



St Paul's Juniors



St Paul's School  
FOUNDED 1509



# St Paul's Juniors

## Candidate Information Pack

Assistant Director of Music  
Last Updated: October 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



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.

**Sally-Anne Huang**  
High Master

# Welcome from 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.

**Oliver Snowball**  
Head, St Paul's Juniors

# 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 nations and countries 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 &  
INCLUSION AND TEACHER OF PSHE

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**  
DIRECTOR OF ADMISSIONS  
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 and is now Director of Admissions.



**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.



## **Assistant Director of Music**

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*...it's the people who really make SPJ. The children are 'curious, hard-working, engaging and friendly', says one mother, while the staff are remarkably professional, involved and excited to be here.*

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TATLER SCHOOLS GUIDE 2025  
ST PAUL'S JUNIORS



# Assistant Director of Music

## Role Overview

**DIRECTLY RESPONSIBLE TO:**

Director of Music at St Paul's Juniors

**FREQUENT WORKING CONTACT WITH:**

Director of Drama at St Paul's Juniors,  
Director of Music at St Paul's School, Music  
School Manager at St Paul's School

**COMMENCING:**

January 2025 / April 2025

**CLOSING DATE FOR APPLICATIONS:**

9am Friday 1 November 2024

**INTERVIEW:**

Week commencing Monday 4 November  
2024

**AIM OF THE POST**

To assist and support the Director of Music in the running of the Music Department at St Paul's Juniors.



# Assistant Director of Music

## Main Duties And Responsibilities

1. To assist the Director of Music in the planning and implementation of schemes of work for Music for boys in Years 3 to 8.
2. To share in the class teaching throughout SPJ, teaching just over half of the class music lessons.
3. To accompany instrumental soloists and choirs at school activities as well as outside recitals/concerts and to take sectional rehearsals if required.
4. To play for school services and musicals.
5. To organise or assist in the organisation of concerts, workshops and other performances, which may entail arranging music for groups.
6. To teach individual theory and aural lessons, and instrumental or singing lessons, if required.
7. To take responsibility for at least one large ensemble and at least one choir.
8. To take the weekly school hymn practice and to organise the rota of hymns for assemblies and services.
9. To coordinate with the Director of Music regarding the organisation of external educational and cultural music experiences, such as concert trips and other events
10. To assist in the assessment and appointment of award holders in conjunction with the Director of Music and the Director of Music at St Paul's School.
11. To arrange for pupil musicians to perform in assemblies and other events.
12. To undertake such other key tasks as may reasonably be assigned by the Director of Music.



# Assistant Director of Music

## PROFESSIONAL DUTIES OF MEMBERS OF THE TEACHING STAFF AT ST PAUL'S JUNIORS

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 mark 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 maintain good order and discipline among the pupils and to have due regard for their health and safety both on the school premises and when engaged in authorised school activities elsewhere.
6. 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.
7. To attend department meetings, staff meetings, assemblies, house meetings and other school meetings as required.
8. To review from time to time your own teaching methods and use of resources.
9. To participate in arrangements for the appraisal of your performance and that of other teachers.
10. To participate in arrangements for your further training and professional development as a teacher.
11. To communicate and consult with the parents of pupils and to attend parents' meetings.
12. 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.
13. To show a commitment to and be actively involved with the extra-curricular life of SPJ.
14. To attend occasional Saturday musical events, Open Day/ Assessment Day events, whole school CPD training days and staff meetings as required.
15. To undertake such other tasks as may reasonably be assigned by the Head from time to time.

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





# Assistant Director of Music

## Person Profile

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A degree in Music from a recognised university</li> <li>Evidence of ongoing CPD</li> </ul>	<ul style="list-style-type: none"> <li>Qualified Teacher Status (QTS)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in choral and orchestral conducting at a high standard</li> <li>Experience of working with pupils across a range of abilities, including those with SEND</li> <li>Experience in organising concerts, workshops, and other musical performances</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching music in a preparatory, middle or senior school</li> <li>Experience of helping to design or modify schemes of work</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEND and Child Protection</li> <li>An awareness, understanding and commitment to the principles of inclusion</li> <li>An understanding of the links necessary within school and with all its stakeholders</li> <li>An understanding of what constitutes effective teaching and learning in Music</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of music curriculum development in primary and secondary education</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent keyboard skills and the ability to accompany instrumental soloists and choirs</li> <li>Ability to lead and conduct large ensembles, such as wind bands or choirs</li> <li>Excellent communication skills, both oral and written, with a variety of audiences, including pupils, colleagues, and parents</li> <li>Ability to inspire and motivate pupils and colleagues with a passion for Music</li> <li>Strong organisational and time-management skills</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate ICT competencies for music teaching and administration</li> <li>Ability to develop strategies for creating community and outreach links</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>Motivation to work with children, with a high regard for their happiness, safety, and wellbeing</li> <li>Initiative, energy, and drive to lead and support a range of musical activities</li> <li>A commitment to the extra-curricular life of the school, including concerts, workshops, and trips</li> <li>A collaborative team player with the ability to build effective working relationships</li> <li>Enthusiastic, empathetic, and approachable, with a passion for Music and education</li> </ul>	<ul style="list-style-type: none"> <li>A commitment to reflective practice and ongoing professional development</li> <li>Ability to adapt to changing circumstances and new ideas with flexibility</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 Friday 1 November 2024.**

**Interviews will take place on week commencing 4 November 2024.**

Applicants looking for a part time position or a job share may be subject to consideration.

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.

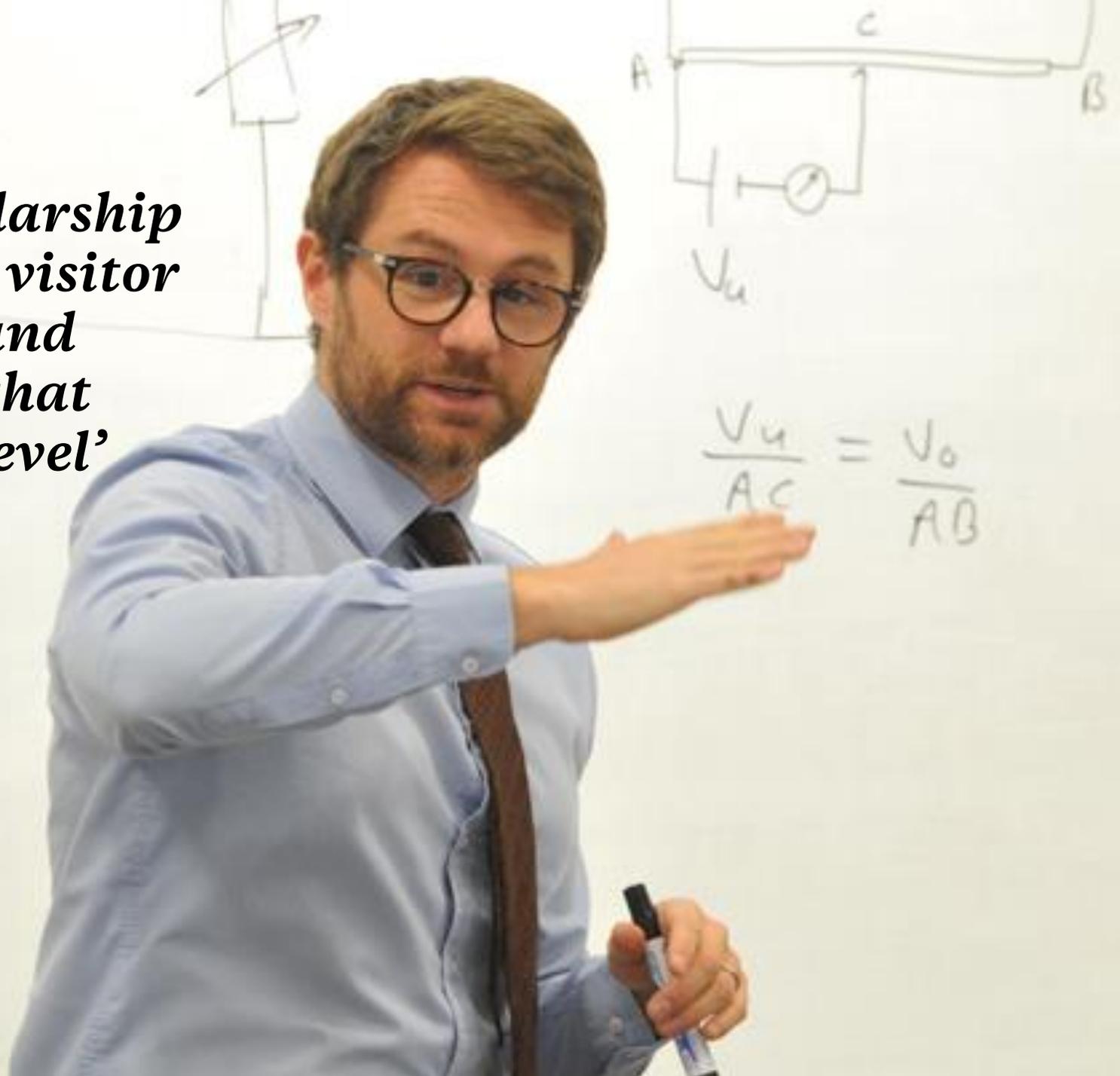
The application form must be completed in full, including:

- 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.



**“There’s a deserved recognition for scholarship at St Paul’s, but our visitor noted the ‘friendly and happy atmosphere that emanated at every level’**

TATLER SCHOOLS GUIDE 2025  
ST PAUL'S SCHOOL

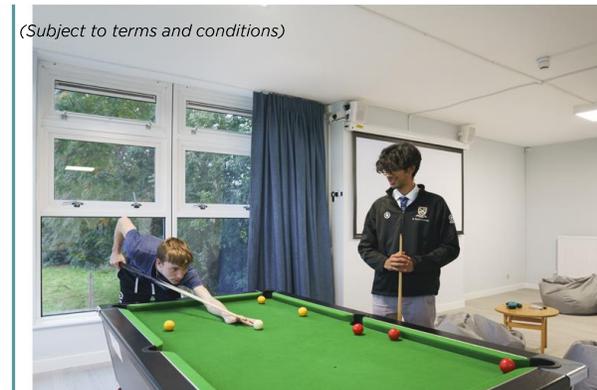


# Working at St Paul's - Benefits

**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, two schemes are available. Scheme 1: the School 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. Scheme 2: Green Commute Initiative (GCI) is a salary sacrifice scheme. 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 onsite annual flu vaccinations.

- **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** - All teaching staff have the choice of joining either the Teachers' Pension Scheme or a DC pension scheme. A Stakeholder pension scheme is also 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.
- **Fitness classes** - Staff have a 15% discount on community fitness classes run in the Performance Centre. Currently the fitness classes include Body Pump, Circuits and Yoga.
- **Training and Development** - Extensive professional development opportunities for all staff, which for teaching staff can include gaining a PGCE whilst working with us.



# 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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