procedures.
- Attend staff meetings and required professional development programmes.
- Work in collaboration with colleagues including academic, professional and support staff.
- Plan and prepare teaching and learning in line with the school's curriculum expectations and policies.
- Assess, track, and offer feedback on students' achievement.
- Liaise and assist your line manager and colleagues with the efficient and effective day-to-day running of the school.
- Undertake supervisory duties as required.
- Understand and work within the school's policies and procedures.
- Lead the class team to provide quality first teaching.
- Support early identification of needs and support, and deliver individual educational plans.
- Lead the class team to maintain and develop the learning environment.
- Act as a role model, showing awareness of children's individual needs.
- Develop and maintain good relationships and communication with parents/carers to support meeting the needs of each child.
- Undertake weekly boarding duties as required, plus two termly weekend days of boarding duties.

Personal and Professional Development:

- Take part in performance development programmes.
- Attend professional learning and development training and disseminate information.
- Have an awareness of current trends in education.
- Have a positive and can-do mindset.
- Work effectively in a team.
- Contribute to the whole school community.
- Demonstrate core teaching competencies.
- Undertake any other duties as reasonably required by the School.

Job Description.

Safeguarding

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment.
We follow safer recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.

Learning Principles

It is important that our learning and teaching culture is based on evidence and rooted in best international practice, with a particular focus on the United Kingdom's education system. This is expressed through our statement of Learning Principles which guide learning and teaching at the School. We believe that every member of staff is a leader and can make a difference, so it is important that you understand as much as possible about our learning programme.



The Curriculum.



Key Stage 1 and 2: Years 1 - 6

At Charterhouse Lagos, our students build knowledge, skills and understanding through weekly lessons in English, Maths, International Primary Curriculum, 'Values' (PSHE), Art or French, Music, Nigerian and African Studies, Physical Education and STEM. Class Lessons are taught by experienced international Teachers, supported by qualified Nigerian Assistant Teachers. Students benefit from Subject Specialist expertise in the other subjects.

The timetabled curriculum is underpinned by a 'Pastoral Platform' of events, activities and programmes that support every student's personal character development. Weekly Assemblies explore the school's six Values: Excellence, Respect, Integrity, Courtesy, Service and Wellbeing, and all students are members of one of our four School Houses: Amazon, Everest, Nile and Sahara. The School's Calendar also is sprinkled with important occasions of pastoral and cultural importance, including Nigeria Day, Anti-Bullying Week, Christmas Tree Lights, Chinese New Year, Safer Internet Day, Sports Day, Empathy Week, Swimming Gala and Speech Day.

Key Stage 3: Years 7 - 9

At Charterhouse Lagos, we place significant emphasis on developing the whole student through a broad and enriching secondary education experience.
Our curriculum follows a tailored English National Curriculum in Key Stage 3, including Mathematics, English, Science, Humanities and French. This is enhanced with a dynamic blend of STEM subjects, World and African Literature, Physical Education, and Swimming, alongside an innovative Personal, Social, Health, and Education (PSHE) scheme of learning.

In Addition, our Charterhouse CAS programme from Years 7-13—encompassing Creativity, Activity, and Service—will foster sustainable partnerships with our local community to encourage our students to explore their passions, engage in meaningful activities, and contribute positively to their communities, thereby preparing them for global citizenship and lifelong learning.

Key Stage 4: Year 10 and Year 11

In KS4 our students will prepare to sit GCSE / IGCSE examinations at the end of Year 11, before transition into Sixth Form and Years 12 and 13. Subject options available to study in KS4 will include English Literature, English Language, Maths and Further Maths, Physics, Biology and Chemistry, History and Geography and French.
Our students at Key Stage 4 will also engage with our Careers and Higher Education Guidance team in order to tailor their academic paths to their dreams and motivations and look at coherence and Progression from Key Stage 4 to Sixth Form and aspirational University destinations.

Sixth Form / Key Stage 5: Year 12 and Year 13

At Charterhouse Lagos, we focus on supporting students in Years 12 and 13 to excel in their A Levels while actively preparing them for prestigious universities in the UK, US, Canada, and Europe. Subject options will include English Literature, Maths and Further Maths, Physics, Biology and Chemistry and French, History and Geography. All Sixth Form students will engage in an enrichment programme of CAS, EPQ and World Perspectives.

Our supportive Careers and Higher Education Guidance team will work closely with students to tailor their academic paths to their aspirations, ensuring a personalised approach through use of the Gatsby Benchmarks.

We also offer enriching leadership opportunities through our student council, helping students develop both academically and personally, and fostering a vibrant, goal-oriented community.

Extra Curricular Activities (ECAs)

In alignment with our commitment to nurturing well-rounded individuals, Charterhouse Lagos will offer a diverse range of Extra-Curricular Activities (ECAs) for all Secondary students. These are designed to enrich students' educational journeys, and students can engage in activities such as Model United Nations, Debating, Sports, Drama and Theatre, Duke of Edinburgh, and Music.

We believe that active participation in these enriching activities helps build a comprehensive personal profile, helping prepare our students for a successful and positive future.

Boarding

Charterhouse Lagos is a boarding school and so a commitment to boarding education is essential for all our teachers. Boarding is a key part of the Charterhouse DNA inherited from Charterhouse in the UK. Currently, we are currently at 95% boarding vs non-boarding students.

For teachers, this means there is an expectation that you be fully involved in the life of the boarding house. Regular week day evenings and weekend duties are part of the job of every teacher. You will support students academically and pastorally under the guidance of the house parents and resident tutors who take the lead role in all boarding activities.

Our Offer to You.

Health insurance

Currently, we work with an international insurer and the policy covers you across the globe, except the USA. Of course, there are certain limitations, and we will be happy to share more details with you. If you are a US citizen, we will also provide home country coverage. We work with a local insurance broker who provide a bespoke concierge service for our staff.

We have medical and nursing staff on-site during working hours. Local hospitals have been identified with a high standard of care.

Residence Permit

There is a lot of paperwork involved in obtaining a Residence Permit for the Federal Republic of Nigeria. We have consultants who support the process inside Nigeria, in the UK and internationally. Any costs that you incur will be refunded – please keep the receipts.

Security and transport

We will provide a bookable taxi service if you want to go out. We do not recommend local buses or other taxis. Regular security briefings will be provided by our on-site Security Manager.

Life on campus

The well-being of staff is of vital importance to us. We have reduced teaching timetables to allow more time for planning and preparation, as well as collaboration and professional learning. On-site, we have a staff lounge, a pool and a gym. We also organise trips into mainland Lagos at weekends and organise visits to local attractions.

Professional development

We have been careful to build in a generous Professional Learning and Development budget in our projections and this is a feature of our school. We believe that communities live, learn and grow together. There are be many opportunities for professional growth and promotion, and we want you to develop your career with us. Charterhouse Lagos will continue to grow towards 1800 students, and we plan to open additional schools in the region which expect to be led by existing staff.

Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.





Our Offer to You.

Remuneration

When we talk about salary, we ask you to think about what lands in your bank account at the end of the month – what you actually have to spend. In many countries, high salary offers do not look quite so good after deductions for taxes, rent, food, utilities, etc. The salary we offer is the money that you get into your account, and we look after everything else.

Our package includes:

- Salary (net after-tax which we take care of). A deduction is made for local salary payment in Naira
- Accommodation
- Utilities (water, electric, internet)
- Cleaning and laundry service
- Daily meals in Brooke Hall, the school dining room
- Annual flight allowance
- Start and end of contract baggage allowance
- Health insurance

Dependents

There are definitely opportunities to come and work at Charterhouse Lagos with dependents. If you have children, we can only offer free places if they meet our entrance criteria.

Accommodation

You will be allocated a 2 bedroom fully furnished apartment in the staff accommodation block on campus. We do not offer any alternative accommodation allowance; this is to ensure your safety and security.

The apartment contains a small kitchen so you can prepare meals if you want to, although Brooke Hall, our school dining facility offers 3 meals a day. Cleaning and laundry services are provided. We want you to focus on teaching and let our support services take care of the day-to-day issues for you.

How to Apply.

Successful candidates will start in Lagos by August for a comprehensive induction and training programme.

Charterhouse Lagos reserves the right to appoint staff at any time within the recruitment process should a suitable candidate be found; early applications are therefore advisable.

Please submit the following:

- A full CV which should include details of all periods of education / employment / unemployed periods since leaving University/College.
- Copies of relevant certificates or professional qualifications.
- A covering letter addressed to the Head stating:
  - Your reasons for applying.
  - How you believe your professional experience is aligned to the needs of the position.
- Information on your notice period with your current employer.
- Referee details as below

Applications should be made electronically to teachers@charterhouselagos.com as pdf files. You should receive an automatic acknowledgement – if not, please check and send it again. Please also address any questions to this address. We would be delighted to discuss the position with you and answer any questions that you may have.

References

Please include the names, job titles, work email addresses and telephone numbers of a minimum of three professional referees. These need to include your current and all past employers / line managers that you have worked for within at least the past 5 years.

We will need to collect full references before a contract is issued. We will try to collect references before interviews, although this is not always possible. If you have a specific preference that we do not contact one or more of your referees before interview, please notify us of this.

Please rest assured that no referees will be contacted until we have received your specific consent to do so. Any job offer is subject to reference and other background checks.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring or show documentation at interview providing proof of your identity and qualifications as part of our safeguarding procedures. You will also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of Charterhouse Lagos' recruitment and safeguarding procedures.

How to Apply.

Safer Recruitment Practice

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment.

We follow safer recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

All appointments are subject to an interview, identity checks, criminal record checks, and successful references.

The process:

- All applications will be acknowledged. If you do not receive an acknowledgement within two working days, please resend your application.
- Confidential online call will be held with short-listed candidates once applications are received. Candidates may be invited to speak with other members of the leadership and management team.
- Charterhouse Lagos reserves the right to appoint staff at any time within the recruitment process should a suitable candidate be found.
- Our process is designed to help you find out if Charterhouse Lagos is the best fit for you. Please ask questions during the interview.

We look forward to receiving your application.

Thank you for your attention.

Part of the Charterhouse family of schools.

Traditional Values. British Academic Excellence.

CHARTERHOUSE
LAGOS

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charterhouselagos.com