



Godolphin & Latymer

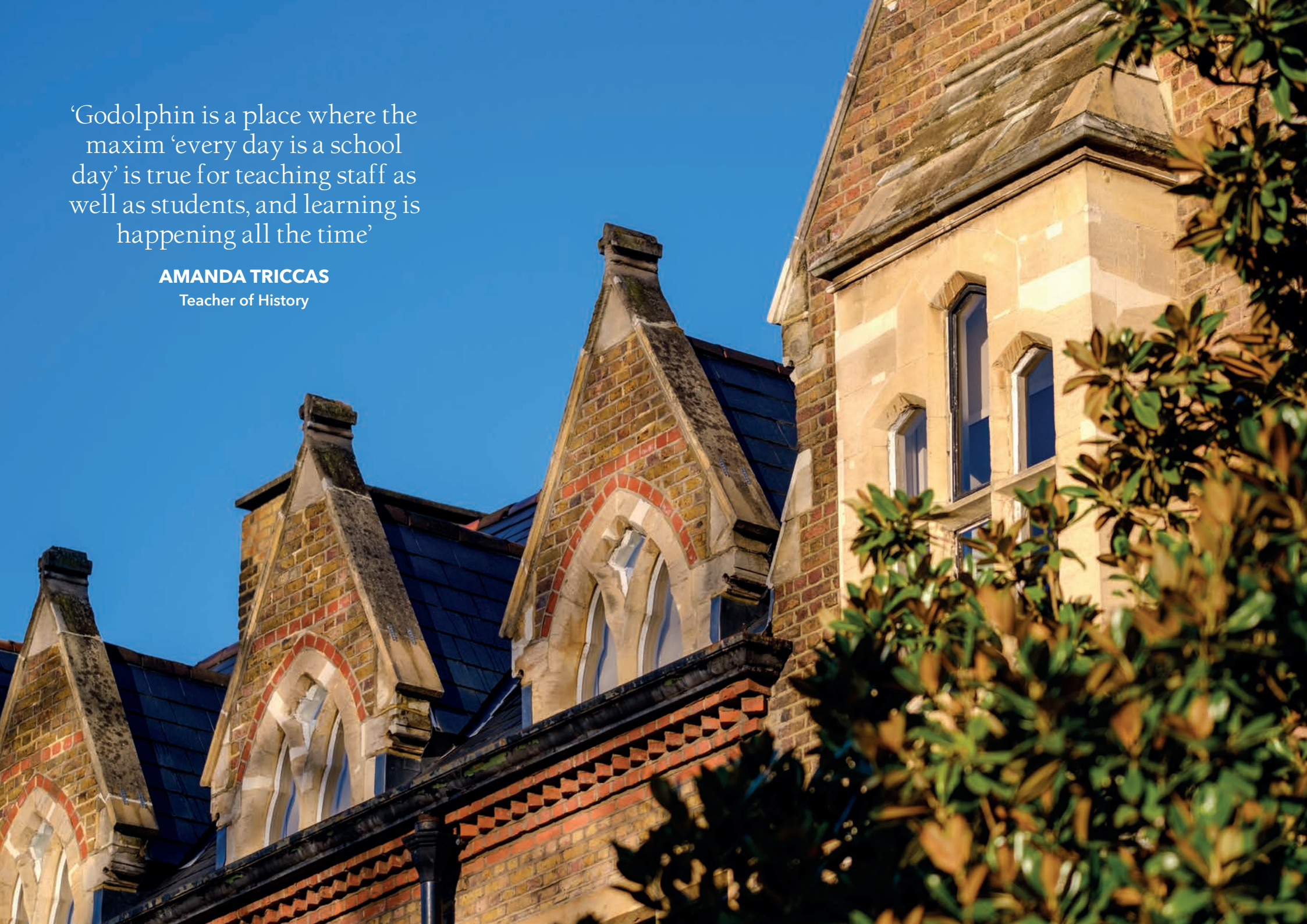
INFORMATION FOR APPLICANTS



‘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.

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
Head of Year
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 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.

Registrar

The Registrar is responsible for the management and delivery of the School's admissions process from initial enquiry through to pupil entry. Reporting directly to the Head, they will ensure that the admissions journey is welcoming, professional, and efficient and for all prospective pupils and their families; and also that the School meets its ambition to recruit full year-groups of academically able pupils who will thrive here.

The Registrar role is one of strategic importance with critically important operational and organisational aspects in coordinating admissions activity, supporting recruitment initiatives, and ensuring that admissions procedures are administered in line with both the School's strategic priorities and all relevant regulatory requirements. The postholder needs to demonstrate at all times an astute understanding of the independent schools' market in London and beyond, excellent organisational, communication and people skills, good judgment, strong attention to detail, and the ability to work collaboratively with colleagues across a range of departments.

Key tasks and duties

Responsibilities

Enquiries and admissions:

- Overseeing the administration of the admissions process in line with the School's Admissions Policy.
- Responding to admissions enquiries via telephone, email and admissions systems in a professional and timely manner.
- Ensuring that all admissions records are maintained appropriately, and are accurate, compliant and up to date.
- Ensuring timely communication and follow-up with families at each stage of the admissions process.
- As the first point of contact, providing guidance and information to prospective families and to feeder schools about the School's admissions procedures and timelines.
- Monitoring enquiry levels, application numbers and conversion rates, and keeping the Head appropriately informed of these.
- Liaising with the Head of Marketing and Communications to survey both joiner and non-joiner families to gather feedback on admissions processes; and to respond appropriately to such feedback in future planning.

Events and visits:

- Ensuring that all visitors experience a welcoming, informative and well-organised introduction to the School.
- Managing the organisation and delivery of admissions events, including open afternoons, offer-holder events and induction activities. This will involve successful liaison and collaboration with a range of colleagues from different departments, including IT, Marketing and Communications, Premises, and those involved in School Organisation, as well as academic staff.
- Arranging suitable occasions on which feeder school headteachers have the opportunity to visit the School, learn about its ethos and educational provision, and form positive relations with the Head and Admissions team.
- Advising the Head on the programme of admissions events offered.
- Conducting individual and small group tours of the School for prospective families when needed.

Entry Processes:

- Coordinating the School's entrance assessment processes for entry at 11+, 16+ and for occasional vacancies.
- Organising the scheduling, administration, and invigilation of entrance assessments, including setting up appropriately robust processes for assessing prospective pupils who are living overseas.
- Ensuring that access arrangements are put in place for those applicants who are entitled to them.
- Coordinating the collection of references, school reports and supporting documentation from feeder schools.
- Liaising with academic staff over assessments and admissions decisions, including with the Sixth Form team over 16+ entry and with the Art and Music departments in relation to any scholarships offered in these areas.
- Liaising with the Bursar and the Bursar's PA in relation to bursary applicants.
- Preparing assessment documentation and summaries for, as appropriate, the Head, Senior Deputy Head (Academic), and Assistant Head: Director of Sixth Form.
- Preparing reports on key trends in applications and admissions.

Compliance:

- Supporting the School in meeting all relevant regulatory requirements, with a particular focus on:
 - Safeguarding: promoting the welfare of children and adhering to all statutory guidance, including the most recent version of *Keeping Children Safe in Education and Working Together to Improve School Attendance*.
 - The requirements of the Independent Schools Inspectorate: the Registrar is responsible in particular for maintaining and backing up the Admission Register and ensuring that information about pupil leavers is sent to the Local Authority in line with regulation.
 - Data protection and privacy: supporting the secure and lawful handling of all personal data in line with UK GDPR and School policy.

Line management:

- Overseeing and supporting the work of the Assistant Registrar.

Personal and professional skills

- Strong interpersonal, leadership and communication skills with the ability to engage warmly and professionally with all stakeholders, especially with parents, pupils and colleagues.
- Proven administrative strength with excellent organisational and coordination skills.
- Excellent written and spoken English.
- High level of accuracy and attention to detail in all aspects of work.
- Confidence and creativity in using technology and in adapting quickly, when necessary, to new systems.
- Ability to manage multiple priorities and deadlines effectively.
- Professional, confident and approachable in manner so that the School's ethos is represented authentically and in all interactions.
- Very high levels of integrity, discretion and emotional intelligence.
- Ability to work collaboratively both within a small team and in wider contexts, such as the whole School or London 11+ Consortium.
- Commitment to their own professional development, willingness to reflect on their performance through the School's regular Professional Development and Review process, and openness to further training and professional learning as appropriate.

Education and Qualifications

To be educated to at least A Level or the equivalent.

To be proficient in the use of a range of IT applications including iSAMS or similar, spreadsheets and databases.

Experience and Knowledge

Experience working in a school or education environment.

Wide ranging general knowledge including of the educational environment.

Experience of managing or mentoring staff.

Other

Personal integrity. To be self-motivated and be enthusiastic.

Discreet, trustworthy, and operate with absolute integrity and confidentiality.

Organised and proactive, able to work independently and meet deadlines.

Motivation to work with people.

Ability to form relationships with a wide range of people.

To be able to make every parent and pupil feel welcome and at ease.

To be able to empathise with parents.

Emotional resilience.

Positive attitude.

To be calm at all times

A collaborative and collegial approach, able to build positive working relationships with academic, operational, and senior leadership teams.

A clear commitment to the safeguarding and welfare of pupils and upholding the values and ethos of the independent education sector.

Salary

The salary awarded will depend on experience and qualifications of the successful candidate. Governors review salaries on an annual basis to ensure they remain competitive.

Working Hours

The post is offered as full time, 8.00am - 5.00pm Monday to Friday during term time and between the hours of 8.00am and 4.30pm Monday to Friday during school holidays (with one hour for lunch).

The post holder may be required to work such additional hours as reasonably required by the School.

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 for two weeks).



How to Apply

Please apply via our school website: 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 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



@gandschool