



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE



Head of the Prep School

Information for Prospective Members of Staff

Appointment of the Head of the Prep School for September 2020

St Joseph's College is seeking to appoint an inspirational and forward-thinking teacher from September 2020 to lead the Prep School (ages 3 to 11), which is an integral part of the College, an independent day school for boys and girls aged 3 to 18. The Head of the Prep School is responsible to the Headmaster for all aspects of the management and provision of the academic and pastoral life of the Prep School, including the Early Years Centre.

The position is full-time.

The closing date is noon on Monday 20 January 2020.

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Message from the Headmaster, Andrew Colpus

Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. The development of the College has led to it receiving a number of national awards over the last few years including the TES Independent School of the Year award 2015/16.



During the last twelve months the College was shortlisted for the TES Wellbeing of the Year Award; recognised as one of the top 25 influencers and innovators in the Independent Sector at the i25 awards; featured in this year's Parliamentary Review, and was a finalist at the Independent School of the Year Award 2019.

The Head of the Prep School is a member of the Senior Leadership Team for the College and reports directly to me as Headmaster. He/she is responsible for the day-to-day management of the Prep School and works closely with the other members of Senior Leadership Team to develop and implement the College Strategic Plan. A copy of the plan can be found at www.sjcr-strategy.org.uk. A key aspect is our desire to provide a seamless education from 3 to 18; the Head of the Prep School will play a central role in helping to enable this.

Responsible for over 190 pupils, ranging in age from 3 to 11, the Head of the Prep School enjoys a diverse, challenging and stimulating role. In a competitive educational market, and with increasing attention to the costs and desirability of an independent education, we require an individual who is able to help create a model of education which not only successfully prepares pupils for study in Year 7 and beyond, but also provides an exciting, inspiring and creative alternative to experiences available in competitor schools.

If this role is a challenge and opportunity which excites you, and you believe that you have the necessary skills and experience, then we would be delighted to hear from you. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Andrew Colpus
Headmaster

Overview & Ethos

St Joseph's is a vibrant Catholic independent day school for 570 boys and girls aged 3 to 18 years, which provides within its structure an experience of Christian community. Our ethos and tradition are firmly rooted in faith, creating an atmosphere where Christian values are recognised and established. This is the golden thread that runs through everything we do, and is reflected in our school motto, *Optima Deo*, meaning 'My best for God'.

Founded 125 years ago by the Sisters of Marie Madeleine Postel, today the College is renowned for its strong identity as a kind, caring yet ambitious school where every child is known, supported and encouraged. The College prides itself in maintaining a 'one school' ethos, where the Prep and Senior Schools share the same ethos and desire to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, and where pupils develop the attributes of commitment, collaboration, confidence and communication through the various aspects of school life. The College is a very happy place, and colleagues enjoy teaching here.

The Prep School offers a broad curriculum to enable all children to find the subjects in which they excel, and prepares them to meet the demands of the Senior School, into which we expect them to transfer at the age of 11. Strong links with departments in the Senior School, such as Music, Technology, PE and Modern Languages enable pupils to benefit from specialist teaching as well as helping support their academic transition to Year 7. Over the last couple of years there has been greater collaboration between the Prep and Senior Schools with staff teaching in both sections of the College.

What are we looking for?

The successful candidate will be an open-minded, strategic leader who is sympathetic to the Catholic ethos of the College, with the ability to help drive the College forward. Whilst it is not essential that the Head of the Prep School is a practising Catholic, he/she will be a practising Christian, someone who will act as a role model and be prepared to work in an ecumenical environment in order to maintain the Christian values which we believe results in the very special atmosphere at St Joseph's.

In addition, he/she will have a proven ability to lead, think strategically and display an enthusiasm for engaging with all aspects of school life. Relevant experience of independent education is required, along with a demonstrable ability to articulate and implement a vision for the Prep School within the context of the whole College. We will be looking for someone who is able to work alongside the other members of the Senior Leadership Team and the committed staff body in a truly collegiate way, capable of seeing the bigger picture of the whole College.

We aim to recruit an individual with a commitment to outstanding teaching and staff development, alongside a deep understanding of pastoral and safeguarding issues. He/she will bring a professionalism and academic credibility, balanced with warmth and sensitivity that enables an understanding of children from the age of 3 to 18. We will also be looking for someone who is kind, reflective and who cares deeply about each member of the school community.



About the Role

The Head of the Prep School plays a central and prominent role in the life of St Joseph's College, taking responsibility for the academic, spiritual and personal development, progress, welfare, care and support of all pupils in the Prep School, including the Early Years Centre. He/she has the responsibility for the day-to-day management of the Prep School, supported by the Deputy Head of the Prep School.

He/she is a member of the Senior Leadership Team, together with the Headmaster, Deputy Head Academic, Deputy Head Pastoral and the Bursar; and also a member of the wider College Leadership Team, together with the Headmaster, Deputy Head Pastoral, Deputy Head Academic, Deputy Head of the Prep School, Director of Studies, Bursar, Estates Bursar, the Finance Manager and the Head of External Relations and Admissions. He/she will lead the Prep Leadership Team, which currently consists of the Deputy Head of the Prep School, Head of Infants, and Head of Early Years.

It should be clear that this role is at the heart of the leadership and management of the College. The role has specific responsibility for the areas detailed in the job description, but the post holder must accept a responsibility to carry out general management and leadership functions elsewhere in the College or those that might arise from unexpected actions or events, as reasonably requested by the Headmaster of the College. He/she will also have a teaching commitment which may be within either the Prep or Senior Schools.

Duties and Responsibilities

The duties and responsibilities of the Head of Prep are numerous and varied, and include the following:

Day-to-Day Management

- To ensure the smooth running of the Prep School, along with the Deputy Head of Prep
- To foster the College Catholic ethos and be active in spiritual matters
- To lead and oversee the work of the Prep Leadership Team
- To provide inspirational leadership and mentoring of the Prep School staff
- To share in the life of the whole College and foster links between the Prep and Senior Schools
- To develop a vision for the Prep School in line with the whole College development plan

Strategic Management

- To be a member of the Senior Leadership Team and, as such, to participate in all areas of policy development and the strategic management of the College
- To attend all meetings as may be required by Governors
- To ensure that the aims of the College are put into practice
- To be responsible for the review and evaluation of sections of the College development plan



Academic and Pastoral Management

- To initiate, plan, implement and review academic, pastoral and spiritual developments
- To monitor the quality of academic, spiritual and pastoral work at all levels
- To monitor the quality of teaching and learning
- To review the academic progress and performance of each year group
- To ensure provision is made for pupils in need of additional support
- To monitor the quality of assessment in the Prep School including pupil performance data and value added data, in conjunction with the Director of Studies
- To work with the Director of Studies in producing the timetable for the Prep School
- To allocate teaching responsibilities keeping abilities, experiences and development needs of staff in mind
- To oversee provision of extracurricular and enrichment activities including the after school programme and holiday club activities
- To oversee the reporting process to Prep parents
- To share day-to-day responsibility for the discipline of pupils with the Deputy Head of Prep and the Heads of Section
- To liaise with the Deputy Head (Academic) over academic matters relating to the whole College
- To liaise with the Deputy Head (Pastoral) over pastoral matters relating to the whole College
- To assist with the regular review of the College PSHEE programme in conjunction with the Deputy Head (Pastoral)
- To keep abreast of national changes in education policy and thinking and advise the Headmaster on how best to respond to changes
- To be responsible for the oversight and regular review of the College policies in conjunction with other members of the Senior Leadership Team

Child Protection

- To act as a Deputy Designated Safeguarding Lead and to inform the DSL of any safeguarding concerns
- To inform the Headmaster on matters of pupil welfare
- To keep abreast of national changes in safeguarding and child protection policy and thinking and advise the Headmaster on how best to respond to changes
- To assist the Designated Safeguarding Lead with the oversight and regular review of the College policies relating to safeguarding and child protection

Leading Staff

- To lead the process of selection of new staff for the Prep School and assist with the process of selection of new staff for the College
- To provide leadership and support to all staff working in the Prep School
- To inform the Headmaster on matters of staff welfare
- To assist with the organisation and planning of staff training days
- To develop and carry out the induction programme for new staff with other members of the Senior Leadership Team
- To plan and oversee the organisation of the staff duty rota for the Prep School
- To organise and chair weekly Prep Leadership Team meetings
- To appraise Deputy Head of Prep and Heads of Section in line with the Professional Development process
- To assist the Headmaster and Bursar with allocation of Prep budgets
- To oversee and monitor the use of resources and the maintenance of equipment and materials
- To assist the Bursar with ensuring that Health and Safety regulations are observed and reviewed
- To be responsible for overseeing the environment of the College and to see that the pupils' work is properly celebrated



Leading Pupils

- To play the leading role in ensuring the highest academic standards from Prep pupils
- To play the leading role in ensuring the highest standards in the welfare, care and development of Prep pupils (both inside and outside the classroom)
- To be responsible for the tranquillity of the Prep School and to ensure that there are adequate rewards and sanctions to safeguard it
- To play a prominent role in promoting and maintaining standards of uniform, behaviour, involvement in co-curricular activities and academic work habits
- To oversee the charitable and social action programmes within the Prep School
- To oversee the operation of the Prep School Council / House Captains' meeting
- To review and write comments on Reports
- To oversee and advise on contact with parents about all matters
- To respond to and resolve parental complaints as appropriate
- To compile and write references for pupils when required

Parents

- To build, develop and maintain excellent relationships with parents
- To oversee all Prep School parent communication
- To keep parents fully informed and respond to pastoral, academic, social and developmental issues

Marketing

- To oversee arrangements for Open Events
- To meet prospective parents and build and develop excellent relationships with them
- To oversee the assessment of prospective pupils and manage their taster day experience
- To oversee the weekly newsletters to Prep parents
- To work with the Head of External Relations & Admissions in the production of publicity materials
- To maintain, develop and forge links with local schools, parishes and other institutions in the local and wider community, and foster good relationships with local Catholic schools

Event Organisation

- To have overall responsibility for the organisation of all public functions including Prize Giving
- To assist the Head of External Relations & Admissions with arrangements for entrance assessments
- To liaise with the Director of Studies over whole College and Prep School events
- To attend or send a representative to the weekly planning meeting
- To organise arrangements for Prep School assemblies and to front assemblies
- To organise Parents' Consultation Evenings and Information Evenings
- To attend and, as required, assist with front of house for College events and functions

Administrative

- To be responsible for the compilation of the termly diary in conjunction with the Director of Studies
- To prepare weekly notices for staff
- To act as Educational Visits Coordinator for the Prep School and ensure that all school visits comply with national health and safety guidelines
- To ensure all necessary information is on the database
- To coordinate the organisation of pupil medical forms for staff use
- To oversee the arrangements for pupil registration
- To oversee the allocation of class teachers
- To assist with the compilation of the staff handbook
- To be a member of the ICT Strategy Committee

Person Specification

Criteria	Essential	Desirable
Education, Qualifications and Experience	<p>Degree</p> <p>Proven record of successful teaching</p> <p>Experience in a middle or senior leadership position</p> <p>Relevant experience of independent education</p> <p>Up to date knowledge of the curriculum and current educational developments and initiatives</p> <p>Commitment to continual professional development</p>	<p>A recognised teaching qualification, such as a PGCE</p> <p>Relevant postgraduate qualification</p> <p>Evidence of involvement in relevant professional development</p> <p>Experience of successful innovative practice in teaching</p> <p>Experience of leading departmental and whole-school working groups or committees</p>
Leadership Skills	<p>Passion for developing the College</p> <p>Vision and clear thinking</p> <p>Readiness to lead whole-school initiatives with confidence and gravitas</p> <p>High expectations of pupils</p>	<p>Understanding of the future needs of the College with a vision for continued improvement and a willingness to innovate and lead the College as it develops over the coming decade</p> <p>Ability to generate ideas and drive initiatives</p>
Management Skills	<p>Strong organisational and administrative skills</p> <p>Ability to plan and execute a range of tasks under pressure</p> <p>Excellent attention to detail</p> <p>Ability to create, lead and motivate effective teams</p>	<p>Ability to effectively promote and market the College</p>
Communication Skills	<p>Ability to communicate and relate clearly and effectively with pupils, with parents and with staff in a variety of contexts</p>	<p>High level IT skills</p> <p>Excellent written and spoken English; excellent presentation skills</p>
Interpersonal Skills	<p>Supportive to staff and pupils</p> <p>Ability to motivate and inspire</p> <p>Effective listener and communicator</p> <p>Ability to tackle issues with integrity, courtesy, honesty and tact</p> <p>Ability to resolve conflict and address issues openly</p>	<p>Ability to keep things in proportion</p> <p>Ability to diffuse difficult situations using different strategies such as careful listening, sensitive use of humour, praise and recognition</p>



Personal Qualities	Passion for teaching Excellent role model for pupils Enthusiastic and able to enthuse and encourage others Diplomatic Hard-working Ability to establish good working relationships and work well in a team Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations A team player with a strong desire to work as part of close-knit Senior Leadership and whole staff team	Forward thinking approach Problem-solving skills Willingness to adopt new approaches
Ethos	Practising Christian Fully supportive of the College Catholic tradition Commitment to the aims and ethos of the College Commitment to the academic, pastoral and social development of all pupils Willingness to contribute to extra-curricular activities Commitment to the safeguarding and well-being of all pupils	Practising Catholic Commitment to the whole life of the College Able to promote the image of the College through an articulate and confident approach



About the College

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

Awards

During the last twelve months the College was shortlisted for the TES Wellbeing of the Year Award; recognised as one of the top 25 influencers and innovators in the Independent Sector at the i25 awards; featured in this year's Parliamentary Review, and was a finalist at the Independent School of the Year Award 2019.

Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the wellbeing of each pupil. We encourage all pupils to develop an awareness of their own role in society.

Points of Entry

The main points of entry to the school are at age 3, 11 and 16. Entry into the College is by assessment. Around 60% of applicants to the Senior School are from maintained primary schools.

Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university, to study a diverse range of subjects. Examination results are strong and improving year-on-year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

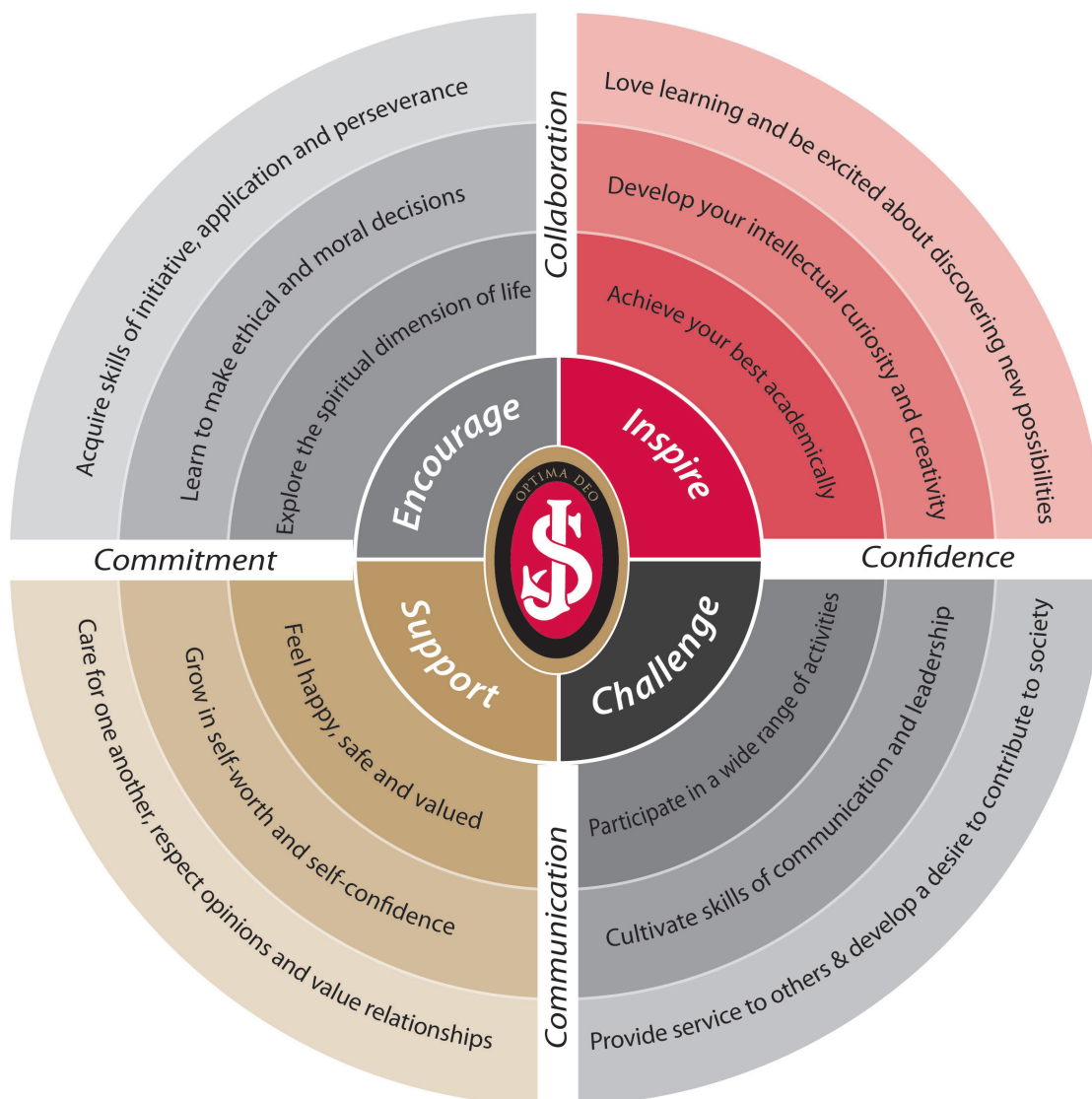
The Future

Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.



Our Mission and Aims

At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Christian values.



We aim to develop life skills of commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

The College was inspected by ISI in February 2014

The main findings of the report states:

- Attainment is generally high in relation to pupils' abilities
- The curriculum plan provides pupils with a rich learning experience
- Teachers know their pupils well and offer care, support and guidance which is greatly appreciated by pupils and parents
- The personal development of all pupils throughout the College is excellent
- The relationships between staff and pupils and amongst the pupils themselves are friendly and supportive
- The Senior Leadership Team share a clear vision for future development

Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments.

Non-contractual benefits

Pension

The College participates in the DfE Teachers' Pension Scheme for teaching staff and a contributory pension for non-teaching staff. Further details are available from the Bursar's office.

Death in service benefit

In addition to the pension scheme, teachers are entitled to the death in service benefit offered by the Teachers' Pension Scheme.

School fee reduction

Staff at St Joseph's College are eligible for a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, subject to their child(ren) meeting the entrance requirements.

Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme. Further details are available from the Bursar's office.



Cycle to work scheme

The school allows staff with an employment contract for 12 months or more to purchase a bicycle through this scheme. Further details are available from the Bursar's office.

Drinks and snacks

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

Lunch

Lunch is provided at no cost during term time.

Laptop

Teaching staff are loaned a school laptop to assist with their teaching and administration, and docking stations are available throughout the school.

Use of private vehicle

Subject to a journey being approved by the Bursar or Headmaster, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

Car parking

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

Counselling

Staff have access to a 24-hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

Legal advice

Staff have access to a 24-hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

Healthcare helpline

A telephone-based healthcare support service is available to all staff at no cost.

Swimming pool

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

CPD and training

Professional development is nurtured and encouraged, and the school has a full annual INSET programme. There is strong support for new teaching staff. Newly qualified teachers can undertake their accredited NQT year through the Independent Schools Council programme and a number of members of staff have completed teaching qualifications whilst employed at St Joseph's.

Staff Room

There is a professional, friendly and supportive Staff Room in both the Prep and Senior Schools, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.

Appointment Procedure

- Applications will only be accepted from candidates completing the Teaching Staff Application Form in full, accompanied by a covering letter addressed to the Headmaster, Mr Andrew Colpus.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to recruitment@sjcr.org.uk or alternatively sent by post to Mrs Gravenor, Headmaster's PA, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- The closing date for applications is noon on Monday 20 January 2020 and interviews for shortlisted candidates will be on Wednesday 29 or Thursday 30 January 2020.
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the Teaching Staff Application Form and the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: www.sjcr.org.uk/417/community/work-with-us



Interview Process

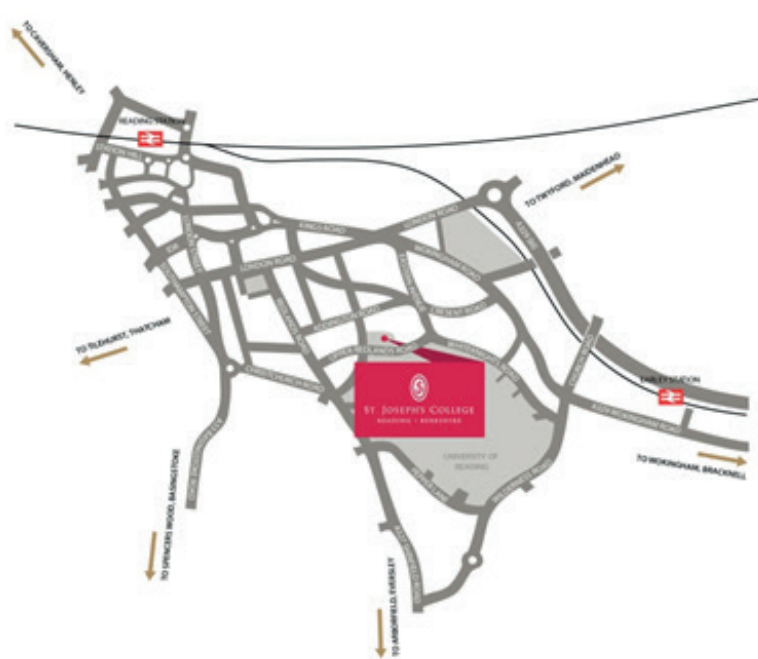
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff and Governors. We will also assess your suitability to work with children.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- The College requests that all candidates invited to interview also bring with them:
 1. A current driving licence including a photograph or a passport
 2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address
 3. Where appropriate any documentation evidencing a change of name
 4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.



How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links.
- If travelling by train, the school is approximately 20 minutes walk from Reading Station, or alternatively there are a number of local buses that stop close by.
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP.



TES Independent
School of the Year 2015/16

Outstanding Progress Award
Education Business Awards 2016

Outstanding Leadership Team
Leadership Awards 2016

Shortlisted for TES Wellbeing Award 2019

Shortlisted for i25 Award 2019

Finalist for Independent
School of the Year 2019

ST JOSEPH'S COLLEGE, READING

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www.sjcr.org.uk