Appointment of
Permanent
Full time
Teacher of Classics
For September 2016
Contents

03 Working at the Godolphin and Latymer School
05 Your Professional Duties
07 Person Specification
08 The Department
09 Salary, Hours, Start Date and Benefits
10 Application
11 Location
Working At Godolphin and Latymer

Godolphin and Latymer is one of this 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 110 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of c800 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 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 indoor sports facilities have been tripled this year with the completion of The Hampton Sports and Fitness Centre, which includes a four court sports hall, climbing wall, dance studio and fitness suite. We also benefit from having a full-size, all-weather hockey pitch and 3 netball courts, which convert into 12 tennis courts during the summer term on site, so no lengthy walks or coach rides to sporting facilities are required. Our performing arts’ centre, the Bishop Centre, housed in the imaginatively converted church of St John the Evangelist, together with the Rudland Music School, are also recent examples of the investment that is crucial to the school’s continued development. Teaching and learning resources are plentiful; the use of ICT to facilitate learning is at the forefront of our current strategy and our VLE continues to be expanded. iPads are used by year 7 girls in learning and all staff are given iPads. The school’s intention is to roll out iPads to other year groups from September 2016. 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.
So 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

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 Mistress 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
# Person Specification

<table>
<thead>
<tr>
<th></th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>METHOD OF ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDUCATION/QUALIFICATIONS</strong></td>
<td>• To have a good honours degree in an appropriate subject</td>
<td>• To have a teaching qualification or to be undertaking a teaching qualification</td>
<td>Application Form, Appropriate Certificates, References</td>
</tr>
<tr>
<td></td>
<td>• Experience of teaching Classics, (including Latin) at secondary level, including, ideally, GCSE and A-Level</td>
<td>• Experience of teaching the IB, Experience of teaching Greek</td>
<td>Application Form, References, Interviews</td>
</tr>
<tr>
<td><strong>EXPERIENCE</strong></td>
<td>• To be an outstanding teacher</td>
<td>• To be familiar with Information Management Systems such as iSAMS</td>
<td>Application Form, Interview, References</td>
</tr>
<tr>
<td></td>
<td>• To be firm but fair</td>
<td>• To be familiar with a Virtual Learning Environment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• To be an excellent communicator, orally and in writing with girls, parents and colleagues</td>
<td>• To be familiar with the use of iPads in the classroom to enhance pupils’ learning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• To have good time management skills</td>
<td>• To be proficient with a whiteboard and interactive software packages</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• To be discreet and adhere to confidentiality</td>
<td>• To be proficient in a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel to support teaching and learning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• To have excellent interpersonal skills</td>
<td>• To be able to use ICT appropriately to support learning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• To be able to use ICT appropriately to support learning</td>
<td>• To be familiar with Information Management Systems such as iSAMS</td>
<td></td>
</tr>
<tr>
<td><strong>SKILLS &amp; ABILITIES</strong></td>
<td>• Commitment to safeguarding and promoting the welfare of pupils</td>
<td>• A willingness to be involved with school events and to engage with the wider school community</td>
<td>Application Form, References, Interview</td>
</tr>
<tr>
<td></td>
<td>• Motivation to work with young people</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ability to form and maintain appropriate relationships and personal boundaries with young people</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Emotional resilience</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Positive attitude</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• To be able to contribute to the extra-curricular activities of the department</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PERSONAL QUALITIES</strong></td>
<td>• Excellent knowledge of the role of Classics in the 21st century curriculum</td>
<td>• To have undertaken Safeguarding Training</td>
<td>Application Form, References, Interview</td>
</tr>
<tr>
<td><strong>KNOWLEDGE/UNDERSTANDING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Department

The Classics department comprises six colleagues (five of whom are full-time) who teach throughout the school. The full range of Classical courses, linguistic and non-linguistic, is offered: some of the ablest students choose Classical Civilisation or Ancient History at Advanced Level alongside or instead of courses in classical languages and literature. Greek and Latin are taught to A-Level as well as within the International Baccalaureate. Our principle aims are to offer attractive and challenging courses at all levels and to instil a lasting love of the Classics.

All girls entering the school have two 55 minute periods a week of Latin in Years 7 and 8, using the Cambridge Latin Course and its e-learning resources. In Year 9, girls choose between ‘Gratin’ (Greek with Latin, using Greek to GCSE by John Taylor), Latin or Classical Civilisation, (following a course devised by the department).

Latin, Classical Greek and Classical Civilisation are offered to GCSE, all following OCR syllabuses. The topics studied for Classical Civilisation are Athenian City life, Ovid’s Metamorphoses, and Community Life in Pompeii, plus the Controlled Assessment module. At Advanced Level, OCR syllabuses are used for Latin, Greek and Ancient History, and we follow the AQA syllabus in Classical Civilisation. In the latter, ‘Women in the Ancient World’ and the Odyssey are studied at AS level; the Aeneid and ‘Greek Tragedy’ are offered at A level. In the Ancient History course, ‘The Augustan Principate’ and ‘Politics and Society of Ancient Sparta’ modules are offered at AS; ‘The Culture of Athens’ and ‘The Invention of the Roman Empire’ at A level. We additionally offer Latin and Classical Greek within the IB Diploma programme, combining advanced linguistic study with the reading and appreciataion of two literary “genre studies”, along with a “Research Dossier” assignment in which students conduct independent research into an area of ancient life, history or literature of their own choosing.

All courses usually attract good numbers, though we would like more students of Greek and Latin in the Sixth Form. The department is well resourced, with excellent support from the library. There is a notably lively programme of extra-curricular activities, including site and museum visits. There is an annual visit to Greece or Italy for a week in the first half of the October half term, and the department firmly believes that such events make an important contribution to academic studies. The Classics Department has a strong commitment to community outreach and co-operation with other schools: including the thriving "Ancient World Breakfast Club" lecture series for adults and interested sixth formers, and we have run partnerships with the Sacred Heart High School in Hammersmith and Phoenix High School in Hammersmith, teaching Latin to WJEC level 1 standard as part of their Gifted and Talented programmes. There are weekly meetings of the Senior Classical Society, an ‘Inaccurate Classical Film Society’ and the Junior Classics Club, whose activities are coordinated by sixth form students.

The department has a designated teaching room, storage and display areas in the main building, and a suite of four teaching rooms and an office in the Margaret Gray Building. All are equipped with intellidesks, interactive whiteboards and projectors. ICT is a main focus of departmental development and resources are shared on the staff area.

A very satisfactory number of students go on to study a variety of Classical courses in Higher Education and the department has close links with universities and Classical organisations.
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 25 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.

Start date

The appointed candidate will need to attend Induction on 30 August and INSET on 31 August, prior to the start of term on 1 September 2016.

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’.

Longer holidays than the maintained sector

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 Teachers’ Superannuation Scheme - teachers are automatically enrolled into the Teachers’ superannuation scheme.

iPads – all teaching staff are given iPads. iPads are used by year 7 girls in learning and the school’s intention is to roll out iPads to other year groups from September 2016.

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.

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.
Application

Please read the recruitment pack carefully, including the School’s Safeguarding and Recruitment policy. Fully completed application forms should be returned to the Personnel Department at the School by post or by email to recruitment@godolphinandlatymer.com as soon as possible and applications will be considered on receipt. CVs alone will not be accepted. Interviews may take place at any stage and this advertisement may be removed at any time, once the position has been filled.

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.