



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Chaplain

Part-time

Information for prospective members of staff



Appointment of a Chaplain for September 2023

St Joseph's College is seeking to appoint a Chaplain (Lay or Religious) from September 2023. This is a part-time role (18.5 hours per week), although full time hours may be available for the right candidate with curriculum or co-curricular skills/experience.

The post will commence 1 September 2023.

Applications will be reviewed upon receipt. We reserve the right to close the vacancy once a suitable candidate be appointed.

Contents

Message from the Head	page 3
About the Department	page 4 and 5
Areas of Responsibility and Key Tasks	page 6
Conditions of Service	page 7
Person Specification	page 8
About the College	page 9
Our Missions and Aims	page 10
Why St Joseph's?	page 11 and 12
Appointment Procedure	page 13
Interview Process	page 14
How To Find Us	page 15





Message from the Head, Mrs Laura Stotesbury



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. There is a real appetite for what we have to offer as both an educational establishment and an employer.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence, communication and compassion through the various aspects of school life. The College is a very happy place, and colleagues enjoy teaching here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Mrs Laura Stotesbury
Head

About the Religious Studies Department

Place in the school

The Religious Studies department is central to the life of St Joseph's as a Catholic School. Our staff not only deliver excellent teaching and learning but also play a significant role in how matters of faith and morals are perceived and approached by the community. The department seeks to share the Christian vision of God's love for each person with staff and students whilst respecting their conscience and recognising that growth takes time.

The successful candidate will be someone who can offer guidance and direction to students and who is willing to communicate effectively the teaching of the Catholic Church to young minds. He/she will be a baptised Catholic and fully support the Christian ethos of the school.

Chaplaincy at St Joseph's

We are currently blessed with a wonderful Lay Chaplain who has been internally promoted to a pastoral role within the Prep School from September. In their new role they will continue to act as a support to the Chaplaincy provision especially within the Prep School and will help to induct the new Chaplain as appropriate.

The Chaplain has significant responsibility for the Faith Life of the school. Working closely with the music department, RE Department and local clergy to plan and prepare a variety of liturgy across the school year.

Our current Chaplain is a source of great support for students and staff. They have individual meetings, offering a friendly ear for spiritual, moral and/or social guidance. Helping to deal with the day-to-day challenges facing young people as well as support and counselling as needed in times of personal or family crisis.

The Chaplain has significant interaction with the Spiritual Life Committee of Governors and works with the SLT and RE Departments to ensure that the school is ready for Canonical inspection via Catholic School Inspectorate.



How might the Chaplain contribute to Religious Education?

Structure and Content of the Department

In Year 11 pupils begin the study of ethics as a non-examination course.

The department will be implementing the new Catholic Curriculum Directory, when it is available. So, in September the department will add a non-examined Religious Studies program for KS5 from years 11 (as they are post GCSE), to 13.

The department wishes to expand its SVP/outreach program. As these changes occur there will be the opportunity to build up and work on these new areas. The Chaplain may wish to contribute to the teaching of RS in other ways but their input into the KS5 course is expected.

The department currently consists of the Head of Department and four members of staff who currently teach RS as part of their teaching timetable including a Deputy Head. Each member of the Department is encouraged to develop their skills and is given the support to do this. The department is a supportive and friendly place to work and new ideas and suggestions are readily welcomed.





Areas of Responsibility and Key Tasks

- Pray regularly for the needs of the College community
- Maintain a high profile presence around the school and at school events (including evening events)
- Offer support and counselling as needed by individual pupils, staff and parents (especially in times of personal and family crisis such as bereavement)
- Liaise with the local clergy, our music and RE departments in preparing inclusive liturgies and Masses (including Senior, Prep and Whole College masses for significant events)
- Preparing readers, altar servers, eucharistic ministers and others involved in the liturgy
- Participate in the Assembly rota for all year groups especially at significant times during the Church's year
- Contribute to the delivery of the 6th form general RE programme
- Coordinate the work of the pupil chaplaincy and charities team
- Devise and run the Chaplaincy programme (with events for each year group)
- Develop opportunities for prayer and meditation, including developing the use of the Wellbeing Centre, Side Chapel and the Prep Chapel as a place of prayer and reflection before school, at lunchtimes and after school
- Care of the College Chapels and Sacristy and maintenance of liturgical plate, supplies, vestments etc.
- Development of the physical environment so that there is evidence of our Catholic foundation
- Assist with the running of the Retreat programme
- Assist staff in preparation of tutor group reflections and whole school collective worship
- Produce the College prayer book and weekly reflection for Senior tutors
- Take a leading role in the College Charity and Social Action Programme
- Contribute to the PSHEE programme
- Contribute to staff training days
- Liaise with local parishes and the Diocese of Portsmouth
- Manage the Chaplaincy budget
- Teaching is available for the right candidate



Conditions of Service

The contract is for 43 working weeks per year, consisting of school term time (normally approximately 35.4 weeks including training days), and two weeks over the holidays to include results days (pastoral support) and by agreement with the Head. This is a part-time role offered at 2.5 days a week (18.5 hours per week). Additional hours are available for the right candidate with curriculum or co-curricular skills/experience.

The post is a permanent position, and accommodation may be available for the right candidate.

The pattern of working can be flexible to suit the College and the Chaplain's needs.

The contract for the post is for a total of 43 weeks per annum, which includes 5.6 weeks paid leave, including public and bank holidays which you are required to take as they fall during the year. There are a small number of weekend and evening commitments during the course of the school year, which form part of the total working time included above.

The post holder will receive a negotiated salary, depending on experience and qualifications. The College has a pension scheme in operation.

Person Specification

Criteria	Essential	Desirable
Education, Qualifications and Experience	Good literacy/ numeracy and IT skills 5 GCSE at grade C or above including Mathematics and English (or equivalent) Experience (or qualification) suitable for a chaplaincy role in a Catholic school	Training or experience of youth ministry Counselling qualification
Skills and Attributes	Committed to the spiritual and personal development of school age children and young people Empathy with pupils across the age and ability range Ability to motivate and inspire pupils and staff Capacity to deal sensitively with problems raised by pupils or staff Good communication and inter-personal skills Good social skills, both with pupils and also with adults (parents and staff), showing flexibility where needed but also the accountability and a high degree of reliability and formal organisation required in a school context	Ability to generate ideas and drive initiatives Ability to defuse difficult situations using different strategies such as careful listening, sensitive use of humour, praise and recognition Knowledge of a wide range of liturgical music genres and styles
Personal Qualities	Excellent role model for pupils Enthusiastic and able to enthuse and encourage others 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	Forward thinking approach
Other Requirements	Baptised, practicing and committed Catholic Commitment to the ethos of the College Commitment to the whole life of the College Willingness to contribute to extra-curricular activities Commitment to safeguarding and well-being of all pupils There is a genuine occupational requirement that the post holder has a Catholic faith.	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

The College has won several awards over the last few years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

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 well-being 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, 13 and 16. Entry into the Senior School is by formal assessment, and 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 Catholic Christian values.

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

The College's ISI inspection took place in May 2022

The Educational Quality Inspection report examines the quality of the school's work and focusses on two key outcomes:

- The achievement of the pupils, including their academic development, and
- The personal development of the pupils.

Their key findings were that the quality of the pupils' academic and other achievements is good. They commented that 'pupils have a strong focus in lessons and work positively both as independent and collaborative learners'.

They found that the quality of pupils' personal development is excellent, noting that 'pupils have a very positive attitude towards supporting other people both within the school and wider community', and 'pupils embrace positively the diversity of their school and respect and value their differences'.

The school scored highly in other areas too, with inspectors praising the co-curricular opportunities offered by the school, noting 'pupils achieve success in a wide range of activities both within and beyond the classroom and they gain valuable new skills from their involvement'.



Regulatory Compliance Inspection Report

Regulatory compliance inspections from ISI focus on whether the school meets the Education (Independent Schools Standards) Regulations and the Early Years Foundation Stage Statutory Framework. These are the national standards for all independent schools. In each of the eight discrete areas, including all areas relating to safeguarding, the inspectors found that 'the standards are met'. This is the highest possible achievement under this current inspection framework and is a huge accolade.



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

School fee reduction

Staff at St Joseph's College, (who are not employed on a casual contract) 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 or government tax-free childcare scheme.

Cycle to Work Scheme

The school allows staff to purchase a bicycle through the cycle to work scheme after completion of the statutory probationary period, and to those staff with an employment contract for 12 months or more. Further details are available from the Bursar's office together with the terms and conditions of the scheme.

Pension

The college participates in a contributory pension for non-teaching staff. Further details are available from the Bursar's office.

Eye tests

Members of staff are entitled to a free annual eye test.

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

A duty meal may be obtained from the Dining Hall between 12.00pm and 2.00pm.

Use of a private vehicle

Subject to a journey being approved by the Bursar or Head, 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.

Staff Room

There is a professional, friendly and supportive Staff Room, 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 College Non-Teaching Application Form in full, accompanied by a covering letter.
- 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 Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- 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 College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: <https://www.sjcr.org.uk/vacancies/>

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. We will also assess your suitability to work with children.
- The interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- 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:
 - A birth certificate, driving licence including photograph and a passport
 - A utility bill or financial statement issued within the last three months showing the candidate's current name and address
 - Where appropriate any documentation evidencing a change of name
 - 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.

