



CHARTERHOUSE
LAGOS

Nigeria's newest school. Built on 400 years of British heritage.

OPENING SEPTEMBER 2024

Teachers' Recruitment Pack



Welcome from the Head.



John Todd
 Director of Education
 Charterhouse Lagos

Dear applicant,

I am delighted to welcome you to Charterhouse Lagos, our new and exciting educational concept that aims to raise the bar for educational standards and opportunity in Nigeria and West Africa. Our bold Vision is:

To set a new standard of international educational provision in Africa and to give young people the opportunity to develop the skills to live, work and innovate their own future in a global world.

As a member of the Founding School Team, you will have the opportunity to shape the operations of the School and to set the standard and aspirations for the future leaders we expect to emerge. Academic excellence is an expectation for our students, and beyond this, we will offer world-class facilities that will allow our students to excel in all things. Whatever it is they hope to achieve, we want to be there to offer support, encouragement and the drive to reach further.

Charterhouse Lagos will be a learning community that provides an academic gateway to the rest of the world. Based on the British curriculum and following the tradition of the UK's best indepen-

dent 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.



Opening in September 2024, Charterhouse Lagos aims to set a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we aim to create students with a passion for learning, for excellence and for leadership.

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

Facilities will include fully connected classrooms, science and STEAM 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.

The school 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.

Opening a new school is a huge challenge and adaptability will be key. We aim to create a British-style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

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

The building is in progress and will be completed in 3 phases with the initial facilities for Years 1 to 4 opening in September 2024.

Campus Construction Phases and Facilities.

Phase 1 – Opening September 2024

Primary School: Years 1 – 4

Primary School Wing:

- Classrooms
- Primary Principal's Office
- Outdoor Adventure Play Area
- Outdoor Football Pitch
- Outdoor Basketball Court

Aquatics Centre:

- 25m Swimming Pool
- Training Swimming Pool
- 4 Changing Rooms

Lecture Theatre (257-seater)

Teachers' Apartments

Utility Stations

Power Plant

Security Command and Fire Station

Welcome Centre:

- Admissions Centre
- Parents' Lounge
- Staff Offices

Dining Hall:

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

Central Administration:

- Staff Offices
- Medical Centre
- STEAM Rooms
- Drama Studios
- Music Rooms
- Science Lab
- Art Studios
- Library

Operations Centre – Offices, Accommodation, Canteen, Changing Rooms for Facilities and Maintenance staff.

Campus Construction Phases and Facilities.

Phase 2 – Opening September 2026

Primary School: Years 5 – 6
Middle School: Years 7 – 9

Boys' Boarding House
Girls' Boarding House
Football Field & 400m Athletics Track
Indoor NBA Basketball Arena
Indoor Sports Centre

Middle School Wing:

- Classrooms
- STEAM Rooms
- Science Labs
- Music Rooms
- Arts & Drama Studios
- Library

Campus Construction Phases and Facilities.

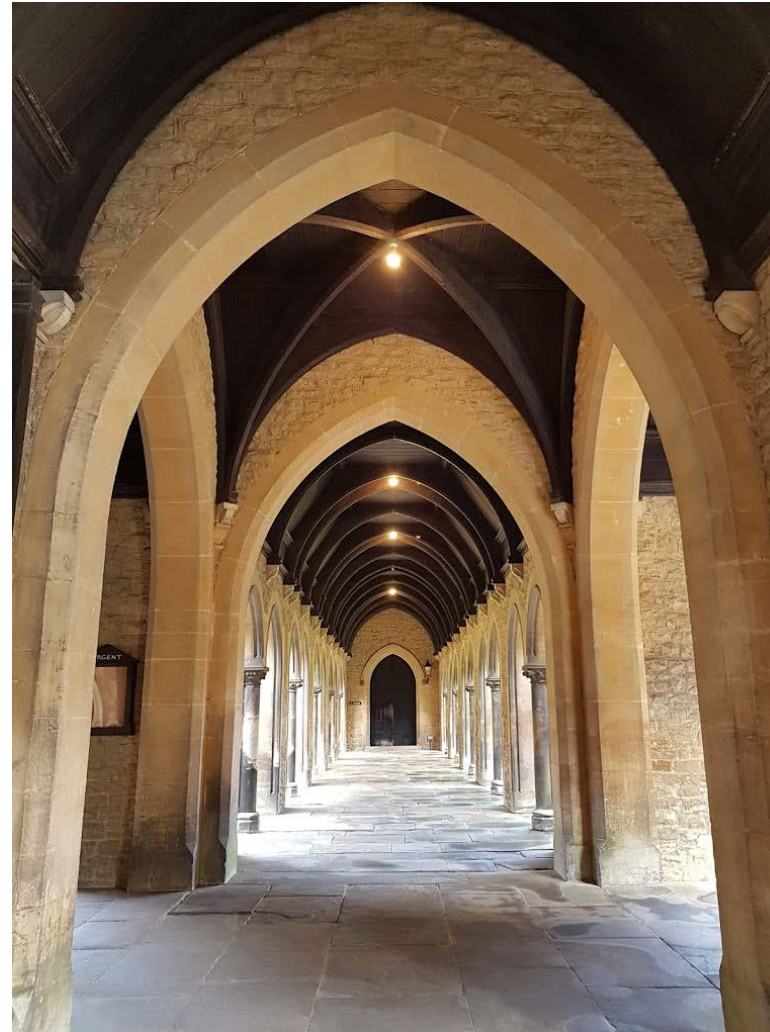
Phase 3 – Opening September 2028

Senior School: Years 10 – 13

- Performing Arts Centre (800-seat theatre)
- Outdoor Theatre
- Library & Examinations Centre
- Dining Hall & Arts Centre
- Covered Sports Area
- Primary School Building
- Middle School Building
- Primary School Entrance

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 Astro turf 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 have 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



Vicki Foster
Director of Teacher Training
and Professional Development



Robin Davies
Head of Primary

- Class Teachers
- Subject Teachers



Damilola Olatunbosun
Director of Communications,
Admissions & Marketing

- Communications
- Admissions
- Marketing
- Events



Angela Hencher
Chief Operating Officer

- Office/Administration
- Human Resources
- Finance
- Operations



Charterhouse Lagos
is inspired by a clear set
of guiding statements.

Who We Are.



Vision:

To set a new standard of international educational provision in Africa and to give young people the opportunity to develop the skills to live, work and innovate their own future in a global world.



Mission: Our students will be:

Leaders in a digital generation, people of destiny with a vision for a prosperous future.

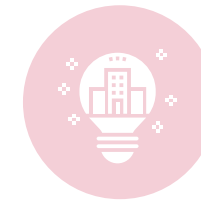
Achievers with a balance of academic excellence, and personal well-being.

Innovators committed to international mindedness and community involvement.



Motto:

Ad excel in omnibus -
to excel in all things.



Values: Excellence, respect, honesty, integrity, courtesy, well being.





Job Description.

Role: Teacher

Reporting to: Head of Primary

Line managing: Assistant Teacher

Collaboration: Year group and primary colleagues

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.

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.

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.



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.

Job Description.

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

- Students experience close, collaborative, supportive, and respectful relationships with their teachers and peers.
- Students have the confidence to learn from their mistakes in an atmosphere that is emotionally, intellectually, and physically safe and are able to take risks and to ask for support.
- Learning can take place in many contexts and students need to develop the confidence to understand what works best for them as well as for their colleagues.
- Students develop well-being through reflection and appropriately scaffolded learning experiences.

Learning needs to be purposeful and directed:

- Students need to understand what they are learning and why, and how they can effectively and appropriately communicate their learning.
- Learners experience a range of learning and teaching methodologies and resources that engage, motivate, and inspire them to learn effectively and enjoy the learning experience.
- Learners have increasing agency in their learning, which means having an element of voice, choice, and ownership about what, how, and where they learn.
- Students have a growing level of responsibility for their own learning and the outcomes of that learning.
- Learning needs to build on what we already know to help us develop new ideas and understandings.

Learning needs to be adapted to each individual to support their needs:

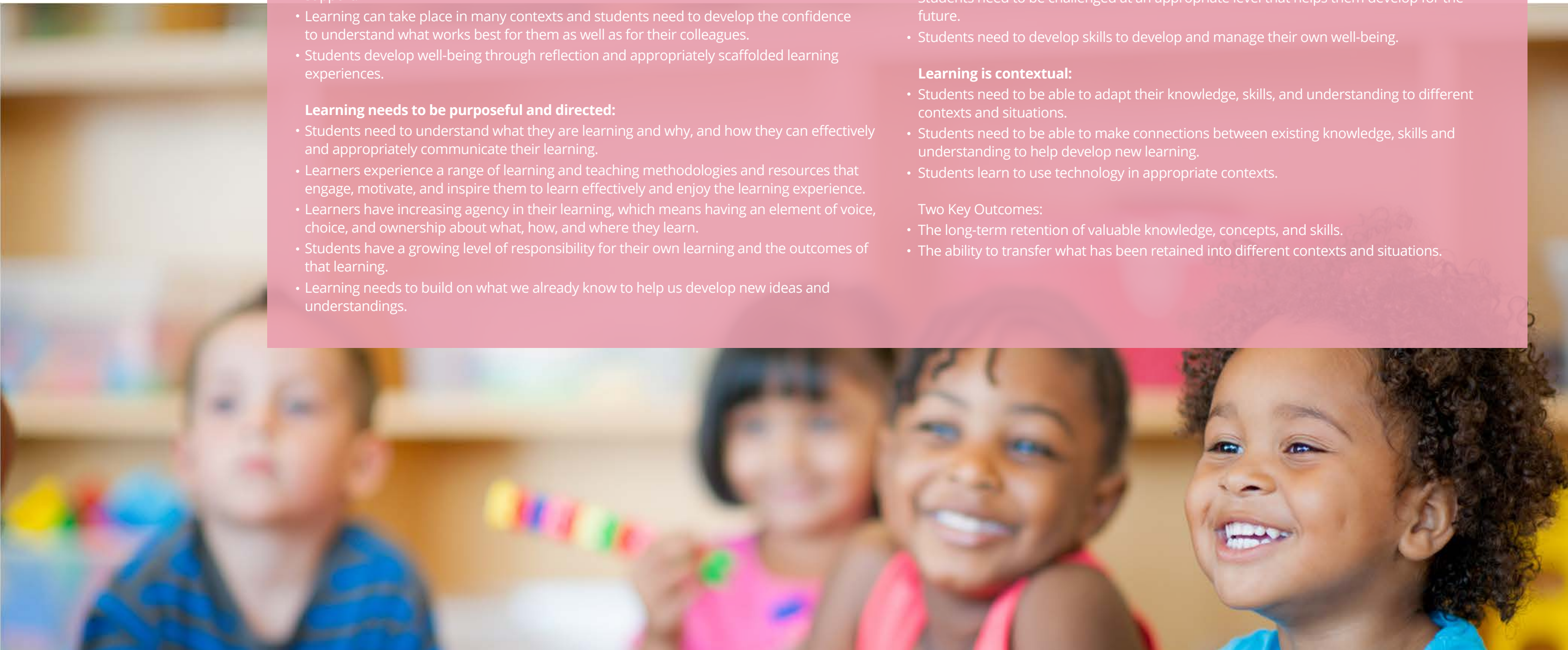
- Students need to receive ongoing feedback about their learning that supports their individual needs and is timely, specific and leads to future growth.
- Students have many opportunities to embed their learning through practice and apply their learning in real-world contexts.
- Students need to be challenged at an appropriate level that helps them develop for the future.
- Students need to develop skills to develop and manage their own well-being.

Learning is contextual:

- Students need to be able to adapt their knowledge, skills, and understanding to different contexts and situations.
- Students need to be able to make connections between existing knowledge, skills and understanding to help develop new learning.
- Students learn to use technology in appropriate contexts.

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.



Job Description.

Role: Assistant Teacher**Reporting to: Teacher (s) / Lead Teachers / Lead Assistant Teacher****Collaboration: Assistant Teacher colleagues****Role Overview:**

to support the class teacher in providing 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.

Assistant Teachers are fully focused on supporting the class teachers to ensure the best possible learning environments for our students. Duties will be varied and should focus on the classroom.

For those aspiring to become class teachers at Charterhouse Lagos, an Assistant Teacher role is an ideal entry point to help you understand the environment, curriculum, expectations, and culture of the school. We will also provide you with ongoing professional learning and development.



Our students will follow a curriculum that is informed by the National Curriculum for England, whilst offering greater breadth and depth and is adapted to our environment. High standards and academic rigour are key drivers.

Class teachers will be responsible for English, Mathematics and International Primary Curriculum and PSHE. We will make use of Read, Write, Inc. and White Rose Maths as core resources along with the learning materials from the IPC.

Specialist teachers will include:

- Nigerian Social Studies
- Music
- Art & Design
- STEAM
- Physical Education & Swimming
- Languages – French / Mandarin

Timetables have deliberately been reduced to allow more time for planning, marking, and professional learning and collaboration.

The Curriculum.



The extra-curricular programme will be a key element of the students' experience and give them the opportunity to try new things and explore their passions and talents. We aim to develop a wide range of choices for students that will be driven by the talents and experiences of our staff as well as student voices. All teachers will be expected to run ECAs and, in the medium term, to support and assist with the on-site boarding provision for secondary school.

Our Offer to You.

Remuneration

We offer a competitive salary based on years of experience in delivering a curriculum that we consider to be equivalent to that delivered at Charterhouse Lagos

Our package includes:

- Salary (required deductions will be made).
- Accommodation is not offered.
- Lunch in the school dining room. Dinner is also available if you are doing boarding duties.
- For staff who are resident in the boarding house, we will offer accommodation and a full meal service (from 2026).
- Local health insurance.
- Health insurance will be offered through our designated HMO and full details will be available at the interview.
- A limited number of staff transport routes will be operated within the Lekki area.
- Regular staff security briefings will be provided.

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 will have a staff club, a pool and a gym.

Professional development

We have been careful to build in a generous Professional Learning and Development budget in our projections and want this to be a feature of our school. We believe that communities live, learn and grow together. There are going to 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.



**Thank you for your attention.
We look forward to receiving
your application.**

How to Apply.

Successful candidates will start in Lagos on 01 August 2024 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 high school.
- Copies of relevant certificates or professional qualifications.
- A covering letter addressed to the Founding 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.

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 documentation at interview providing proof of your identity and qualifications as part of our safeguarding procedures. You may 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. 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.

Part of the Charterhouse family of schools.

World class
education in the
heart of Nigeria.



CHARTERHOUSE
LAGOS

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charterhouselagos.com
