



St Paul's School
FOUNDED 1509



St Paul's Prep School



St Paul's School

Candidate Information Pack

Whole School Head of Learning Support
Last Updated: December 2025

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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



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 Prep School



Oliver Snowball
Head, St Paul's Prep School

I'm delighted that you are interested in working at St Paul's School, of which St Paul's Prep School 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 Prep School are filled with fun and purpose.

The team at St Paul's Prep School 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 co-curricular 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 Prep School

Nick started at St Paul's Prep School 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 SPPS 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

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 Prep School in 2020.



Kate Wallace

MARKETING 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 Prep School 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.



St Paul's School
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Whole School Head of Learning Support

“The school prides itself on providing a liberal education to bright, curious boys and its architecture seems to embody that: modern and light-filled with breakout rooms and a double-height library, it created a mature and intellectual atmosphere that is reminiscent of a university.’

TATLER SCHOOLS GUIDE 2025



Whole School Head of Learning Support

Role Overview

DIRECTLY RESPONSIBLE TO:

SPS Deputy Head Academic
(with a dotted line to SPPS Deputy Head Academic)

CLOSING DATE FOR APPLICATIONS:

Sunday 25th January 2026

INTERVIEW DATE:

Wednesday 11th February 2026

Key Responsibilities

The Whole School Head of Learning Support (LS) is a key leader within the St Paul's community. They will act as the Head of the LS Department (SENDCo) at St Paul's School (SPS) and line manage the Head of LS in St Paul's Prep School (SPPS).

They will play a major role in helping all pupils learn, grow and excel. We believe all Paulines can make outstanding progress with the right support in place, and the Whole School Head of LS is crucial in providing this.

The Whole School Head of LS defines the vision, strategy and practice of the departments across both schools. They are an expert teacher and practitioner, work seamlessly with colleagues and parents to provide the best provision for all pupils, manage the Senior school's department's resources diligently and provide inspirational leadership to the LS departments.



Whole School Head of Learning Support

Specific Areas of Responsibility

1. Leadership

- Lead the LS department's vision and define its positive, supportive culture.
- Be an exemplar of best practice, keeping up-to-date with the latest evidence-based research and trends in outstanding SEND support and, if appropriate, applying them at SPS and SPPS.
- Excel in pedagogical understanding and how this relates to SEND pupils.
- Continue existing programmes, and develop new ones, to ensure all pupils make outstanding progress, whilst continually evaluating the effectiveness of our LS provision.
- Write, implement and evaluate an aspirational annual development plan.
- Create a sense of teamwork within the departments, including the sharing of good practice and resources, and to support and monitor work of other members of the department.
- Motivate all teaching colleagues to understand SEND and how to adapt their teaching practice accordingly.
- Attend and advise at regular academic meetings including Heads of Department meetings in both schools, and the weekly Pupil Welfare meeting on issues relating to SEND and EAL.
- Champion neurodiversity within the SPS and SPPS community, and the voice of SEND outside.
- Report, as required, to Governing Body on all Learning Support matters.
- Model professional interactions with everyone in the community.
- Work collaboratively with senior leaders across both schools including the Deputy Heads (Academic), and Director of Teaching and Learning in SPS.



2. Management and Administration in SPS

- Implement, review and update annually (in line with new legislation and new pedagogical research/developments in good practice) the Learning Support & SEND Policy, the EAL Policy, the Accessibility Policy and how each relates to year groups across both schools.
- Effectively line manage the LS department in SPS and the Head of LS in SPPS, providing on-going supportive feedback, annual reviews and cyclical appraisal.
- Meet with the Assistant Head (Safeguarding and Pupil Wellbeing) for supervisory meetings when needed e.g. to update them on issues that have emerged when boys have attended LS lessons/attended the LS Study Skills drop-in clinic.
- Advise the High Master on the appointment of new members of departmental staff.
- Maintain and develop the departmental resource centre and to liaise with the Librarian over the purchase of new books and resource material.
- Maintain all records of pupils on the Learning Support register.
- Manage the departmental budget and resources in accordance with School protocols.
- Maintain the Learning Support pages on the Intranet and department handbook.
- Ensure the department is active in implementing the School's published policies, especially the Child Protection and Health and Safety Policies.
- Attend Eton Group meetings, and other professional bodies, as appropriate.
- Co-ordinate Learning Support teaching resources.
- Organise cover, as necessary, for absent colleagues.



Whole School Head of Learning Support

Specific Areas of Responsibility

- Conduct regular, effective departmental meetings, which are appropriately minuted and published.
- Arrange appropriate teaching loads within the department.
- Organise appropriate initial screener tests and organise screener tests for later entrants to SPPS and SPS, as appropriate.
- Liaise with the Access Arrangements Co-ordinator on the administration of JCQ appropriate screener assessments; and, as required, offer advice and coordinate when parents commission external full diagnostic assessments.
- Liaise with the Access Arrangements Co-ordinator on UK public examinations, oversee applications for Access Arrangements procedures in accordance with the regulations set by Joint Council for Qualifications [JCQ] and Cambridge International Exams [CAIE], working closely with the Second in LS, Examinations Officer, and the in-house assessor, and make applications for Exam Accommodations for US university applications, advising parents on this process, working closely with the Head of US Universities Department.
- Be responsible for the decisions on exam concessions that may/may not be applied for, according to the regulations of the relevant exam authorities.
- Liaise with UK university Admissions Offices as required and liaising with the Careers and Universities Department.
- Advise/assist former pupils with requests for LS information once they have arrived at university.
- Keep in close contact with a boy's tutor/UM/relevant HoDs /subject teachers as required to keep them up to date with a pupil's needs/progress and to obtain evidence for exam concessions as appropriate.

- Monitor pupil progress on the LS List by liaising and meeting with tutors, Undermasters/Assistant Heads (Academic), getting the views of pupils and parents, and reading reports, e.g. grade reports, subject reports and LS reports as necessary, and ensure adherence to departmental policy.

3. Expert Teaching

- Teach 1:1 LS Lessons - approx. 17 per week, including on occasion outside of timetabled lessons.

4. Training and Professional Development

- Train colleagues in providing outstanding teaching and learning for all pupils.
- Contribute to the induction of new teachers to SPS on Learning Support, SEND and EAL.
- Induct new members of departmental staff.
- Encourage and provide CPD and staff development and follow up identified training needs.

5. Working with St Paul's Prep School

- Oversee the Head of Learning Support in SPPS in the management and administration of their responsibilities. This may include, but not be limited to:
- Supporting, as required, the sharing of information with prospective parents/feeder schools on the provision of LS at SPPS and SPS.



Whole School Head of Learning Support

Specific Areas of Responsibility

- Supporting, as required, the SPPS Head of LS and the Admissions Department in determining and providing appropriate access arrangements during entrance procedures.
- Working with the SPPS Head of LS to ensure a smooth transition for pupils on the SPPS LS register into the Senior School and to ensure the transfer of relevant information to SPS at point of transfer.
- Supporting, as required, with the uploading of LS notes for new entrants, the updating of information on current pupils as appropriate, and the communication to teachers of strategies which will best support pupils' LS needs.
- Attending the end of Summer term meetings for new parents (internal and external).
- Ensuring a smooth transition for pupils moving from SPPS to the Senior School by meeting pupils, parents, tutors, UMs as necessary.
- Supporting the SPPS Head of LS in reviewing and enhancing departmental systems for identifying, supporting and monitoring those pupils who require LS.

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.

6. Other duties

- Perform such other tasks as the High Master may from time-to-time reasonably require.



Whole School Head of Learning Support

Personal Profile

	Essential	Desirable
Qualifications	Level 7 OCR diploma or equivalent.	- A university degree or equivalent. - Qualified teacher status or equivalent. - National Award SENCo qualification.
Experience	Detailed knowledge and understanding of JCQ and CAIE regulations for access arrangements and reasonable adjustments.	- Experience of leading a successful Learning Support Department. - Detailed knowledge and understanding of US ACT and SAT regulations for exam accommodations.
Abilities	- Ability to work well as part of a team, and to build trust and openness. - Passion for seeing all pupils progress in their learning.	
Skills	- Enthusiasm, and ability to motivate and inspire students. - Willingness to be involved in the wider life of the School. - Commitment to improve teaching and learning, and continued professional development. - Discretion, courtesy, honesty and integrity. - Reliable, punctual, diligent and well-organised. - Commitment to safeguarding and the welfare of students. - Evaluate, analyse and plan effectively. - Excellent communication skills, orally and written.	Proven skills in managing difficult conversations and successful conflict resolution.

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.

Anderson Quigley is acting as an advisor to St Paul's Schools. An executive search process is being carried out by Anderson Quigley in addition to the public advertisement.

The closing date for applications is **Sunday, 25 January, 2026** and interviews will take place on **Wednesday, 11 February, 2026.**

All candidates must read our [Safer Recruitment Policy](#) and [Safeguarding Policy](#) before applying for any position within the school.

Applications should consist of:

- A completed application form and a completed school application form.
- A covering letter (2 pages of A4) outlining your motivation and details of how you meet the qualifications, skills and experience criteria of the person specification.

Please include a copy of your CV including details of two referees, though please note that we will not approach your referees without your prior consent and only should you be shortlisted.

Should you wish to discuss further details about the role in strict confidence, please get in touch with:

Hayley Minter at hayley.minter@andersonquigley.com or +44 (0)7596 954 387 or Alasdair Redwood at alasdair.redwood@andersonquigley.com.



“...the football squad enjoys tours to such far-flung destinations as Los Angeles; the rugby players are piloting new rules aimed at making the game safer; theatre productions are often performed with St Paul's Girls; and musicians are given opportunities to play in such professional venues as the Dean Street Pizza Express and Chelsea's 606 Club.’



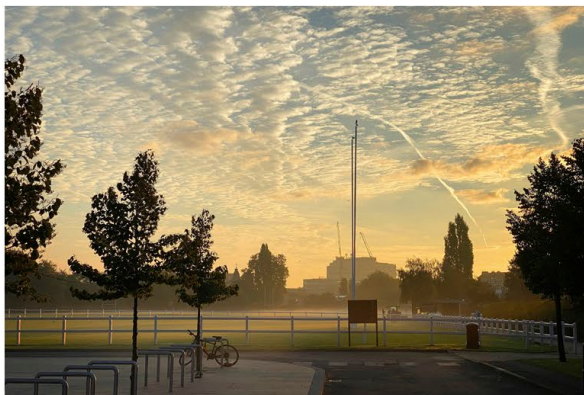
Working at St Paul's – Benefits

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:

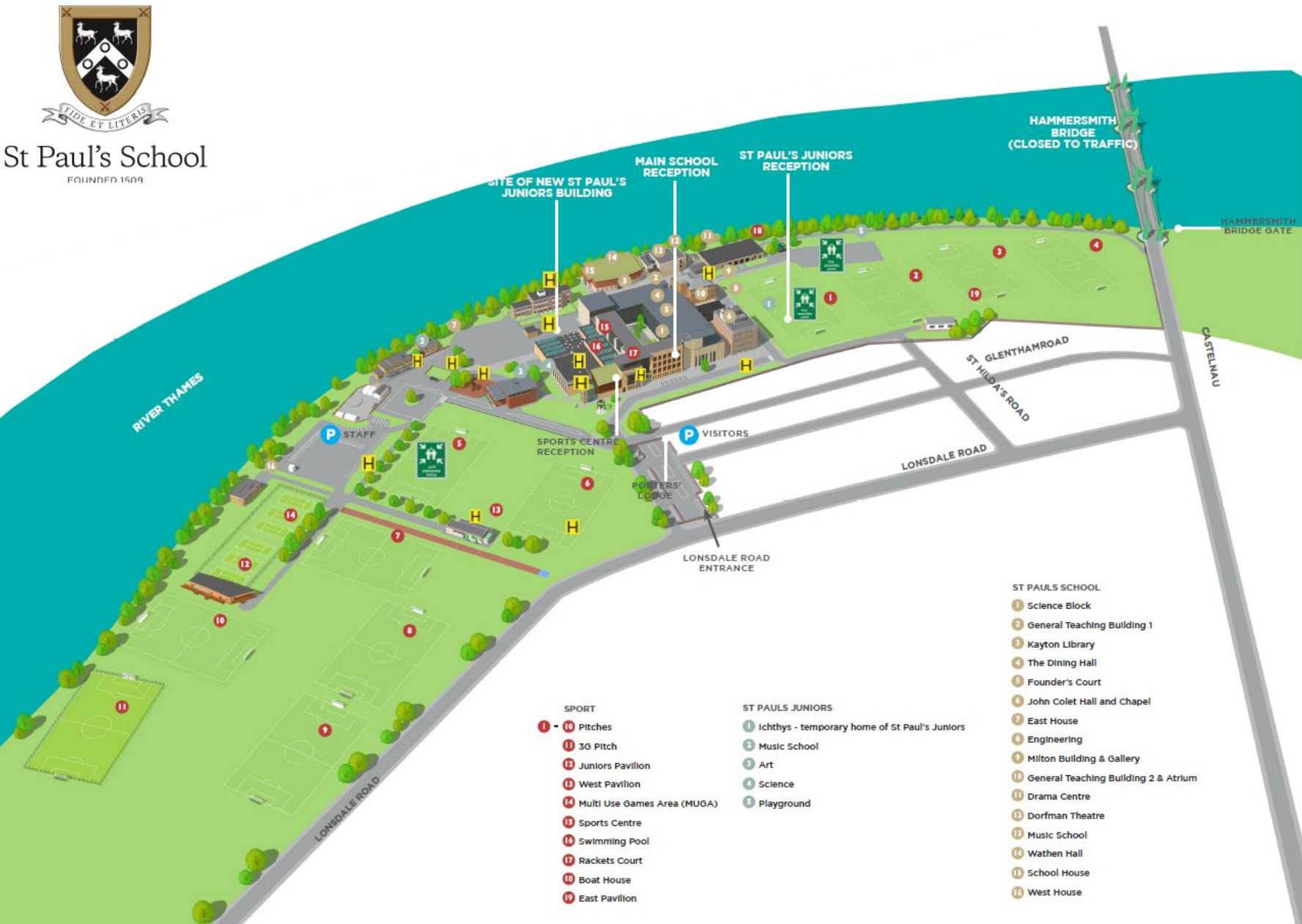
- **Employee Bicycle Scheme** - In view of the School's desire to reduce traffic, two schemes are available. Scheme 1: the School will supply employees with a bicycle suitable for commuting together with essential accessories, or reimburse the cost of purchase of a bike to the value of £500. Scheme 2: 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 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 on-site 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 Prep School 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.

(Subject to terms and conditions)



Map of the School





St Paul's Prep School

Postal Address:

St Paul's School, Lonsdale Road, London SW13 9JT

Website:

www.stpaulsschool.org.uk

St Paul's School is a charitable company, limited by guarantee, registered in England. Registered office at Lonsdale Road, London SW13 9JT.

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