



JERSEY
COLLEGE

Applicant
Information

Aspire · Inquire · Excel · Belong



Introduction

by Carl Howarth, Principal



This booklet is designed to give a flavour of life here as a teacher at JCG, provide information to support your application and, with the College website, provide you with a snapshot of the myriad of varied activities that take place each day in College. Our website is also useful for information regarding relocation, living and working on our stunning island.

Founded in 1880, JCG has been at the forefront of girls' education in Jersey for 140 years and has a well-deserved reputation for academic excellence and service to the island community.

Our students thrive on expert teaching, state of the art facilities and a vast range of extra-curricular, enrichment and expedition activities. They are enterprising, friendly and ambitious and they have wonderful purpose, energy and sense of service to others. Our staff care and are dedicated, creative and talented. The exceptional academic results are a testimony to the personal and collective success of all at JCG. From here, our students go on to study at good universities, both in the United Kingdom and across the world.

Each day we strive to deliver the very best educational experience for our students. This experience should

deliver outstanding academic achievement and, more importantly, nurture someone who is happy, well-mannered and able to find fulfilment in one's service to others.

Inevitably, an information booklet and website can only partially reflect the reality of College life. I look forward to meeting shortlisted for interviews here at Jersey College for Girls. At interview, candidates will meet our students and staff, and experience the warmth, vitality and ethos of intellectual curiosity that is JCG.

It is a privilege to lead this remarkable school on such a beautiful island and I would encourage you to apply for this vacancy.

Carl Howarth



Our values

Aspire

You have a passion for your learning, to be ambitious, resilient and have the desire to be the very best you can be.

Inquire

You are curious about the world around you, you are proactive in your learning, divergent in your thinking and confident in questioning and exploring new possibilities.

Excel

You discover your strengths and develop them further, exceeding your expectations and feeling proud and passionate about everything you do.

Belong

You feel valued and accepted, possessing an inherent desire to be a part of something greater than yourself.





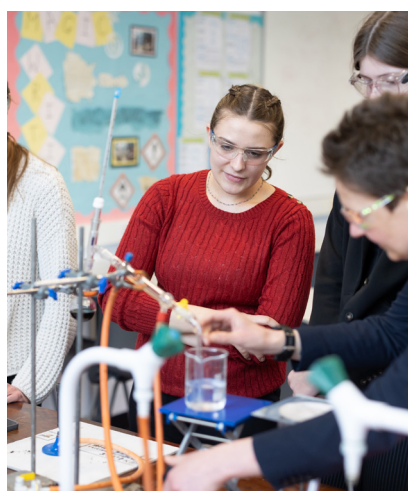
Our Facilities

The architecture at our College is a mix of modern and traditional, and the Colleges have a strong heritage in Jersey.

We have excellent, purpose built amenities including:

- the Langford Sports Centre, which boasts a sports hall, swimming pool, dance studio, fitness room, gymnasium, and climbing wall)
- the Design centre, with fully equipped Arts, Textiles, Design and Technology, and Computer Science rooms as well as a kitchen for Food and Nutrition lessons
- specialist music rooms for individual and class lessons
- the Drama centre, which includes a drama studio equipped with stage lights and the College Hall where students perform
- the Science centre, complete with equipment and laboratories for practical lessons

Our bright, modern classrooms offer the latest technology, each equipped with smart boards that allow collaborative and interactive work. Each member of staff also has the use of a laptop computer and ipad.





Digital Learning

Rapid developments in technology have encouraged us to think creatively and adapt to how we use technology to enhance and transform learning.

Since September 2023, all students in all year groups have been using a personal digital device regularly in lessons and for home learning, thus enabling the process of teaching and learning to be more efficient, personalised and targeted.

Teachers and students predominantly use Class Notebook (an adapted Microsoft OneNote) for lesson content and for the completion of learning tasks, such as essays, worksheets and past exam paper questions. Student work is either be typed or handwritten on screen.

In addition, we provide digital textbooks to all year groups where possible to improve the integration of a digital exercise book with annotated textbook pages.

As currently all GCSE and A level examinations are paper-based, we are cognisant that handwriting on paper is an essential skill to practice. Therefore, our Assessment policy requires that all end of topic tests and assessments, end of year exams and mock exams are paper based.



Our Vision for a member of staff at JCG

This vision is what we as individuals strive to achieve. As such, Jersey College for Girls and Jersey College Preparatory School aspire to be the environment to facilitate and support this endeavour.

Our staff recognise that they are one of their students' greatest influences and are passionate about what they do, drawing on the rich and fulfilling experiences they have in their lives beyond the classroom. They aspire to be, and are trusted to be, the best they can be and their professionalism is respected and valued by students, colleagues, parents and the wider community.

Our staff strive to pass on their passion for learning and inspire their students. They are focused on what is best for their students and endeavour to know, understand and celebrate their individuality and diversity.

Each member of our staff contributes to a collegiate, happy and purposeful organisation which cares for and invests in us as individuals and valued members of a team. Our staff care deeply for our students and each other, encouraging them to achieve the vision JCG and JCP have for their students.

Our staff feel their career aspirations are known, valued and supported; that their professional learning is recognised, nurtured and tailored to them as an individual. Our staff engage with and participate in research and critical inquiry in order to refine their practice. Our staff are empowered and encouraged to innovate, be creative, curious and to inquire, with space to reflect on how we do things, challenging us to improve the experience for our students, not only in their studies but in the wider aspects of their lives.

Our staff seek to excel as educators and in doing so, have a positive impact on our students, our colleagues and our community.

Our staff enjoy working in the exciting, vibrant, responsive and engaged JCG and JCP community, where colleagues and students possess and contribute to a strong sense of belonging based on kind, mutually supportive, respectful relationships.



Our Ambition for each student

You will enjoy life to the full, value your friendships and achieve balance in your life.

You will have a thirst for knowledge and already possess a broad understanding of the cultural, historical, geographical and scientific events and ideas which have fashioned your island and your world, and an eagerness to discover more. You will be a rigorous and imaginative thinker.

You will have a good range of hobbies and interests, including the Arts and sport, which you want to pursue. You will leave us with an excellent record of achievement for an academically demanding course at university or employment which will lead to a stimulating career. You will have the ambition, motivation and staying power which will equip you to study independently and successfully at either. You will apply for internships, work experience and voluntary work in your holidays.

You will have grown as an individual who is happy, well-mannered and able to find fulfilment in your service to others. You will be thoughtful, open-minded and be able to lead. You will be conscious of the advantages you have enjoyed and of the opportunities and obligations such advantages should bring. You will want to have a positive impact on your community and the world.

You will have happy and lasting memories of your time at College and an admiration for those people who have nurtured and shaped your learning. All our efforts and developments are dedicated to achieving this ambition.





‘Where we Belong’

by Arabella (Year 9)

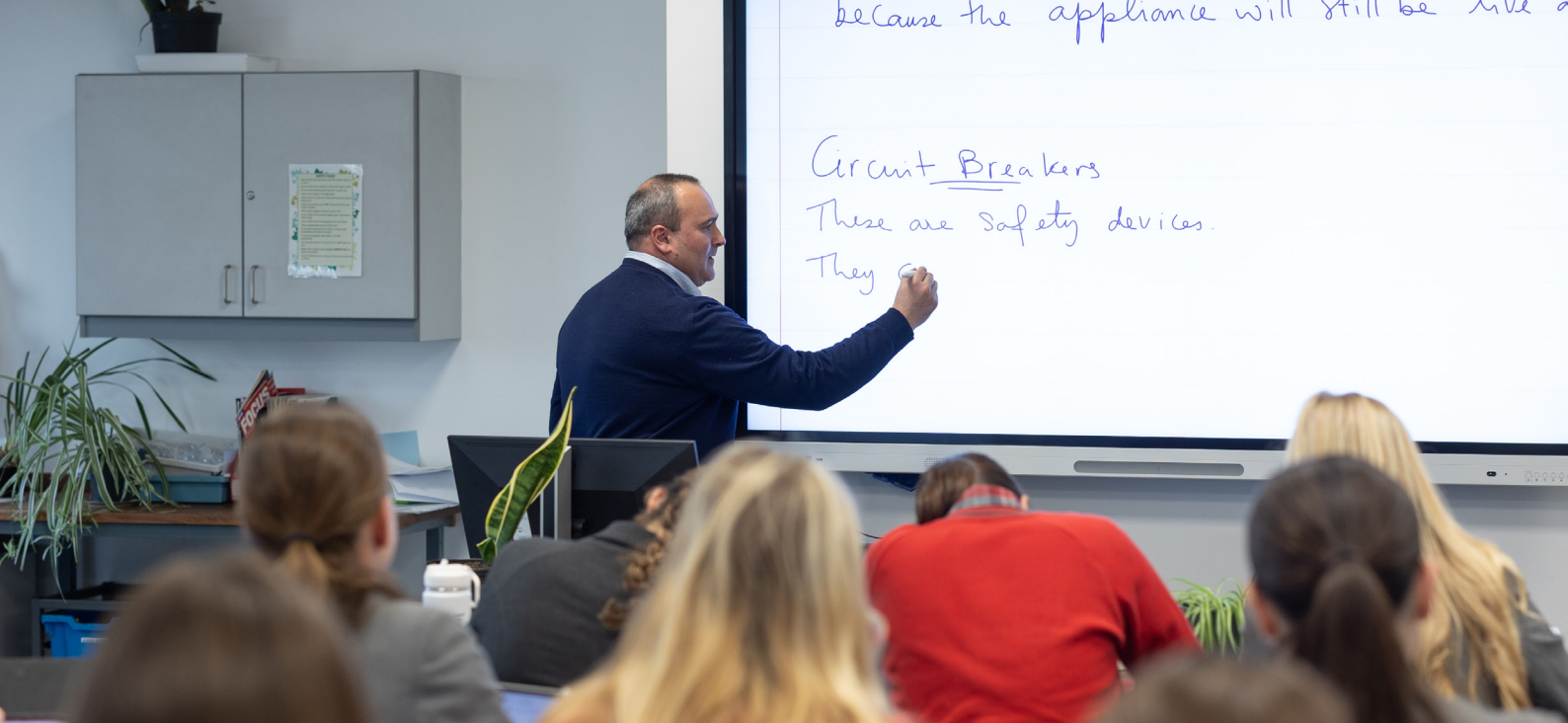
Love is built into these
granite walls,
Remembering the sound of
every voice that once walked
these same halls,
Some louder and bolder,
others quieter and more
reserved,
Although the school
remembers everyone no
matter who they are,

A new slate is given every
year to each student,
A new year to write and look
toward the future,
Some choose to clean last
year’s slate to start new,
Others hang them up with
pride to remember their past,

Every face is remembered
and cherished,
Each having their own story,
Their own personality and
future ahead of them,
Every set of eyes having their
destiny written out in the
stars

Remember students of
Jersey College for Girls,
You are meant to be here,
Every student at JCG isn’t
random,
By fate, we’re chosen.





Why be a teacher at JCG?

The best testament about what it is like to be a teacher at JCG is the view of the teachers' themselves. The following quotes have been taken at random from the responses of individual staff to a question in a staff survey.

Question: What do you most like about your current job?

'I feel that there is a genuine desire to allow everyone to reach their full potential.'

'Inspiring students to succeed when they thought that they could not. Giving confidence and knowledge to students.
Working with similarly motivated colleagues.'

'Opportunities to try something different, be creative. Teaching. Working in a great department. Excellent relationships with staff and students. Seeing students succeed. Running a department, making decisions.'

'The students I am privileged to teach and colleagues I am privileged to work alongside.'

'The students are endlessly engaging and their motivation to learn is exciting. My job offers constantly changing challenges and is certainly never dull! I feel supported by senior staff.'

'The fact that we all work together well as a team and we all support each other.'

'The potential of the students and their ability to embrace innovative teaching ideas and impress you everyday with their ideas and knowledge.'

'Working with the students and being part of what I see as a great team at JCG.'

'The supportive nature of my department and the lovely students who we teach.'

'The feeling that I'm making a positive difference in the classroom and in my wider responsibilities. I also like being part of a large and successful team.'

'Working with such talented and inspirational students.'



Some comments from teachers ranging from those new to the College and those who have progressed their careers here:

Sally Welburn

Teacher of Geography

From the day of the interview to my first day teaching at JCG, the process has been very efficient and smooth sailing.



Moving from the UK to an island I knew relatively little about could have been daunting, however the warmth and depth of knowledge provided by the staff at JCG made it feel like coming home. I have been fortunate to meet some incredibly lovely people who I now call friends and have just moved in with.

Achieving a balance between work and life is encouraged and achieved by staff more so than I have experienced in any other school. It's no wonder people find it hard to leave Jersey, there's just so much to see and do! If you appreciate the simple things in life; fresh air, being in the ocean and spending time with good people - you will certainly enjoy what Jersey has to offer.

The school has a 'can-do' attitude which translates into an astonishing array of opportunities for the students who fully-embrace what comes their way with both style and grace. I look forward to going to work on Monday mornings, something I am hugely grateful for. JCG allows me to share my love of learning and the world around me. I'm able to exercise my creativity and share my passion for my subject with full support of my colleagues.

Moving to Jersey and starting my career at such a highly achieving school was the biggest move of my life so far. There hasn't been a day I've questioned my decision.

Sarah Nicholls

Teacher of History and Politics

I joined JCG in September 2023, but I have felt like I am part of their family since my first encounter.



From the moment the screens opened for my online interview, I knew this school was special. There was a magic that radiated from both the staff and the students that could be felt from where I sat on the other side of the world. I have spent the last 15 years working in schools across the UK, then the Middle East, Caribbean, and for the last 4 years, in Singapore. I can honestly say that not one of those schools was as student centred as JCG. The ethos here is about actions, not words. Students are given opportunities and wings to fly and explore their potential – as are we as teachers. Offerings of support, no matter who you are, are genuine and not empty. We are trusted as professionals and that trust is fed back into the students. Expectations are high for staff and students, but in an inspiring way rather than a debilitating one.

As a new member of staff, I have felt fully supported throughout the process of moving to Jersey and navigating the first term. SLT have a very clear and secure structure to help with the transition to new systems, training new staff on policies at an appropriate pace and time within the school calendar. Colleagues are warm and helpful, and quickly you feel a long-standing member of the community.

I feel honoured to work at JCG. The students are amazing young people who are being nurtured by an incredible, caring body of professional educators. Kindness is at the heart of everything, bolstered by a determined, fearless spirit. I look forward to arriving at school everyday and hope JCG will be my home for many years.



Robyn Paterson

Teacher of History and Politics

My move from Scotland to Jersey has been nothing short of incredible.



I was nervous to accept the job at first having only ever taught in Scotland and being so fresh into my teaching career, moving to a small island not knowing anybody was extremely daunting. I thought I would miss the excitement of 'home', having lived in a busy city my whole life. However, I now consider Jersey home.

The warm welcome and support from everyone in JCG has truly made this transition a breeze. From the moment I arrived, both staff and pupils at JCG welcomed me with open arms and made me feel right at home. It is amazing how quickly I have settled into the college and become an integral part of the community – a feeling that cannot be explained.

I have made relationships and been provided with opportunities that have allowed me to personally and professionally grow as an individual and bring a whole new perspective to my way of teaching. Being surrounded by kind, hardworking and resilient students allows me to look forward to going to 'work' each day, knowing I can help support them to grow and thrive through the strong positive relationships I have built.

My work-life balance has never been better, Jersey provides you with so many wonderful opportunities right on your door step. I am constantly surrounded by a supportive community that encourages me to thrive in my subject, whether that be in school or outside on a beach somewhere on this stunning island.

Knowing that I am part of a nurturing environment that truly values each and every individual that passes through the front doors. I am so happy with the decision that I have made and would encourage anyone who is considering it to go for it as there really is no other place in the world quite like JCG.



JOB DESCRIPTION

Job Title: Head of Creativity and Performance
(to include Art, Design & Technology, Food & Nutrition, Textiles, Drama, Music and PE departments)

Responsible to: Vice Principal

Remuneration: MPS plus SA5

Time Allowance: 0.2

The aim of all posts at JCG is to sustain and improve the quality of learning of the students in the College. All staff work with the Principal, Vice Principal, Assistant Head teachers and other Senior Staff to promote educational opportunities, equality of opportunity and a quality working environment for both staff and students.

Job Purpose

The prime responsibility of the Head of Creativity and Performance is to lead and co-ordinate a culture of creativity and performance which;

1. focuses on the development of aesthetic knowledge and understanding and the celebration of student excellence in sport, performance and the creative subjects.
2. ensures the work of all the subjects within the faculty support student success and achievement at a local, regional and national level.
3. promotes the profile and reputation of the College at a local, national and international level to enhance the lives of our students and the island community.

The post holder will develop a strategic plan to implement a clear vision across the whole faculty, JCG community and beyond.

Specific responsibilities:

1. Lead and develop learning in the Faculty to ensure the highest levels of student success.
2. Lead and develop the Faculty staff to ensure optimum performance and effectiveness.
3. Manage the organisation within the faculty and monitor the use of resources to ensure cost effectiveness and efficiency.
4. Contribute to whole school improvement to ensure exceptional service to students, parents and other stakeholders.

Principal Accountabilities

1. Lead and develop learning in the Faculty to ensure the highest levels of student success

- 1.1 To cultivate a culture within the classroom and faculty that enables students to develop strong learning habits, to face difficulties and uncertainty confidently and creatively, and to foster a growth mindset.
- 1.2 To provide the opportunity for all students to find their creative element, ensuring the curriculum is inclusive, broad and challenging.
- 1.3 Provide dynamic leadership in all aspects of teaching and learning by demonstrating good practice in the classroom, expert knowledge about the curriculum and the theories that underpin students' learning.
- 1.4 Advise the Senior Leadership Team on issues related to Faculty curriculum areas.
- 1.5 Plan and ensure that the subject leaders deliver the various GCSE and A level courses to achieve the highest academic standards.
- 1.6 Ensure that appropriate documentation such as SOL are available, used effectively and updated where appropriate.
- 1.7 Assist teachers to develop and implement appropriate student assessment and evaluation practices according to departmental, faculty and College policies.
- 1.8 Implement a system that effectively monitors and tracks student progress and uses assessment data to ensure all students have individual targets and are supported in all areas of their work.
- 1.9 Provide support for subject leaders in the compilation and application of Personalised Learning Plans, liaising where necessary with the ENCO.
- 1.10 Ensure that subject leaders keep up to date with the latest national developments in their subject areas and evaluate their impact upon teaching and learning.
- 1.11 Ensure that appropriate use is made of the latest developments in the use of technology.
- 1.12 Recognise the cross-curricular implications of subjects within the faculty and encourage relevant staff to work together with staff in other faculty areas as appropriate.
- 1.13 Forge links with external bodies to develop mutually beneficial partnerships and participation in local and international competitions and programmes.
- 1.14 Contribute to whole school improvement to ensure exceptional service to students, parents and other stakeholders.

2. Lead and develop the Faculty staff to ensure optimum performance and effectiveness

- 2.1. Create and lead a team with a shared sense of identity and vision in this significant area within the College.
- 2.2. To design a programme to assist students in developing promotional skills required for a potential career within the field of Creativity and Performance.
- 2.3. Ensure students are offered a broad range of high quality extra-curricular opportunities within the faculty to promote creativity and performance including involvement in competitive and non-competitive events.
- 2.4. Monitor the effectiveness of individual staff performance through the subject leaders within the curriculum areas, providing support and training as required.
- 2.5. Seek and support professional growth for self and colleagues.
- 2.6. Ensure the appraisal system is conducted effectively.

- 2.7. Facilitate professional mentoring and provide, as required, an appropriate induction programme for NQTs and student teachers.
- 2.8. Undertake regular self-reviews of teaching practice and accompanying documentation as determined by the evaluation process of the College and Faculty.
- 2.9. Encourage discussion and the sharing of information, ideas and good practice.
- 2.10. Liaise with EPQ coordinator to investigate how EPQ could be more accessible to students wishing to produce an artefact.
- 2.11. Ensure the profile of the Faculty is raised in the College through frequent media releases. Work with the person responsible for Marketing and Communications to ensure events are well positioned and advertised and student achievements of excellence are known and celebrated within and beyond the College.

3. Manage the organisation within the faculty and monitor the use of resources to ensure cost effectiveness and efficiency

- 3.1. Ensure that the requirements of all documents, systems and policies are met within the Faculty.
- 3.2. Lead the process of completing the FSEF, DSEFs, Exam review analysis documents and all other documents as required, in order to encourage active reflection, analysis and evaluation of current practice to improve practice and outcomes.
- 3.3. Ensure that appropriate material is provided for cover lessons by absent staff.
- 3.4. Initiate and implement changes and improvements within the Faculty where appropriate, within the boundaries of the SDP.
- 3.5. Liaise with the person responsible for timetabling to produce teaching timetables for staff within the Faculty, discussing and negotiating where required.
- 3.6. Manage and deploy any non-teaching staff within the Faculty to support high quality teaching and learning.
- 3.7. Ensure subject leaders achieve effective resource management within their curriculum area by preparing and monitoring annual budget plans, controlling expenditure, monitoring textbook distribution and collating and maintaining inventories of stock.
- 3.8. Ensure the environment, including classrooms and displays, is current and of a high quality and stimulate creativity for staff and students.
- 3.9. Ensure that regular departmental and Faculty meetings are held and that minutes are recorded and submitted to relevant personnel.
- 3.10. Attend College meetings and other relevant meetings outside College as required, and provide feedback to Faculty staff.
- 3.11. Act as producer of main Faculty events including the annual College production, concerts and exhibitions to ensure smooth organisation and budgetary management.

4. Contribute to whole school improvement to ensure exceptional service to students, parents and other stakeholders

- 4.1. Lead the culture of creativity and performance across the College.
- 4.2. Participate in the construction of the College Development Plan, other College policies and initiatives.

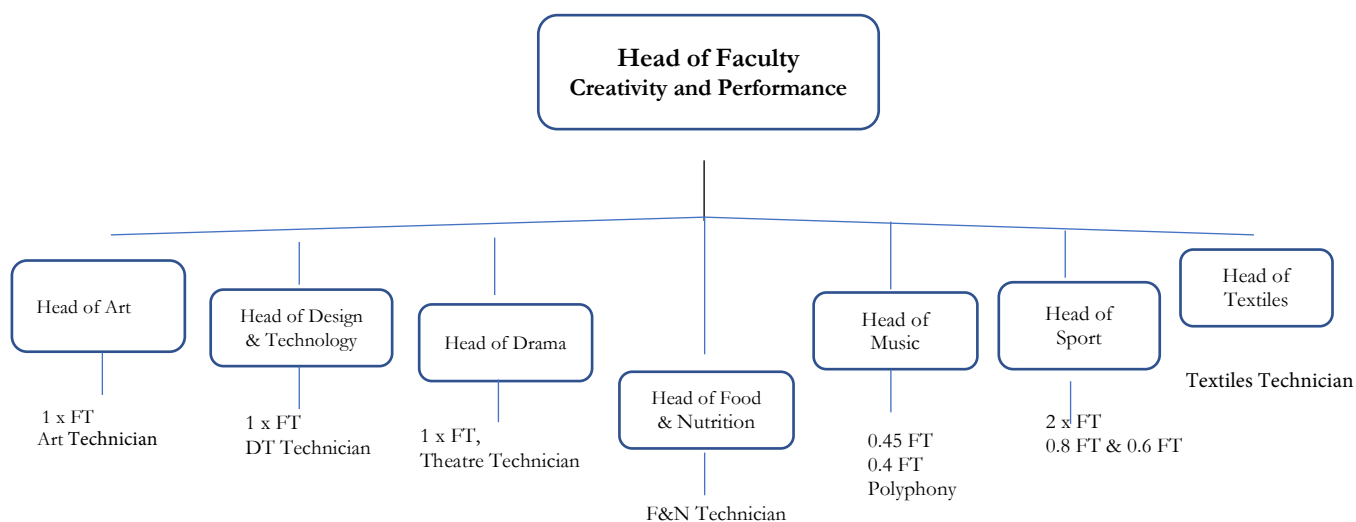
- 4.3 Contribute to parents meetings, the tutorial programme, staff teams, reports and references for students, as appropriate.
- 4.4 Work closely with other Heads of Faculty and attend regular Heads of Faculty meetings to help drive learning initiatives and implement the School Development Plan.
- 4.5 Monitor consistency of departmental periodic data and report writing according to JCG guidelines.
- 4.6 Uphold and participate in the arrangements for supporting students in the College.
- 4.7 Ensure all health and safety regulations are adhered to, both on and off site, and that a regular programme for maintenance of equipment is provided.
- 4.8 Work with the person responsible for Marketing and Communications to ensure events are well positioned and advertised and student achievements of excellence are known and celebrated within and beyond the College.

Any other reasonable task as required by the Principal.

The particular responsibilities and key tasks above are in addition to those set out in the Teachers Task.

Dimensions

The faculty comprises Art, Drama, Music, Design and Technology, Food and Nutrition, Sport, Textiles.



Person Specification

An ideal candidate for this post will possess:

- 4. An evident high level of creativity and innovation and be able to demonstrate this through evidence of past achievements.
- 5. A passion for leading and a vision for performance and creativity across the College.
- 6. Strong leadership skills, including experience of leading a high achieving department and an ability to take responsibility with a proactive approach to problem solving.
- 7. Evidence of leading whole school initiatives.
- 8. Ability to manage and motivate staff members with strong interpersonal skills displaying high levels of sensitivity, tact and diplomacy in dealing with difficult situations.
- 9. Be a qualified and experienced teacher to A level standard in a subject specialism within the Faculty.
- 10. Good organisational, time management and administrative skills with the ability to work under pressure, prioritise and meet deadlines.

11. The ability to work collaboratively, to model good practice and maintain high levels of professionalism and confidentiality.
12. High level presentational skills when addressing students, parents and teachers.
13. An ability to be able to demonstrate a strong understanding and commitment to the aims and ethos of Jersey College for Girls.
14. An appreciation of the role that Sport, Creative art and Performance plays in College life
15. Experience in actively supporting teaching staff, support staff and students in the completion of their work.
16. Energy, vision and enthusiasm to lead the Faculty in the designated areas of responsibility.

At all times the job holder must promote the safeguarding of students, ensuring that the safeguarding policy is adhered to and relevant training is updated as appropriate.

This job description is subject to review to ensure it meets the needs of the College.

Post holder: **Date:**

Principal: **Date:**

September 2023

JCG is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment

The Teacher's Task

The DfE (Department for Education) and the representatives of the Teacher's Unions (Jersey) have agreed the following statement of the Teacher's Task in order to define more clearly the nature of teachers' employment. It is their view that in this important work of educating Jersey's children it is imperative that both teachers and Headteachers recognise the duty they owe to those children and the community. To this end the teacher is expected to maintain a professional commitment to their task and the Headteacher is pledged to a responsible and humane interpretation of this agreement.

The following provides a definition of the Teachers' Task:

1. Teach effectively to meet the needs of all pupils and to ensure discipline and safety within the school community.
2. Plan, prepare, evaluate and modify as necessary personal teaching methods, work programmes and teaching materials in accordance with the DfE curricular policies and school schemes and standards.
3. Mark and maintain records of pupils' work in accordance with DfE and school policies.
4. Promote the general progress and welfare of pupils in classes or groups or individually as part of the school's pastoral and counselling arrangements.
5. Assess and record pupils' personal and social needs, development, progress and attainment.

6. Provide or contribute to oral or written assessments and report on individual pupils and groups; consult and inform parents, co-operate with appropriate outside agencies in accordance with DfE and school policies.
7. Contribute to and participate in corporate planning, self-evaluation, in-service training and professional development in assigned areas of the curriculum and pastoral arrangements; participate in related staff meetings and school events.
8. Advise colleagues, co-operate with them on teaching programmes, methods, equipment and materials within assigned areas of the curriculum ensuring that appropriate administrative tasks are undertaken.
9. Contribute and participate in the school's pastoral, tutorial and guidance arrangements and undertake an appropriate share of the organisation and conduct of parental consultation and staff meetings.
10. Contribute as required to the appointment, induction, professional development and assessment of junior colleagues, including new entrants to teaching.
11. Accept an appropriate share of the administrative and organisational tasks within the school, including providing support for teachers, undertaking additional curriculum or pastoral responsibilities or holding senior posts.
12. Ensure the safety and good order of pupils by carrying out an appropriate share of supervisions whenever pupils are authorised to be on school premises or elsewhere when the school is in session.
13. Undertaking an appropriate share of all collective responsibilities including substitution for an absent colleague subject to guaranteed non-teaching time.
14. Supervise support staff as required.
15. Order and allocate appropriate equipment and materials in accordance with DfE and school policies and schemes.
16. Co-operate as required with teachers in other schools and colleges on curricular, pastoral and administrative matters.



Information on Jersey College for Girls

Please take a look at our website where you should find all the information you need on the College.

www.jcg.je

You can also find us on social media

 [Jersey College for Girls](https://www.facebook.com/JerseyCollegeforGirls)

 [jcgjersey](https://www.instagram.com/jcgjersey)

To read the latest issue of our magazine, JCLife, visit the link below

<https://jerseycollegeforgirls.com/pages/jcg-life/jc-life-magazine>

A comprehensive guide to living in Jersey is available on the following website:

<https://www.gov.je/LifeEvents/MovingToJersey/Pages/home.aspx>



**Aspire
Inquire
Excel
Belong**



**JERSEY
COLLEGE**
Prep

jcp.sch.je



**JERSEY
COLLEGE**
for Girls

jcg.je



**JERSEY
COLLEGE**
Foundation

jcgfoundation.com