



## **Gordon's School Information sheet**

### **Code of conduct**

Good character is a hallmark of a good school. We aim to nurture the right beliefs, values and positive mindset so that all students routinely work hard and behave well. Students are expected to be courteous, diligent, enthusiastic, resilient and show integrity at all times. Good values are most likely to be embed when modelled by staff, therefore we strive for every member of staff to...

1. Be courteous: put the interests of students first.
2. Have integrity: always be relied upon to do what you say, when you say.
3. Be diligent: always show consistent effort and attention to detail.
4. Be enthusiastic: seek to continually improve
5. Be resilient: don't leave behind even the most challenging students

### **Dress**

We expect male staff to wear a suit and female to be smartly attired. Piercings should be discrete and in keeping with the Gordon's ethos. Visible tattoos are discouraged and tattoos deemed offensive should be appropriately covered.

### **Parades**

Gordon's has a long history and part of its traditions is students marching to the Gordon's pipes and drums band and taking part in up to eight parades per year including marching down Whitehall.

All teaching staff are expected to support on three weekends a year: Whitehall Parade (January) and Patron's Parade & Fun Day (June) and Annual (July).

## **Co-curricular life**

### **Period Seven / Saturday Morning School**

Period Seven sessions take place for all students in Years 7-13 from 4-5pm Monday-Friday and at various times on a Saturday. At these times, students participate in a huge range of activities from sport to the creative arts (art, music, drama, Pipes and Drums), from ICT and business enterprise to languages, cooking and CCF.

Teaching staff contributing to the programme will typically lead a sports team. Coaching is provided for staff to improve their skills in a particular sport and Gordon's kit is provided for all staff involved in sport/outdoor activities. Staff involved in sport are required to support pre-season training for their specialist sport. Non-residential and non-PE staff involved in Saturday sport typically have one term Saturday-free each year.

Period Seven sessions are also used for student intervention, meetings with colleagues or parents and CPD. Due to the increasingly crowded activity programme 4-5pm, staff are asked to avoid using 4-5pm for Y10-11 intervention or Wednesday after school for Y11-13. Staff are encouraged to think flexibly about when clinics and some clubs run; before school and after 5pm are increasingly popular.

## Gordon's School Salary

### Standard Contract

1. Shorter teaching year than most schools, with typically 16 weeks' holiday.
2. The standard teaching day runs from 8.10am-3.35pm, Mon-Fri, unless staff are involved in training, P7 or House duties. During free periods in the day staff are not required to be on-site. Outside and within these hours staff are expected to:
  - a. Support the department as required e.g. assist with academic enrichment, accompany trips and attend meetings etc...
  - b. Support their Department by offering up to 2 academic clinics per week at lunch time and/or after school. (Part-time, 1 clinic)
3. Deliver two half day revision sessions, these are normally during the Easter holiday, 10-12 or 2-4pm, or during prep time or Saturday afternoons in term time. (Part-time staff do one half day session)
4. Staff on the Upper pay Spine (UPS) are required to lead a whole-school initiative/project directed by the Deputy Head Curriculum. Those on the top of the scale (UPS 3), lead a whole-school responsibility, which may include an after school activity until 5pm e.g. training.
5. Act as a tutor and deliver a maximum of 26 periods of academic teaching (25 periods for staff employed before September 2019)
6. All staff attend the School's 3 major events each year
  - a. Annual Prize-Giving (Saturday in June)
  - b. Memorial Weekend (Saturday or Sunday morning in January)
  - c. Fun Day (Saturday afternoon, 1 hour, in June)
7. Gordon's operates an enhanced salary, for those who wish to contribute to the co-curricular programme, including Saturday morning school and two Period 7s, see below. This is paid separately.

### Optional Gordon Allowance

|                            |                                                                                                                                                                                                                                                                                                                                                                |                                                  |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Co-curricular contribution | <ul style="list-style-type: none"> <li>• 2 activities between 4-5pm.</li> <li>• Saturdays (leading a team involves away travel every other week). Typically, staff leading a team will only be required to run Saturdays two terms per year.*</li> <li>• Does not include closed exeat weekends</li> <li>• Weekly coaches meeting 4-5pm on Fridays.</li> </ul> | <p>£3,374</p> <p>(£1,689 for two midweek P7)</p> |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|

\* Does not apply to residential and PE staff

## Optional Boarding Allowances

### • Day House Boarding Tutor

Each House is home to students from Years 7-13 and is well equipped with a pool table, table tennis etc and it is where students relax, play games and socialise with their friends. The Sixth Formers share study rooms and help with the running of the House as prefects. The House team is responsible for both the pastoral care and academic monitoring of its students, for liaising with parents and for fostering the unique ethos of each House which is encapsulated in the fiercely contested inter-House competitions which run throughout the year.

### • Duties in a Residential Boarding House Tutor

Residential Houses are home to approximately 60 residential boarders and a smaller number of Day boarders. Each House comprises dorms and smaller study bedrooms, well-equipped common rooms and classrooms used for prep. Led by Houseparents staff work for 11 hours a week, including two evenings until 10.30pm, provide support once a term for a weekend trip and on parade weekends (8 per year). Duties include, supervising prep and social activities, morning wake-up and in the evenings contributing to the pastoral and academic monitoring of all students in the House from Years 8-13. House Tutors play a key role in the lives of boarders as a member of the House team helping with trips, activities and inter-House competitions.

| Optional Boarding Contracts<br>Associated Boarding Allowances † |                                                                                                                                                                                                           |                                                   |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>On-site Residential Boarding</b>                             | Standard contract<br>+ Duties in a Residential Boarding House (11 hours p.w.)<br>+ Lead two the midweek Period 7 co-curricular programme, including Saturday school ( <b>paid separately, see above</b> ) | £3,830 + rent free accommodation (excludes bills) |
| <b>Off-site Residential Boarding</b>                            | Standard contract<br>+ Duties in a Residential Boarding House (11 hours p.w.)                                                                                                                             | £8,178                                            |
| <b>Day Boarding</b>                                             | Standard Contract + Duties in Day House<br>- 4 hours a week, including one evening until 7.30 pm supervising evening meal and prep.                                                                       | £2,840                                            |
| <b>Day Boarding</b>                                             | Standard Contract + Duties in a Day House<br>- As above but working 8 hours a week, including 2 prep evening per week                                                                                     | £5,681                                            |

## On-site contract without residential duties for subsidised rent

Subsidised rent is available on the condition that the tenant agrees to;

- Support the wider life of the school after-school, as required, up to 6 hours per week, including 2 prep 6.15-7.30pm (one of these evening until 9pm, as required) and 2 hours per weekend as part of the weekend activity rota.
- Lead two midweek Period 7 co-curricular programme, including Saturday school.
- Assist on 'snow' days.

### Rent:

- £300, excluding bills, for single occupancy in shared accommodation (if available).
- £500, excluding bills, for family accommodation (if available).