



JOB DESCRIPTION

Colet Fellowship – St Paul's School Academic Year 2023-24

Department US Universities
Line Manager Head of US Universities

ABOUT THE COLET FELLOWSHIP

The Colet Fellowship offers an opportunity for two recent graduates from a US college or university to spend one academic year at St Paul's School (SPS) in the US Universities Department assisting with events, working with students on their college essays and providing general information on US colleges. In the second and third terms Colet Fellows teach classes or assist in a core subject. Our core subjects for the Colet Fellowship are Art, Biology, Chemistry, Classics, Computer Science, Economics, Engineering, English, Geography, History, Mathematics, Physics, Politics, Theology and Philosophy.

Onsite accommodation is provided, as are meals during term time. Colet Fellows have access to school facilities including the swimming pool, gym and fitness centre. In order to facilitate cultural exploration Colet Fellows receive a UK wide museum membership. Colet Fellows often assist with extra-curricular activities in accordance with their area of interest.

The fellowship is supported by the Colet Foundation established by Old Paulines in the United States. Former Colet Fellows are automatically members of the Old Pauline alumni network.

The Colet Fellowship Year covers a period of just over ten months, from the end of August 2023 to early July 2024. The term dates can be found here; <https://www.stpaulsschool.org.uk/term-dates/>

ABOUT ST PAUL'S SCHOOL

St Paul's is a private secondary school for boys founded in 1509 by John Colet. It is one of the original 'nine great public schools' of England. There are approximately 1000 students between the ages of 13 and 18, of whom about 30 board in the on-site boarding house. The students are taught and supported by 100 members of the teaching staff. In addition, the school's grounds provide a home to St Paul's "preparatory" school, St Paul's Juniors (SPJ), for 449 boys between the ages of 7 and 13. SPS is one of the top five academic schools in the UK. The 200+ SPS graduates typically attend top universities in the UK including Oxford, Imperial, Cambridge and Durham. In the US, students are successful with many top colleges including UCLA, Amherst, UPENN, Columbia, Duke, Harvard, Yale, MIT and Stanford. In 2023 more than 80 students applied to the US.



FELLOW RESPONSIBILITIES

- The US Universities Department is part of the Careers and Universities Department. The Colet Fellow is a member of the US Universities advising team which numbers ten including the Colet Fellows. Throughout the Autumn, the primary responsibility of the Fellow is assisting students in developing and editing their application essays and helping students with their college applications as necessary. Additionally, throughout the year, the Colet Fellow is expected to assist the Head of US Universities in organising visits from Admissions officers and alumni and participate in information sessions for students and families. The Colet Fellow is also responsible for coordinating and editing the department information booklets and acts as a resource for students about US universities in general.
- Part-time teaching. Following a period of observation and training, the Fellow will take on responsibilities as a teacher or teaching assistant in a subject within the school's curriculum. The autonomy and responsibilities of the Fellow will depend upon his or her experience and interest in teaching. Most Fellows will dedicate a greater number of hours to teaching responsibilities after the autumn term when US applications have been submitted. Outside of their duties within a specific department, the Fellow will offer 1-3 General Studies Courses. These ungraded classes will be designed and run independently by the Fellow and will meet once a week for a given term. The content of these courses will align with the Fellow's interest and expertise.
- Assisting with extra-curricular activities. Colet Fellows with particular skills and experience in sports (particularly basketball, rugby and/or rowing), music, drama, debate or other activities are invited to assist teaching staff with responsibilities for those activities.
- (Optional) One-to-one study supervision of pupils working on research projects.
- (Optional) Assisting teaching staff with the supervision of pupils on school trips.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

PERSON SPECIFICATION

Essential

- US citizen
- An undergraduate degree from a US 4-year college or university
- Ability and willingness to contribute to the school community
- Excellent writer
- Well-organised
- Articulate presenter

St Paul's School Vacancies



Desirable

- Skilled at a sport or music
- Experience at event organisation
- Knowledge of US college admissions

OTHER INFORMATION

Health Care

As employees Colet Fellows have the right to access free health care under the National Health Service (NHS).

Visas: Unless the candidate has a second passport permitting them to enter without a visa, all candidates must obtain visas. Successful candidates will be contacted by HR regarding procedures. Colet Fellows must pay for their visa application. It is important to note it is illegal to enter the UK before the entry date indicated on the visa.

Travel and Accommodation

The candidate must finance travel to and from London, England. The payment for the required NHS supplement will be reimbursed to the candidate.

Throughout their Fellowship Year, Colet Fellows will be provided with accommodation either on or close to the site. In addition, St Paul's School will provide all meals during school terms.

SALARY

Circa £10,000 (sterling) for the duration of the contract.

CONDITIONS

1. This offer is conditional upon the Fellow gaining permission to lawfully enter and work in the UK. The School will endeavour to sponsor a selected candidate that is eligible to apply for a Tier 5 Temporary Worker Government Authorised Exchange visa. More information can be found here: <https://www.gov.uk/tier-5-government-authorised-exchange> and candidates must consider whether they meet the eligibility criteria stated.
2. At the time of application, candidates must be scheduled to complete their undergraduate by the end of the summer or have already graduated. In the case of undergraduates, candidates must graduate before taking up the Fellowship.
3. The Colet Fellow may hold other awards concurrently to assist in travel but may not undertake commitments outside school during terms. This is not intended to prevent him or her from work on a thesis if he or she so desires.
4. The Fellow will have the normal St Paul's School holidays of approximately four weeks at Christmas and four weeks at Easter, and half term breaks of at least one week in October and one week in February.

St Paul's School Vacancies



BENEFITS

- Free daily meals including vegetarian options, bistro dishes, soup and salad bar, and hot drinks and snacks supplied throughout the day.
- Use of sports facilities, including swimming pool, gym and staff changing rooms and showers.
- Employee Assistance Programme; an independent, free and confidential advice service that can offer both practical advice and support on topics such as Debt & Finance Support, Legal and Tax Advice, Family Care and Mind and Body Support.
- Free parking on site.
- Access to school counsellors, doctor and physiotherapist.
- Annual flu vaccination.
- Reimbursement for costs of eye-sight tests and contributions towards glasses for VDU work.
- A dedicated Colet Fellow office and accommodation.

APPLICATION PROCESS

The Application consists of an application form and CV. Shortlisted candidates will be interviewed via a digital platform.

The Fellow shall be interviewed and selected by a committee chaired by the Head of US Universities at St Paul's School. St Paul's School welcomes diversity and is an equal opportunity employer.

Any offer of employment will be subject to satisfactory vetting checks as detailed in the School's Safer Recruitment Policy. [St Paul's School](https://www.stpaulsschool.org.uk) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS and will need to provide a certificate of good conduct from the USA and any other country where they have resided or worked.

Deadlines and Notification

The application deadline is 13 February 2023, 9.00am GMT. Shortlisted candidates will be notified soon after this date regarding interviews by Zoom or another digital platform.

Email your completed application form and CV to recruitment@stpaulsschool.org.uk with the Subject: *Colet Fellowship Application*.

Further information about the school is available on the website (www.stpaulsschool.org.uk).

Applicants can be put in touch with the current Colet Fellows for information about their experience.

December 2022