



St Paul's School
FOUNDED 1509



St Paul's Juniors



St Paul's School

Candidate Information Pack

Colet Fellowship
Last Updated: December 2023



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I am delighted that St Paul's was awarded 'Independent Boys' School of the Year 2023'. The panel of judges, commended our commitment to boys' education and especially emphasised our work around character traits and values.



SALLY-ANNE HUANG
HIGH MASTER

Welcome from the High Master



Sally-Anne Huang
High Master

Thank you for your interest in St Paul's School. Appointing the right staff is arguably the most important role of a school leader and the team here are committed to getting to know applicants well during the application process and giving them the opportunity to get to know us too.

I am incredibly proud of my colleagues here at St Paul's – not only their expertise and professionalism but also their warmth and pupil-centred approach. I honestly believe that working at St Paul's provides a unique set of opportunities and is an exciting career move for anyone. Being High Master here is a huge privilege and I hope that you will be as excited about the school and all we do here as I am.

Welcome from St Paul's Juniors



Oliver Snowball
Head, St Paul's Juniors

I'm delighted that you are interested in working at St Paul's School, of which St Paul's Juniors is a part. We enjoy a reputation for all-round academic, sporting, musical and creative excellence, and we make sure days at St Paul's Juniors are filled with fun and purpose.

The team at St Paul's Juniors is, quite simply, brilliant, and a joy to work with. The staff are innovative and engaging. We promote, nurture and develop the key character traits of kindness, respect, integrity, humility and resilience, and we look forward to welcoming new team members who share them.

Welcome to St Paul's School

St Paul's is an independent school offering an outstanding, all-round education for gifted boys aged 7 to 18 years.

We admit highly able, committed and curious boys and care for them in an academic environment tailored to their specific needs, equipping them with the skills to contribute to wider society long after they have left St Paul's. Our entry points are at 7+, 8+, 11+, 13+ and 16+ and admission is following a successful examination process and interview.

Our founder John Colet opened the doors to St Paul's School in 1509 to educate boys "from all nacions and countres indifferently", regardless of race, creed or social background. We are committed to our founder's vision and offer financial support to every boy who is successful in gaining a place at the school on academic merit and fulfils the means-tested bursary criteria. Linked to Colet's vision, we have a wide-ranging partnership programme with schools in the maintained sector, and charity projects with which all staff are able to become involved, including within our extensive co-curricular programme.

The quality and breadth of a St Paul's education is dependent upon the quality of its staff so we recruit high quality people and look after them well. The atmosphere is relaxed, friendly, supportive and purposeful. Personal professional development for all staff is a high priority, and our pay and package is very generous by sector norms. St Paul's embraces diversity, inclusivity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, personalities and skills.

This is a particularly exciting time to join the school as over the last few years we have refurbished the senior school site including a new astro-turf pitch, a stunning Drama Centre, featuring the Dorfman theatre, an RIBA award winning Science building and award winning General Teaching Buildings with a central Atrium, John Colet Hall and Chapel, contemporary dining, the Kayton Library and many light airy classrooms overlooking the Thames and playing fields.

These modern facilities and the unique positioning of St Paul's, coupled with the structure of the school day, enable the school to offer an unparalleled array of co-curricular activities for the pupils.

We hope that working at St Paul's might be right for you. We are a thriving organisation that draws upon a wide range of different skills, qualifications, roles and responsibilities, whether teaching or other support staff.

For teaching staff, academic excellence is essential and we also look at how individuals will enhance the broader cocurricular opportunities for pupils; this makes St Paul's a great and fun place to work. We are based in Barnes, South West London, surrounded by 45 acres of green playing fields. We offer free parking for staff and are conveniently located near Hammersmith for easy public transport links to central London.

We are dedicated to ensuring the safety and welfare of our pupils and all our employees and volunteers must embrace this approach. All successful applicants will be required to undergo full safeguarding checks, including an enhanced DBS check and safeguarding training.



Meet our Staff



Tyler John

HEAD OF DIVERSITY, EQUALITY AND
INCLUSION

Tyler started his diversity and inclusion career as an Intern at King's College London, and since then, has worked in various roles across different industries. He joined St Paul's in 2022 as the Head of Diversity, Equality and Inclusion, where he is responsible for facilitating the School's journey toward becoming the most diverse and inclusive place it can be for both staff and students, prospective and current.

As a queer, mixed-race, working-class person, Tyler appreciates the impact of lived experience and representation, and enjoys working with the pupils because of their open mindedness, and intellectual and emotional curiosity.



Nick Arnold

SENIOR DEPUTY AND DEPUTY HEAD
PASTORAL
ST PAUL'S JUNIORS

Nick started at St Paul's Juniors in September 2020 and leads the pastoral team, working closely with the Heads of Year and School Counsellor, as well as being the Designated Safeguarding Lead. He enjoys working with such intelligent, thoughtful and inquisitive pupils and his priority is to make sure that all the pupils at SPJ are happy, healthy and safe so they are able to enjoy fully the school and all of the excellent academic and co-curricular opportunities available.



Katie Douglass

DIRECTOR OF ENGINEERING
AND ICT

Katie joined St Paul's in 2010 as a Teacher of Product Design, having completed her teacher training qualification and an Open University degree while teaching at St Cecilia's, a secondary school in Wandsworth. In 2016, she was appointed to the role of Director of ICT and, the following year, to Director of Engineering, which was expanded to include Head of Engineering for St Paul's Juniors in 2020.



Kate Wallace

MARKETING AND COMMUNICATIONS
MANAGER

Kate studied Theology at university and afterwards spent a year at dental school before making a career change. She worked in communications at an independent school in Essex, then at a cosmetics company in central London, before joining St Paul's in 2019 as Marketing & Communications Assistant. She was later promoted to Officer before stepping in as maternity cover for the Manager post. Kate enjoys the varied nature of her role and the opportunity to interact with the different groups that form the school community: staff, parents, pupils and alumni.

Meet our Staff



Iva Franjić
TEACHER OF MATHEMATICS
ST PAUL'S SCHOOL

Iva joined St Paul's in 2020 as a Teacher of Mathematics. She studied Mathematics at the University of Zagreb, Croatia, gaining a MMath, MPhil and PhD. At St Paul's, Iva teaches Maths and Further Maths and across all year groups. She enjoys having the privilege of teaching bright and ambitious students, as well as the company of her work colleagues who are also academics of the highest calibre.



Caroline Gill
UNDERMASTER – HEAD OF GILL HOUSE
ST PAUL'S SCHOOL

Caroline started her professional career in Sales and Marketing for AstraZeneca before re-training to be a teacher. She started her career in education at Paul's Juniors in 2006 and taught there for seven years. She then wanted to focus on teaching her degree subject of political sciences, so after a time at Dulwich College as a History and Politics teacher, she returned to St Paul's School as Head of Politics in 2015.



Tom Killick
DEPUTY HEAD CO-CURRICULAR
ST PAUL'S SCHOOL

Tom joined St Paul's School in 2012 after twelve years in the City as a trader. With both parents being University academics, teaching has always been present in his family, so Tom always knew he would want to change career. Tom's first impressions of St Paul's were of energy and enthusiastic activity, scholarly colleagues and pupils who always had something interesting to say.



Becky Ryan
FACILITIES MANAGER

Becky came to St Paul's following seven years working within facilities in the property and investment banking sector. She wanted a change from working with a corporate environment and the challenge of working in a new sector. She joined St Paul's School in March 2019 as Operations Administrator and after 18 months was promoted to Facilities Manager.



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Colet Fellowship Academic Year 2024-25

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This is a school that suits boys of all types: ‘we love bookworms and rugby players’. All they ask is that pupils have a real enthusiasm for learning and an agile, enquiring mind.

TATLER SCHOOLS GUIDE 2021
ST PAUL'S JUNIORS



Colet Fellowship

Academic Year 2024 – 25

DEPARTMENT:
US Universities

DIRECTLY RESPONSIBLE TO:
Head of US Universities

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 and in 2023 approximately 80 students applied to the US. The US Universities Department is also responsible for building knowledge around the American application process for all students.



Colet Fellowship

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. 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 2024 to early July 2025. The term dates can be found here; <https://www.stpaulsschool.org.uk/term-dates/>



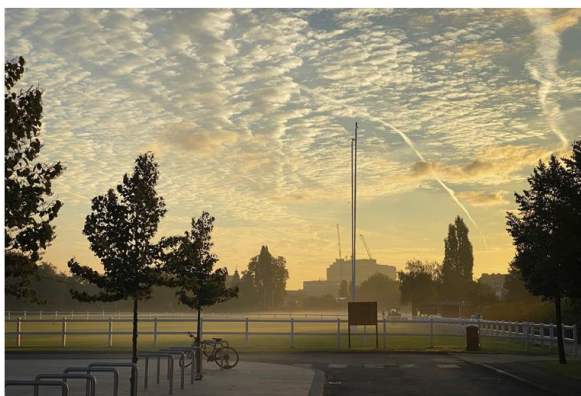
Colet Fellowship

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.



Colet Fellowship

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

Desirable

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



How to Apply

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

Deadlines and Notification

The application deadline is Monday 12th February 2024, 9.00am GMT. Shortlisted candidates will be notified soon after this date regarding the interview process.

Shortlisted candidates will be interviewed via a digital platform in March, following which there may be a further interview.

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 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.

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.



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Academic results are phenomenal: over 50% of A levels and Pre Us and 86% of GCSEs achieved A*s with 18% of leavers heading to Ivy League universities.

TATLER SCHOOLS GUIDE 2021
ST PAUL'S SCHOOL



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 shared accommodation (including utilities), a school owned flat, either on or close to the site. In addition, St Paul's School will provide all meals during school terms.

Salary

A generous stipend will be provided, in addition to accommodation and meals during school terms.

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.



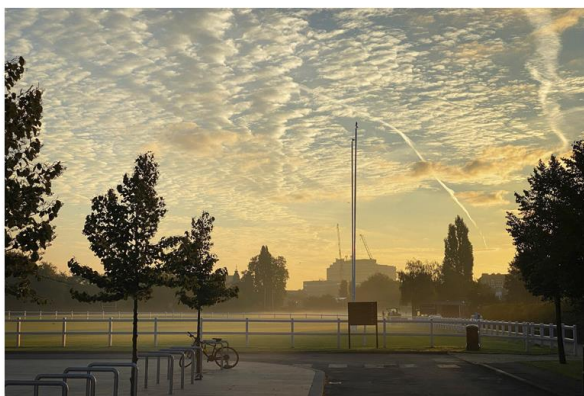
Working at St Paul's – Benefits

The relationship between staff and pupils is relaxed but purposeful and we have high expectations for both. In return, we offer excellent working conditions including superb facilities for both work and leisure. We believe that our working environment is friendly, supportive, fun and respectful. We offer a wide range of benefits to our much valued staff, including:

- Office - A dedicated Colet Fellow office and accommodation.
- Eye Tests - Staff may be reimbursed for costs of eye-sight tests and contributions towards glasses for VDU work under the School Health Cash Plan.
- Facilities - Staff will have access to excellent facilities, including a warm and friendly staff room.
- Food and Drink - Free daily hot lunches including vegetarian options, bistro dishes, soup and salad bar. Hot drinks and snacks are provided throughout the day.
- Health Cash Plan – A type of health insurance where employees can claim cash back for everyday healthcare costs such as dental, optical, chiropody, physio, prescriptions, flu jabs and more.
- Holidays - Support staff are entitled to 25 days of annual leave plus 8 UK Bank Holidays. After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.

- Medical - All staff have access to the School Doctor, Nurses, School Counsellors and Physiotherapist. The School also offers annual flu vaccinations via the School Health Cash Plan.
- MyWellness - offering a wide range of benefits under the Health Cash Plan to support employee physical, mental and financial health needs including My Counselling (24/7 counselling and support helpline); My GP Anytime (24/7 access to a GP); My Health Assessments and My Perks offering discounts on fashion, holidays, leisure, shopping and more.
- Parking - Free parking on site.
- Sports Facilities - Staff may use sports facilities, including swimming pool, gym and staff changing rooms and showers at certain times.
- Training and Development - Extensive professional development opportunities for all staff, which for teaching staff can include gaining a PGCE whilst working with us.

(Subject to terms and conditions)



Map of the School





St Paul's Juniors

Postal Address:

St Paul's School, Lonsdale Road, London SW13 9JT

Website:

www.stpaulsschool.org.uk

St Paul's School is a charitable company, limited by guarantee, registered in England. Registered office at Lonsdale Road, London SW13 9JT.

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