



St Paul's School  
FOUNDED 1509

## THE COLET FELLOWSHIP AT ST PAUL'S SCHOOL, LONDON

ACADEMIC YEAR 2020-21

### **ABOUT THE COLET FELLOWSHIP**

The Colet Fellowship offers an opportunity for up to three recent graduates from a US university to spend one academic year at St Paul's School (SPS) assisting the US Universities Department with college applications and teaching or assisting a department in a core subject. Our core subjects for the Colet Fellowship are Politics, Geography, Chemistry, Physics, Biology, Engineering, History, English (particularly Creative Writing) and Mathematics. We welcome applicants for any of these disciplines but this year are particularly interested in recruiting a Colet Fellow for the Mathematics Department.

Onsite accommodation is provided, as are meals during term time. There will be an award of £9,976 sterling, paid at a rate of £997.60 monthly. Colet Fellows have access to school facilities including the swimming pool, gym and fitness centre. In order to facilitate cultural exploration Colet Fellows receive a UK wide museum membership. Colet Fellows often assist with staff led club or study opportunities for SPS students. In recent years school visits have included Oxford, Japan, Norway, Iceland, Czech Republic, Germany and Greece.

The fellowship is supported by the Colet Foundation in the United States established by Old Paulines in the United States. Former Colet Fellows are automatically members of the Old Pauline (alumni) network.

The Colet Fellowship Year covers a period of just over ten months, from the end of August 2020 to early July 2021. The term dates are as follows:

#### **2020-2021**

Colet Fellow start date: Tuesday 1 September (new staff induction). Accommodation will be available the week before.

#### **2020 AUTUMN TERM**

Friday 4 September (new boys' induction: Thursday 3 September) – Wednesday 16 December

**Holiday:** Monday 19 October – Friday 30 October; Monday 7 December

#### **2021 SPRING TERM**

Thursday 7 January – Friday 26 March

**Holiday:** Monday 15 February – Friday 19 February

#### **2021 SUMMER TERM**

Wednesday 21 April – Thursday 8 July

**Holiday:** Monday 3 May; Monday 31 May – Friday 4 June

## **ABOUT ST PAUL'S SCHOOL**

St Paul's is a private secondary school for boys founded in 1509 by John Colet. It is one of the original 'nine great public schools' of England. There are 957 students between the ages of 13 and 18, of whom about 30 board in the on-site boarding house. The students are taught and supported by 100 members of the teaching staff. In addition, the school's grounds also provide a home to St Paul's "preparatory" school, St Paul's Juniors, for 449 boys between the ages of 7 and 13. SPS is one of the top five academic schools in the UK. It is particularly outstanding in maths and is known for strong programs in sports, drama, music and art. About a third of SPS graduates attend Oxford or Cambridge, the rest attending other top universities in the UK, Europe and Canada. Up to a quarter of the senior class applies for universities in the United States.

## **FELLOW RESPONSIBILITIES**

- The Colet Fellow is a member of the US Universities Advising team, which numbers about ten. Throughout the autumn, the primary responsibility of the Fellow is assisting students in developing and editing their application essays and helping students with their college applications as necessary. Additionally, throughout the year, the Colet Fellow is expected to assist the Head of US Universities in organising visits from Admissions officers and alumni and participate in information sessions for students and families. The Colet Fellow is also responsible for coordinating and editing the department information booklets and acts a resource for students about life at US universities and in the United States.
- Part-time teaching. Following a period of observation and training, the Fellow will take on responsibilities as a teacher or teaching assistant in a subject within the school's curriculum. The autonomy and responsibilities of the Fellow will depend upon his or her experience and interest in teaching. Most Fellows will dedicate a greater number of hours to teaching responsibilities after the autumn. Outside of their duties within a specific department, the Fellow will offer 1-3 General Studies Courses. These ungraded classes will be designed and run independently by the Fellow and will meet once a week for a given term. The content of these courses will align with the Fellow's interest and expertise.
- Assisting with extra-curricular activities. Colet Fellows with particular skills and experience in sports (particularly basketball, rugby and/or rowing), music, drama, debate or other activities will be expected to assist teaching staff with responsibilities for those activities.
- One-to-one study help/ supervision with pupils.
- (Optional) Assisting teaching staff with the supervision of pupils on school trips.

*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.*

## **TRAVEL AND ACCOMMODATION**

The candidate must finance travel to and from London, England.

Throughout their Fellowship Year, Colet Fellows will be provided with accommodation either on or close to the site. In addition, St Paul's School will provide all meals during school term.

## **PERSON SPECIFICATION**

### **Necessary**

- US citizen
- An undergraduate degree from a US 4 year college or university
- Ability and willingness to contribute to the school community
- Excellent writer
- Well-organised
- Articulate presenter

### **Desirable but not essential**

- Skill at a sport or music
- Experience at event organisation
- Knowledge of US college admissions

## **CONDITIONS**

1. This offer is conditional upon the Fellow gaining permission to lawfully enter and work in the UK. The School will endeavour to sponsor a selected candidate that is eligible to apply for a Tier 5 Temporary Worker Government Authorised Exchange visa. More information can be found here: <https://www.gov.uk/tier-5-government-authorised-exchange> and candidates must consider whether they meet the eligibility criteria stated.
2. At the time of application, candidates must be scheduled to complete their undergraduate by the end of the summer or have already graduated. In the case of undergraduates, candidates must graduate before taking up the Fellowship.
3. The Colet Fellow may hold other awards concurrently to assist in travel but may not undertake commitments outside school during terms. This is not intended to prevent him or her from work on a thesis if he or she so desires.
4. The Fellow will have the normal St Paul's School holidays of approximately four weeks at Christmas and four weeks at Easter, and half term breaks of at least one week in October and one week in February.

## **SELECTION PROCESS**

The Application consists of an application form and CV. Shortlisted candidates will be interviewed by Skype.

The Fellow shall be interviewed and selected by a committee chaired by the Head of US Universities at St Paul's School. St Paul's School welcomes diversity and is an equal opportunity employer.

Any offer of employment will be subject to satisfactory vetting checks as detailed in the School's Safer Recruitment Policy. St Paul's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS and will need to provide a certificate of good conduct from the USA and any other country where they have resided or worked.

### **Deadlines and Notification**

The application deadline is 6 November 2019, 9.00am GMT. Shortlisted candidates will be notified soon after this date regarding interviews by Skype.

Email your completed application form and CV to [smpa@stpaulsschool.org.uk](mailto:smpa@stpaulsschool.org.uk) with the Subject: *Colet Fellowship Application*.

Further information about the school is available on the website ([www.stpaulsschool.org.uk](http://www.stpaulsschool.org.uk)).

Applicants can be put in touch with the current Colet Fellows for information about their experience.