



**ST PAUL'S**  
GIRLS' SCHOOL



**TEACHER OF PHYSICAL EDUCATION  
CANDIDATE PACK**



# CONTENTS

---

- 03 WELCOME FROM THE HIGH MISTRESS**
- 04 AN INTRODUCTION TO ST PAUL'S GIRLS' SCHOOL**
- 06 THE P.E. DEPARTMENT**
- 07 ROLE DESCRIPTION**
- 09 PERSON SPECIFICATION**
- 10 FURTHER INFORMATION AND HOW TO APPLY**



## WELCOME FROM THE HIGH MISTRESS

St Paul's Girls' School (SPGS) is an extraordinary school. Not only does it regularly achieve the best GCSE and A-Level results in the country, but it has a truly distinctive ethos, focused on nurturing creativity, curiosity, and a love of academic discovery. Ours is a school full of opportunity where students are encouraged to take responsibility, to get involved and to broaden their horizons. They are actively engaged in service to the community and local partnerships abound. Friendships made at St Paul's last a lifetime.

The education we offer is classical yet forward-looking, encouraging students to take risks, think ambitiously and play a leading role in the world beyond school. It is no coincidence, therefore, that amongst our alumnae we count leading scientists, journalists, artists and politicians. One of our earliest students was Rosalind Franklin, whose brilliant pioneering work was pivotal to the understanding of DNA. She once commented that 'science and everyday life should not be separated', a maxim we fully support to this day.

The co-curricular programme at St Paul's is wide ranging and ambitious. Music plays a central role. The composer of *The Planets*, Gustav Holst, was Director of Music at the school for over thirty years, and his legacy continues. Likewise, the quality of drama and art is very high indeed and we believe this is crucial to a rich education. Sport features strongly too, with an emphasis on wellbeing and teamwork. Most important of all, however, is our belief that all students should receive the kindest and most individual of pastoral care, and this feature is fundamental to our school.

SPGS remains the most dynamic, forward-looking school I have ever had the pleasure to work for and I hope that you will consider joining us.

*Sarah Tether*



## AN INTRODUCTION TO SPGS

---

*St Paul's Girls' School is an historic and highly successful day school in west London, welcoming students aged 11 to 18. It was founded in 1904 by the Worshipful Company of Mercers as one of the first purpose-built schools for girls and was designed by the architect Gerald Horsley. It is one of the country's leading independent secondary day schools for girls and is a lively academic community with excellent facilities for all subjects.*

There are approximately 800 students on roll, coming from a wide range of feeder schools across both the state and independent sector and there is a thriving sixth form of about 230 students.

Entry to the school at 11+ is by competitive exams held in January and at 16+ in November, and there is heavy demand for each place. Public exam results are consistently outstanding and about 40% of all students every year move on to Oxford and Cambridge.

Increasing numbers also go on to higher education at Ivy League colleges in the United States. Aspirations and achievements in many areas go well beyond what one would normally expect from a school, making St Paul's a very exciting and stimulating place in which to work.

The emphasis on liberal learning established by the first High Mistress, Frances Gray, finds expression today in an academically adventurous curriculum, which encourages intellectual freedom, discovery, and the joy

of scholarship. Pastoral care is excellent, and all students are placed in small tutor groups to ensure the highest standards of personal attention and development. There is a vibrant co-curricular life and a busy programme of partnership and service activities, which demonstrate the importance of collaboration, diversity and inclusion, and which empower students to make a difference in the world beyond school.

We have an excellent reputation for the creative and performing arts, with students contributing to an exciting programme of musical and dramatic performances and art exhibitions. Our co-curricular programme is full and varied, offering innumerable opportunities for students to develop their individual interests and skills, from debating to fencing, chess to Fem Soc. We have an active and popular society focused on sustainability, which works closely with the school to raise awareness of environmental issues and to reduce our carbon footprint, a project to which we are deeply committed.

The school is well accustomed to sporting success, with hundreds of fixtures played throughout the year and opportunities for all ages and talents. Our pitches, tennis and netball courts, sports hall and pavilion are close by, offering some of the best sporting facilities a central London school could wish for.

# AN INTRODUCTION TO SPGS

---

Diversity and Inclusion sit at the heart of the school. We believe passionately that it is our moral imperative to contribute to social mobility through education and to work to reduce the attainment gap, which, the EPI reported, has stopped closing for the first time in a decade. Our bursary programme currently provides financial support to 11% of students, and we are at the beginning of an exciting journey to increase that figure significantly. Our bursary students enrich our school community beyond measure, bringing with them differing world views and lived experiences that contribute to a wonderfully diverse student body. This ambitious target will position SPGS as the leader in bursary provision in the UK amongst independent all-girls schools.

We established the Paulina Foundation, a separate entity through which fundraising for bursaries, partnerships and buildings will take place; we will be launching a campaign with significant targets to ensure that we are able to meet our goals and make an SPGS education accessible to any student who meets the academic standard.

Our partnerships programme has grown considerably in recent years. We work extensively with primary schools, secondary schools and the local community to widen educational opportunities by sharing our facilities and expertise and to provide mechanisms by which we can learn from each other. Our staff and students are engaged in numerous projects, from our Primary Hub where students mentor primary students, to our Friday service programme, which sees our Y12 students off timetable for an afternoon a week to pursue service activities.

Additionally, our collaboration with St Paul's School continues to grow, with an increasing number of opportunities for all staff to get involved.

We are committed to providing a cutting edge, relevant and future proof education for our students. To that end, the school has invested significantly in a programme of building works and refurbishment, including a new Centre for Design & Innovation (CDI), which will house our computer science and creative technology department, alongside sculpture, art and design.

The development of new technologies will impact every career and every aspect of our lives; the creative industries are the fastest growing sector of the UK economy, accounting for 1 in 6 jobs in the UK. It is essential, therefore, that we ensure our students are fully equipped with the skills, knowledge and expertise they need to navigate a digital world with confidence and that we prepare them for the careers of tomorrow. The building will house art & sculpture studios, with a live broadcast studio, maker spaces and tech labs, and encourage interdisciplinary activities across the breadth of the curriculum, as well as creating opportunities and capacity for partnerships work.

This is an exciting period for the school as we build on the extraordinary foundations of the past to ensure the education we provide is forward-looking and responsive to future needs.



# THE P.E. DEPARTMENT

---

The department currently consists of eleven members of staff, including six PE teachers, three rowing specialists, a Sports Administrator, and the Director of Sport. We offer a broad, balanced and challenging sports curriculum for all age groups and opportunities to take up additional activities in the extensive co-curricular programme. With a superb range of facilities, we enable students to try out a variety of sports and to learn the importance of health and fitness within a safe, congenial and relaxing environment, regardless of individual abilities. We also aim to pursue excellence and girls compete at a high level in a variety of sports.

Our main autumn and winter sports are lacrosse, netball and rowing and in the summer we continue with rowing alongside tennis, cricket and athletics.

Our indoor facilities on site are a sports hall, dance studio, multi-gym and a 25-metre swimming pool. Our off site facilities comprise of a new pavilion with a weights rooms and activity space and outdoors several netball and tennis courts (four for netball or seven for tennis), and a playing field which can be used as two lacrosse pitches or a 200-metre running track with field athletic areas.

In the lower age groups during the autumn and spring terms we teach netball, lacrosse, strength & conditioning,

swimming, basketball, dance, gymnastics, sports hall athletics, health & wellbeing, football, cricket, adventure-based learning, volleyball and more. In the summer term we teach athletics, swimming, rounders, cricket and tennis. In the upper year groups girls are offered a wider choice and have the opportunity to take part in additional activities, both in and out of school, such as Boom Cycle, Dance Cardio and yoga. There are team fixtures in lacrosse, netball, rowing, tennis, swimming, basketball, football, cricket, athletics, volleyball and cross country. Throughout the weekdays we offer after school fixtures with the addition of fixtures and tournaments on the weekend for our three main sports: lacrosse, rowing and netball. We have an excellent reputation for team and individual success in all the main sports. In addition, students have the chance to take part in co-curricular activities before school, during lunchtimes and after school throughout the week.



# ROLE DESCRIPTION (Teacher)

*Teaching at St Paul's is a uniquely stimulating and rewarding experience because we are committed to creating an exciting and dynamic environment for learning. All teachers are encouraged to participate fully both in the life of their academic department and the wider life of the school, as well as to pursue their own professional development.*

## Teaching and learning

Teach a standard timetable allocation (currently 26 periods of 35 minutes);

Plan and prepare lessons in accordance with departmental schemes of work;

Teach students and groups/sets across the range of key stages as are assigned by the Head of Department (HoD) and Director of Studies;

Set and mark work in line with departmental policy;

Promote the progress and academic development of students, differentiating for ability where appropriate;

Use a variety of teaching styles where appropriate;

Record and assess progress regularly;

Produce well-tailored subject reports;

Give comprehensive feedback at parents' evenings and consultations;

Contribute to the work and ethos of the department, including writing schemes of work, attending department meetings and undertaking administrative and other tasks as delegated by the HoD;

Play an active role in the co-curricular life of the department, including contributing to support sessions, extension programmes, competitions, trips and open days.

## Pastoral and safeguarding responsibilities

### All teachers will:

Complete all statutory training as required by the Deputy Head, Inclusion and Safeguarding;

Review the school's safeguarding policies and ensure familiarity with in-house procedures;

Attend INSET on pastoral care as appropriate for better fulfilment of teaching duties;

Uphold the school's staff code of conduct;

Maintain good order and discipline among students and actively implement the school's policies on rewards and sanctions;

Share and discuss best practice with colleagues.

### Form tutors will:

Act as an unobtrusive observer to ensure as far as possible

the wellbeing of tutees;

Get to know tutees and provide tailored reports on their progress;

Share and discuss best practice with colleagues as a tutor team.

## Contribution to the wider life of the school

Support students as appropriate at major school events and in other activities (e.g., concerts, plays, matches);

Accompany day trips as required by department or year group;

Contribute actively to the co-curricular and partnerships programmes;

Consider issues of sustainability, diversity and inclusion both in teaching and other contributions to school life.

## Other responsibilities

Attend morning assembly;

Attend all staff meetings, department meetings and briefings;

Attend appropriate INSET and training as required by the High Mistress;

Participate in the school's Professional Development Reviews (PDR) process for teachers;

Undertake supervisory duties as required.





## ROLE DESCRIPTION (Acting Lead of Netball)

For the right candidate, there is an opportunity to take on the role of acting lead of netball (autumn term only). The role includes:

### **Administration**

Liaise with Physical Education department to help manage equipment.

Assist with the annual inventory of all equipment, balls, bibs, kit for teams.

Review and update relevant lesson plans for netball lessons.

Introduce programmes to improve coaching skills.

Inform coaches of opportunities for professional development.

### **Scheduling and fixtures**

Regularly meet with the Director of Sport and Lead of Lacrosse to coordinate fixture list in order to anticipate and manage clashes with music, drama and other sports.

Liaise with schools to organise fixtures that will enhance the performance of all teams.

Ensure that all teams have an even spread of fixtures and that teams have an appropriate build up to major tournaments.

Ensure all fixture information is up-to-date on the department system and FixturesPRO website.

Ensure any changes in fixtures are communicated with the Director of Sport, front office (if on the day) and calendar committee and FixturesPRO updated.

Follow procedure to inform relevant people if the cancellation occurs the day of the fixture.

Liaise with the teacher in charge of coach bookings to ensure coach transport for all fixtures is booked and the information is correct.

Liaise with the teacher in charge of catering to ensure we

have enough teas at the correct venue for home fixtures. Weekly confirmation of fixtures, coach bookings and catering requests

Identify and compile a list of fixtures that would be appropriate for SMT to support.

### **Leadership**

Manage coaching colleagues within the sport, in conjunction with Director of Sport.

Inform coaches/colleagues of opportunities for professional development within the sport.

Share ideas, expertise and information to other staff/coaches.

Seek continuous improvement.

Effective liaison with Director of Sport and all members of the physical education department.

Ensure other responsibilities/roles as a member of the physical education department are completed effectively and efficiently.

### **Administration & other duties**

Assist in parental contact for individual sport concerns

Organise entry to Middlesex, County and National competitions and affiliations to appropriate sporting bodies.

Arrange umpires for tournaments and fixtures.

Advertise camps, representative team trials and clubs to appropriate age groups.

Collate information for prize winners and colours at the completion of the season.

Ensure an appropriate end of season break up and recognition of players per team is performed.





## PERSON SPECIFICATION

You will be joining a hard-working and thriving department and must be able to contribute to all areas of the curriculum as well as the extensive co-curricular programme. A high level of subject knowledge, teaching qualification and a desire to develop professionally are essential. A specialism in netball including experience of teaching and coaching netball to students at all levels of ability is vital.

Please state in the space provided on the application form what particular sports and activities you are qualified to teach.

The school places great importance on the pastoral care and each student has a personal tutor with whom she meets on a daily basis. You will be expected to become a tutor and to keep an interested, but unobtrusive, eye on the progress and well-being of your tutees and work closely with other tutors, the heads of year and the Director of Pastoral Care to create a supportive and encouraging environment in which our students are able to flourish.

A flexible, enthusiastic and energetic attitude is required as you will need to play a full part in the co-curricular life of the school, which will include umpiring matches, at home and away, a number of Saturdays and on weeknights throughout the year and some activities during the holidays. The role holder will be expected to accompany at least one residential trip a year. Many activities are increasingly conducted in partnerships with local schools. The department is fully committed to a

whole school approach to improving sustainability, environmental awareness and to greater inclusion and diversity both within our curriculum and community.

The successful candidate will likely possess the following skills and personal qualities:

### Essential:

- A high level of subject knowledge in netball;
- The ability to work flexibly and effectively within a team towards common objectives;
- Confidence to show initiative;
- Ability to communicate well with others;
- Experience with administration;
- Excellent ICT skills in a range of Microsoft Office applications;
- Flexible, enthusiastic and energetic attitude;
- Positive work ethic.

### Desirable:

- Experience and knowledge of strength and conditioning;
- Netball coaching qualifications and umpiring qualifications;
- Interest or expertise in Athletics and/or Cricket;
- Experience with Futurespro.



## FURTHER INFORMATION AND HOW TO APPLY

---

### **Terms and Conditions of the post**

Salary is according to qualifications and relevant experience. St Paul's Girls' School has its own generous salary scale. Successful candidates for posts here are required to complete a medical declaration and undergo the normal DBS checks.

### **Application and interview procedures**

Further information about the role and to apply can be found on our website <https://spgs.org/vacancies/>. Please submit your applications before midday on the closing date. Applications will not be considered without a covering letter, CV, and completed application form. We recommend that candidates apply as soon as possible since applications will be reviewed as they are received, and interviews arranged on a rolling basis.

### **Disclosure and Barring Service (DBS) and overseas police checks**

St Paul's is a "registered body" under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) before we can confirm an offer of employment. Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one. Former members of staff who are not on the Update Service who re-join us also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of 6 months or more during the past 5 years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

### **Safeguarding guidelines**

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with our child protection policy statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children at St Paul's, s/he must report any concerns to our safeguarding designated teacher or to the High Mistress.

St Paul's Girls' School is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

**Closing date: Monday 29 January 2024, midday**

**Interview date: w/c Monday 5 February 2024.**



# ST PAUL'S

GIRLS' SCHOOL

## Contact us to find out more

Human Resources

[hr@spgs.org](mailto:hr@spgs.org)

0207 603 2288

St Paul's Girls' School

Brook Green, Hammersmith

London

W6 7BS

[spgs.org](http://spgs.org)