



ST PAUL'S  
GIRLS' SCHOOL



ASSISTANT HEAD (CO-CURRICULAR)  
CANDIDATE PACK





# CONTENTS

---

- 03 WELCOME FROM THE HIGH MISTRESS**
- 04 AN INTRODUCTION TO ST PAUL'S GIRLS' SCHOOL**
- 06 ASSISTANT HEAD (CO-CURRICULAR)**
- 07 MAIN DUTIES**
- 08 PERSON SPECIFICATION**
- 09 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 SPGS 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.

The co-curricular programme at SPGS 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 30 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 school I have ever had the pleasure to work for and I hope that you will consider joining us.

Sarah Fletcher





## 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 SPGS 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.

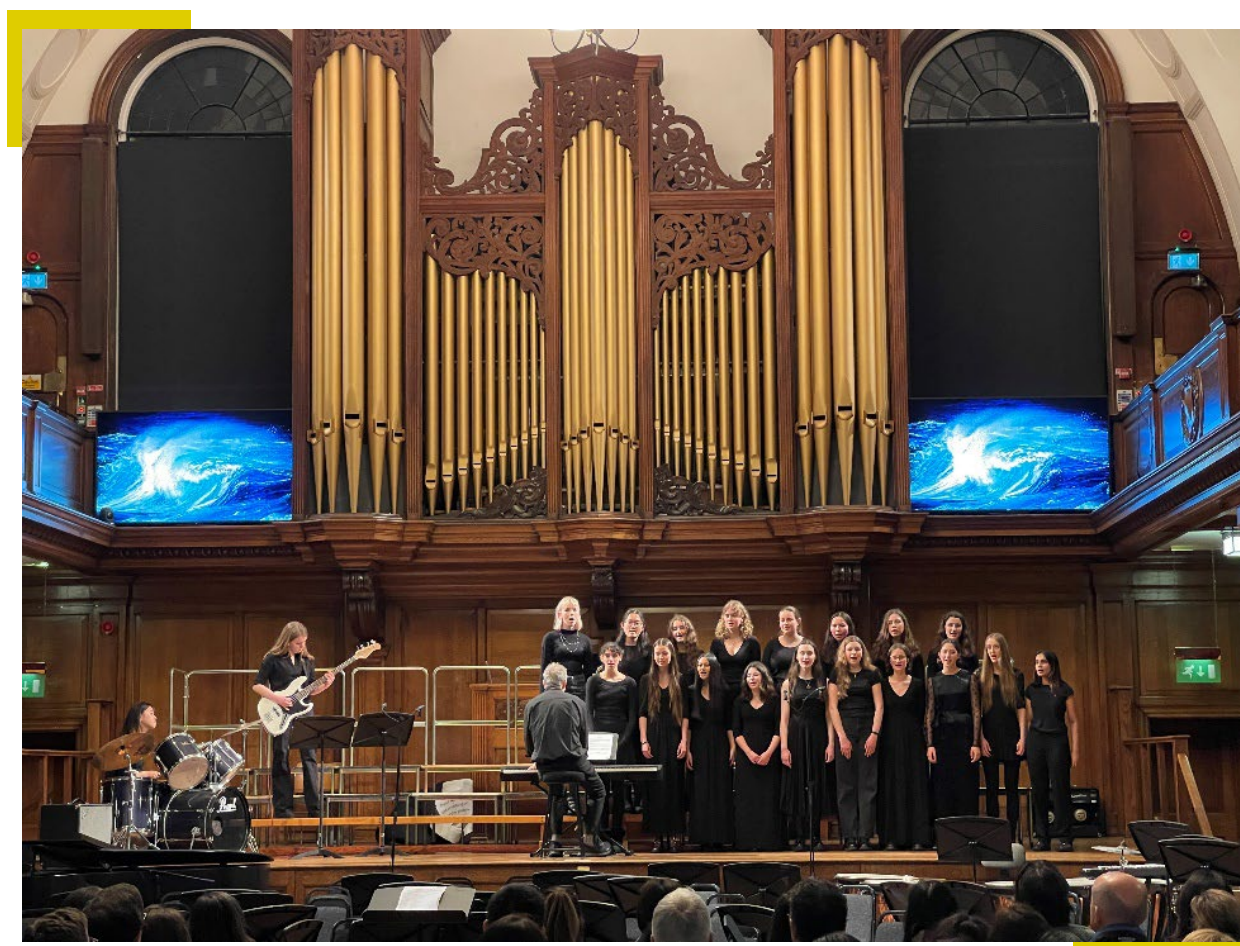




# ASSISTANT HEAD (CO-CURRICULAR)

Reporting to the Senior Deputy Head, the Assistant Head (Co-Curricular) has overall responsibility for all aspects of the school's co-curricular programme. He or she line-manages the Directors, Heads and Coordinators of co-curricular activities, and has general oversight of the full range of clubs and societies. He or she has responsibility for trips and visits and will take on the role of the school's Educational Visits Coordinator (EVC).

This is a significant leadership and management role, of great strategic and operational importance to the school. The Assistant Head (Co-Curricular) is a key member of the Senior Management Team (SMT). They will attend all SMT meetings and occasionally meetings of the Senior Leadership Team (SLT) when there are items on the agenda relevant to their remit.



# MAIN DUTIES

---

## Key Management Objectives

- Maintain an enriching and high-quality co-curricular programme
- Expand opportunities for student leadership and teamwork
- Promote and build opportunities for meaningful interaction between students in different year groups
- Develop service and volunteering as a central experience for all students
- Develop opportunities for students to engage in entrepreneurship
- Ensure a rich and varied range of trips and visits to underpin the curriculum and to broaden education beyond the classroom, with opportunities for everyone to engage
- Maintain and develop our reputation for excellence in both sport and the performing arts, within the school and in the wider community
- Develop the school's systems for tracking participation and gauging the impact of students' engagement in the co-curricular programme
- Work with the Senior Deputy and the Director of Partnerships to look at ways we can enhance collaboration with St Paul's Boys' School and grow our partnership with local schools. Look at ways the co-curricular programme can promote our objectives in enhancing the sustainability of our operations while maintaining a broad educational programme for all students

## Responsibilities

- Overseeing the provision of a broad, balanced, coherent, high-quality co-curricular programme
- Line-management of those leading co-curricular activities, including sport, drama, music, debating, Duke of Edinburgh's Award, charities, volunteering, entrepreneurship, and the range of clubs and societies
- Ensuring that space and opportunity is provided for the co-curriculum, in all its aspects, to thrive
- Monitoring and overseeing staff contributions to the school's co-curricular provision, according to their skills and interests as far as possible; ensuring that colleagues have access to any necessary training and opportunities for professional development

- Overall coordination of clubs and societies, including their scheduling and rooming, the systems through which activities are publicised, handling proposals for new clubs and societies, and organisation of the Clubs and Societies Fair at the beginning of each academic year
- Evaluating the impact of all areas of the co-curriculum in contributing to students' personal development
- Performing the role of EVC (Educational Visits Coordinator) with responsibility for all trips and visits, both non-residential and residential, including their coordination, staffing, budgeting and risk assessments
- Reviewing and updating policies; ensuring that the school is compliant in risk assessments, health and safety practices and safeguarding in relation to the co-curriculum and educational visits
- Liaising with the Director of Partnerships on matters concerning students' involvement in partnership activities and where this intersects with service and volunteering, to ensure a coherent approach
- Communicating the development of all the above to staff, parents, Governors, students, and the wider community as necessary
- Attending and contributing to calendar meetings convened by the Senior Deputy Head
- Attending meetings of the Events Team to discuss the requirements of co-curricular events and activities
- Contributing to the organisation of certain school events such as end-of-term assemblies, the annual Evensong at St Paul's Cathedral, School Birthday celebrations and Parents' Guild Christmas Fair
- Managing the Co-Curricular Administrator, who assists with the above responsibilities



## PERSON SPECIFICATION

---

- Significant and successful experience at middle leader level
- Experience in delivering co-curricular activities to a high standard
- Experience in organising and leading educational visits
- Genuine enthusiasm for all areas of co-curricular endeavour
- Knowledge and experience of risk management and safeguarding requirements within the co-curriculum
- Excellent skills of organisation and communication
- Desire to bring creativity and ambition to the oversight of the co-curriculum
- Ability to work productively and cooperatively with colleagues
- Commitment to ongoing professional development
- Maintaining high professional standards, leading by example and being a strong, visible presence within the school community
- Supporting the work of staff and students through attendance at a wide range of events
- Demonstrating commitment to the safeguarding and welfare of young people, in every aspect of this post
- Attending key decision making forums, including SMT (and sometimes SLT) meetings, HoDs meetings, other staff meetings as required
- Participating in the appointment of staff





## 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 how 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 26 February 2024**

**Interview date: Week commencing Monday 4 March 2024**



# ST PAUL'S

GIRLS' SCHOOL

## Contact us to find out more

Human Resources

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

0207 603 2288

St Paul's Girls' School

Brook Green, Hammersmith

London

W6 7BS

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