



St Paul's School  
FOUNDED 1509



St Paul's Juniors



# St Paul's School

## Candidate Information Pack

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Head of Spanish  
Last Updated: March 2024

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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.



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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.



## Head of Spanish



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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.*

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TATLER SCHOOLS GUIDE 2021  
ST PAUL'S JUNIORS





# Head of Spanish

## Role Overview

**DEPARTMENT:**  
Modern Languages

**COMMENCING:**  
Autumn Term 2024 or Spring 2025

**COMMITTEES:**  
Heads of Departments (HoDs)

**LINE MANAGER:**  
Head of Faculty – Languages

**LINE MANAGER TO:**  
Spanish language Assistant

**CLOSING DATE:**  
9am Wednesday 17 April 2024

**INTERVIEW DATE:**  
Monday 22 April 2024

### THE ROLE

An outstanding candidate is required to lead the teaching and organisation of the Spanish department.

To manage efficiently the curriculum, staffing and resources of the department, and to contribute with other Heads of Department to the academic development of the School.



# Head of Spanish

## Main Duties and Responsibilities

The principal duties of the Head of Department are:

- to promote and develop the subject within the school;
- to plan, implement and keep under constant review the subject curriculum for each year group from 13 to 18, to co-ordinate schemes of work, and to administer appropriate progress tests, assessments and examinations (including entrance and scholarship examinations) as required;
- to select appropriate specifications for public examinations, to oversee entry procedures according to the instructions of the Examinations Officer, and to meet all the requirements of examining boards in respect of such items as coursework and estimated grades;
- to create a sense of teamwork within the department, including the sharing of good practice and resources, and to support and monitor their work, through effective leadership and management;
- to be responsible for arranging sets as appropriate, for planning the departmental timetable, and for liaison with the Timetabler over its implementation;
- to monitor the work of each member of the department, to provide support and direction as appropriate, and to participate in the process of feedback and appraisal;
- to ensure cover, as necessary, for absent colleagues;
- to encourage INSET and staff development, and follow up identified training needs;
- to conduct regular departmental meetings, appropriately minuted and distributed;
- to advise the High Master on the appointment of new members of departmental staff;
- to ensure the appropriate induction of new members of departmental staff;
- to be responsible for maintaining the departmental resource centre and developing its use, and for liaison with the Librarian over the purchase of new books and resource material;
- to maintain and manage the departmental budget and resources in accordance with School protocols;



# Head of Spanish

## Main Duties and Responsibilities

- to be responsible for the departmental section of the Intranet, and for the departmental handbook;
- to ensure that the department is active in implementing the School's published policies, and especially the Child Protection and Health and Safety Policies;
- to create an environment within the department in which Paulines can develop an appreciation of the subject, and in which they receive appropriate support, whether through extension beyond the confines of the examined curriculum or remedial work;
- to monitor pupil grades awarded within the department for consistency and comparability;
- to monitor marking and report-writing within the department, and ensure adherence to departmental policy;
- to ensure that boys are informed and advised about the A Level courses offered by the department and, in conjunction with the Careers and Universities department, about higher education courses in these and related subjects;
- to supervise the award of prizes in the department, and to help pupils prepare pieces for declamation at Apposition if chosen by the High Master;

curriculum development at a national level for the work of the department and the School;

- to maintain contact with the corresponding Head of Department at Colet Court, and develop appropriate continuity of teaching, learning and relevant information from Colet Court to St Paul's, including reference to the transfer examination;
- to advise on the admission of boys into the Eighth Form or into other year groups other than at 13+;
- to perform such other tasks as the High Master may from time to time reasonably require.



# Head of Spanish

## Personal Profile

The position would suit a serving Head of Department or an experienced teacher with a track record of transferable experience. We are looking for:

- A passion for the Hispanic world, its language and cultures
- A strong academic background and subject knowledge
- A passion for teaching Spanish and an ability to teach another subject where possible
- An excellent classroom practitioner
- A desire to contribute to a highly collegial department and the wider Languages faculty
- A commitment to professional development
- Good communication skills, oral and written
- The ability to work well as part of a team, and to build trust and openness
- Discretion, courtesy, honesty and integrity
- Reliability, punctuality, diligence and good organisation
- A commitment to safeguarding and the welfare of pupils
- A willingness to be involved in the wider life of the school

# How to Apply

*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.*

**The closing deadline for all applications is 9am Wednesday 17 April 2024.**

**Interviews will take place on Monday 22 April 2024.**

All candidates must read our [Safer Recruitment Policy](#) and [Safeguarding Policy](#) before applying for any position within the school. All applicants are required to submit two forms in order to be considered for any post at St Paul's School:

[Application Form](#)

[Equal Opportunities Form](#)

Completed forms should be sent by email to: [recruitment@stpaulsschool.org.uk](mailto:recruitment@stpaulsschool.org.uk)

All submissions will be acknowledged by an automated email explaining next steps.

We require all candidates who are wishing to apply for any position at St Paul's Juniors or St Paul's School, whether this be a teaching or support post, to complete an application form. CV applications, or prospective applications, are not accepted.

The application form must be completed in full, including:

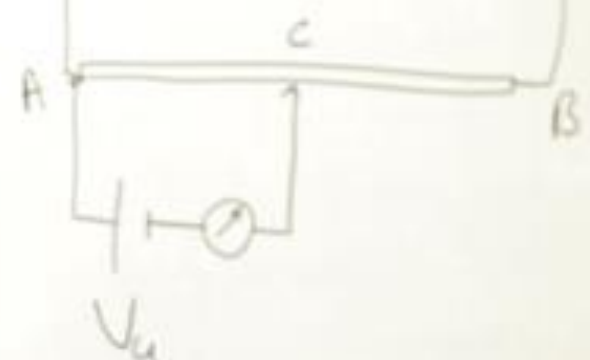
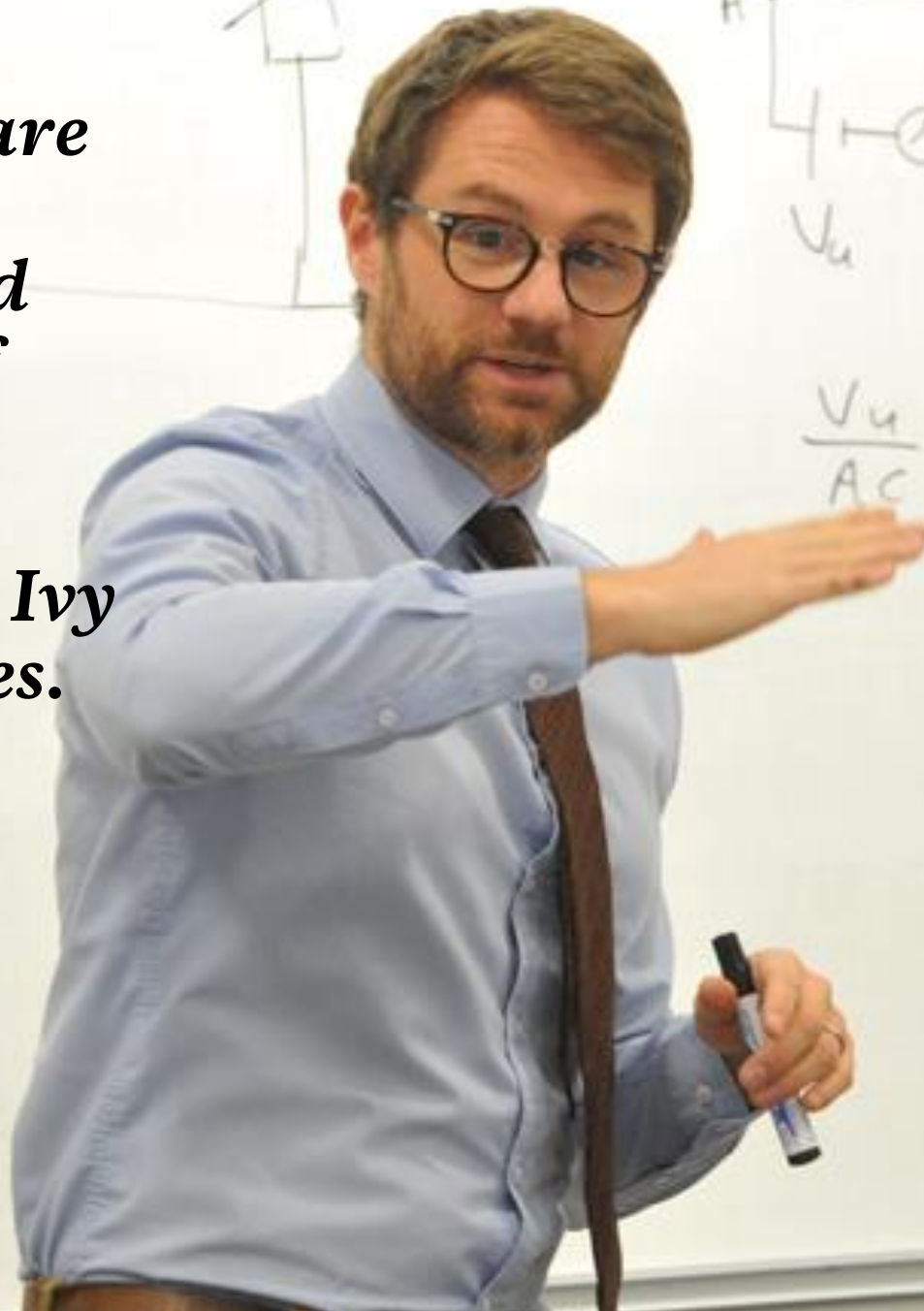
- Full education and/or employment history from the age of 16, with any gaps explained.
- Contact details for two referees, one of which must be from the candidate's most recent employer, and one of which must be from the most recent time the candidate worked with children (if applicable).
- For teaching posts pre-interview references are required. Please indicate on the form whether a referee may or may not be contacted prior to interview, and be prepared to offer an alternative contact if required.



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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



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# 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:**

- **Employee Bicycle Scheme** - In view of the School's desire to reduce traffic, it will supply employees with a bicycle suitable for commuting together with essential accessories, or reimburse the cost of purchase of a bike to the value of £500. Bike mechanics visit the site regularly to maintain the bicycles.
- **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.
- **Pension Scheme** - The Teachers' Pension Scheme is provided for all teaching staff and a generous Stakeholder pension scheme is provided for all support staff. Both schemes provide death in service benefits.
- **Private Health** - Insurance available after a qualifying period.
- **Salary** - A generous salary package by sector norms.
- **School Fees Reduction** - After one year's service, fee remission at St Paul's and St. Paul's Junior schools (subject to competitive entry procedures).
- **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](http://www.stpaulsschool.org.uk)

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