



St Paul's Juniors



St Paul's School  
FOUNDED 1509



# St Paul's Juniors

## Candidate Information Pack

Head of Third Years (National Curriculum Years 7 & 8)

Last Updated: April 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.



SALLY-ANNE HUANG  
HIGH MASTER





# Welcome from the High Master

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**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

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**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 Third Years**

## **(National Curriculum Years 7 & 8)**

FIDE ET LITTERIS

**“ 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





# Head of Third Years

## Role Overview

**COMMENCING:**  
September 2024

**AIMS OF THE POST**

To oversee the pastoral and academic development of pupils in the Lower and Upper Third Years (National Curriculum Years 7 & 8) within an educational framework which consistently recognises and celebrates equality, diversity and inclusion.

**DIRECTLY RESPONSIBLE TO:**

Head, via Deputy Head Pastoral

**DIRECTLY RESPONSIBLE FOR:**

Lower (NC Year 7) and Upper (NC Year 8) Third Year Form Tutors and Assistant Form Tutors, and Assistant Heads of Third Years.

**FREQUENT WORKING CONTACT WITH:**

Assistant Heads of Third Years; Lower and Upper Third Year Form Tutors; other members of the Senior Leadership Team; School Office Team; Heads of Houses; Head of Learning Support; SPJ Counsellor; 11+ Admissions Officer.



# Head of Third Years

## Senior Leadership Team - Duties and Responsibilities

1. To take a full and active part in Senior Leadership Team meetings, contributing to the strategic planning and operational running of the school.
2. To assist in the formulation and implementation of the School Development Plan.
3. To take part in the recruitment of teaching staff as required.
4. To assist the Head in identifying staff needs and other issues in SPJ that require attention.
5. To contribute to the appraisal process of colleagues in line with the school's Appraisal Policy.
6. To observe Heads of Department teaching, according to the schedule set out by the Deputy Head Academic.
7. To show prospective parents around the School as required.





# Head of Third Years

## Specific areas of responsibility

1. To oversee pastoral arrangements, including the consistent application of the Behaviour, Rewards and Sanctions Policy, for pupils in the Lower and Upper Third Years. To take responsibility for investigating serious matters and incidents in the Lower and Upper Third Years in consultation with the Senior Deputy Head Pastoral.
2. To be responsible for the monitoring of the academic and general progress of Third Year pupils, liaising closely with the Deputy Head Academic.
3. To coordinate and support the work of the Third Year Form Tutors and Assistant Form Tutors.
4. To fulfil the duties of a Deputy Designated Safeguarding Lead (DDSL), supporting the Designated Safeguarding Lead in ensuring the delivery of best practice in all areas pertaining to safeguarding and child protection.
5. To work closely with the Head of Middle School at St Paul's in order to ensure a sense of continuity with the transition from SPJ to SPS.
6. To be responsible for the accurate communication of matters relating to the pastoral welfare of boys in the Third Years to pupils, parents and staff.
7. Working with the Head of Second Years, to manage the transfer of pastoral and general pupil information from the Second Years to the Third Years.
8. To be responsible for Third Years assemblies.
9. To be a member of the St Paul's Juniors Safeguarding Committee.
10. To liaise with the Head of Learning Support, and Third Year Form Tutors regarding Third Year boys who have special learning needs or difficulties.
11. To be responsible for the allocation of new 11+ pupils to Lower Third Year forms.
12. To be aware of the extra-curricular Clubs and activities programme for Third Year boys and to liaise with the Clubs and Activities Coordinator as necessary.
13. To be involved in the admissions process for boys at 11+ liaising closely with, amongst others, the 11+ Admissions Officer and the Director of Admissions at St Paul's School.
14. Working with the Head, the 11+ Admissions Officer, the Director of Admissions, the Deputy Head Pastoral and the Deputy Head Academic, to help manage the arrangements for the 11+ entrance examination days and the interview week for 11+ entry.
15. To be responsible for the induction and settling in of boys new to the Lower Third Year, including the 'buddy system' and arrangements for any team-building trips or activities.



# Head of Third Years

## Specific areas of responsibility cont.

16. To be responsible for the induction and settling in of boys new to the Lower Third Year, including the 'buddy system' and arrangements for any team-building trips or activities.
17. To liaise with Upper Third Year Form Tutors regarding the writing of transfer forms and confidential reports for St Paul's School. To liaise with the Director of Admissions and with the Admissions Offices of other schools as necessary.
18. To oversee the post-examination programme for Upper Third Year boys in the Summer term, and lead the post-examination residential trip.
19. To be responsible for the selection and management of the School Captains and School Ambassadors and organising duties, roles and responsibilities.
20. To be responsible for the end of year reports for the Lower Third Year pupils.





# Head of Third Years

## Professional Responsibilities

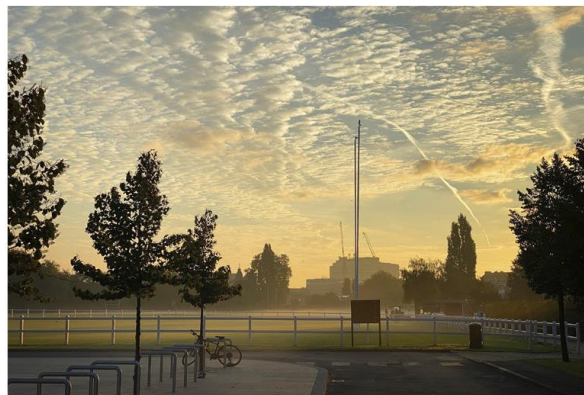
### Teaching and Learning

1. To plan, prepare and deliver lessons that are stimulating and appropriate, inspiring children with enthusiasm for the subject and a love of learning.
2. To teach the pupils assigned to you, according to their educational needs, and to set and feedback on work according to agreed guidelines and schemes of work.
3. To assess, record and report on the development, progress and attainment of pupils.
4. To promote the general progress and wellbeing of pupils and to provide guidance and advice, making records and liaising with colleagues and parents as appropriate.
5. To be an effective member of the department(s) in which you work, cooperating with the Head of Department and other colleagues in the development of programmes of study, schemes of work, teaching resources, and methods of teaching and assessment, as appropriate.
6. To attend department meetings, staff meetings, assemblies, house meetings and other school meetings as required.
7. To participate in arrangements for the appraisal of your performance and that of other teachers.
8. To participate in arrangements for your further training and professional development as a teacher.
9. To communicate and consult with the parents of pupils and to attend parents' meetings.

10. To supervise and, so far as is practicable, to teach any pupils who are assigned to you by the teacher in charge of cover arrangements.
11. To show a commitment to and be actively involved with the extra-curricular life of SPJ.
12. To undertake such other tasks as may reasonably be assigned by the Head from time to time.

### Pastoral Care, Safeguarding and Well-being

1. Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community.
2. Maintain good order and discipline among the pupils and have due regard for their health and safety both on the school premises and when engaged in authorised school activities elsewhere.
3. Act as a role model to pupils in all actions and behaviour.
4. Promote the general progress and well-being of pupils and provide guidance and advice, making records and liaising with colleagues and parents, as appropriate.



# Head of Third Years

## Professional Responsibilities

### Supervision

1. Supervise and, so far as is practicable, teach any pupils who are assigned to you for cover.
2. Participate in supervisory duties before and after school, during breaks and lunch-times as required.

### Professional Development and Appraisal

1. Review from time to time your own teaching methods and use of resources.
2. Have knowledge of and keep up to date with current pedagogy.
3. Actively participate in arrangements for your professional development as a teacher.
4. Actively participate in arrangements for the appraisal of your performance.

### Other professional responsibilities

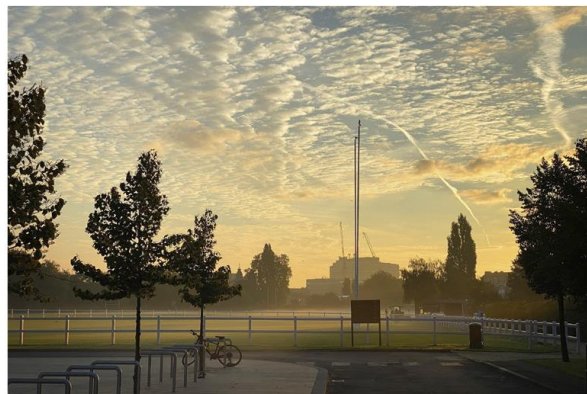
1. Uphold and follow the Staff Code of Conduct.
2. Operate at all times within all stated policies and practices of the school and annually review policy and procedure updates.
3. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
4. Maintain an attractive and stimulating classroom environment with displays of pupil work and learning resources and contribute to displays in the school as a whole.

5. Maintain positive working relationships with pupils, colleagues, parents and other members of the school community.
6. Actively contribute to the extra-curricular life of the school through involvement in clubs, outreach activities and, as required, residential trips.
7. Attend staff meetings, assemblies, parent information evenings and house meetings as required.
8. Attend major events such as the Carol Service, evening concerts and performances, as required.
9. Participate in Open Mornings and support with invigilation and marking of entrance examinations.
10. Undertake such other tasks as may reasonably be assigned by the Head from time to time.

*It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of staff.*

*This job description may be amended at any time, after consultation with you.*

*All members of 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 and Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.*





# Head of Third Years

## Personal Profile

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good honours degree or equivalent</li> <li>• Evidence of ongoing CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Relevant postgraduate qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of three years' experience in teaching</li> <li>• Evidence of effective teaching and classroom management skills</li> <li>• Supporting children with a range of pastoral concerns</li> <li>• Developing and implementing new initiatives with successful outcomes</li> <li>• Promoting equality, diversity and inclusion both in and out of the classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Of working with very able boys</li> <li>• Teaching Years 7 and/or 8</li> <li>• Head of Year/Head of Department/Pastoral Lead</li> <li>• Using effective management information systems</li> <li>• Staff recruitment processes</li> <li>• Conducting appraisals</li> <li>• Lesson observation and evaluation</li> <li>• Organisation of large events</li> <li>• Community based outreach</li> <li>• School Leadership Team experience</li> <li>• Line management experience which has inspired, motivated and supported other staff members</li> <li>• 11+ admissions processes</li> <li>• Designated Safeguarding Lead Experience</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• To possess a clear understanding of excellence in teaching and learning and the capacity to engage pupils in the learning of the subject</li> <li>• Ability to work as part of a team, demonstrating empathy, building trust and openness, and bringing the best out of others</li> <li>• Ability to motivate and lead people</li> <li>• To understand a teacher's safeguarding responsibilities</li> <li>• To evaluate, analyse and plan strategically and effectively</li> <li>• To be highly organised</li> <li>• To manage time efficiently and effectively</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>

# Head of Third Years

## Personal Profile cont.

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>To develop effective relationships within school and with our stakeholders</li> <li>Confident use of a range of techniques and tools to teach and assess</li> <li>Excellent behaviour management strategies that recognise the positive, which are age appropriate</li> <li>Excellent communication skills – both oral and written – to a variety of audiences</li> <li>Proven skills in managing difficult conversations and successful conflict resolution</li> <li>To be fully IT literate</li> <li>Confident public speaker</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>Committed</li> <li>Patient</li> <li>Reliable</li> <li>Sensitivity to the needs of others</li> <li>Open-minded</li> <li>Adaptable</li> <li>Effective and calm when under pressure</li> <li>Ability to accept and act upon feedback</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
<b>Attitudes</b>	<ul style="list-style-type: none"> <li>Approachable</li> <li>Empathetic</li> <li>Enthusiastic</li> <li>Determined</li> <li>Comfortable and confident working with young people</li> <li>Reflective</li> <li>Sense of humour</li> <li>Willingness to learn</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>Belief in and active promotion of the school's character traits of kindness, respect, humility, integrity and resilience</li> <li>Belief in and active promotion of British values</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>



# 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 on Monday 29 April 2024.**

**Interviews will take place on Thursday 2 and Friday 3 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.

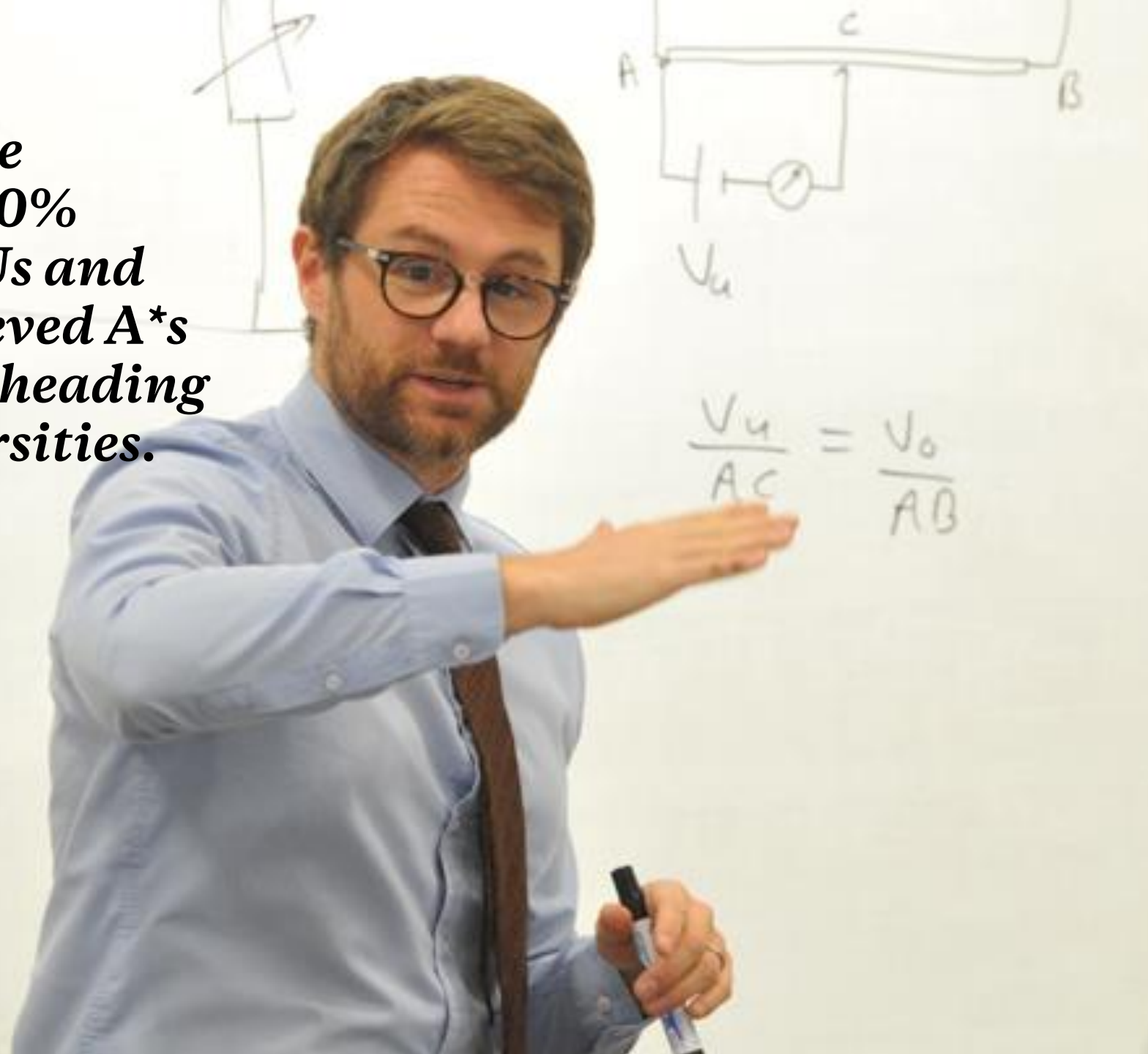
The application form must be completed in full, including:

- 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.



**“ 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





# 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 Juniors, Lonsdale Road, London SW13 9JT

**Website:**

[www.stpaulsschool.org.uk](http://www.stpaulsschool.org.uk)

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