



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Teaching Assistant (Prep School)

Information for prospective
members of staff



Appointment of a Teaching Assistant - Prep School

St Joseph's College is seeking to appoint a Teaching Assistant to join the team from Monday 19 April 2021 or as soon as possible after that date.

The post-holder will be responsible in the first instance to the College Deputy Head (Prep) who has the day-to-day oversight of the Prep School. The post is full time and permanent, from 8am to 4pm during term time, including staff training days.

Applicants should be self-motivated, reliable, a team player and able to use their initiative. A positive and flexible approach and a desire to work with young people are qualities we value highly.

The closing date for applications is noon on **Tuesday 2 March 2021** and interviews will take place week commencing **Monday 8 March 2021**.

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Message from the Headmaster, Mr 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 recent development of the College has led it to receive a number of national awards over the last couple of years including the TES Independent School of the Year award 2015/16. During 2019 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.

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 and communication 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.

Andrew Colpus
Headmaster

About the Prep School

The Prep School consists of an energetic, professional team of highly qualified teachers, teaching assistants, and support staff who work well collaboratively and are dedicated to the education of the children in their care.

The Prep School offers a broad curriculum to enable 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.

In the Prep School we care passionately about the well-being and happiness of our pupils, putting the child at the centre of all we do, as well as striving for academic rigour and inspirational teaching.

We have our own Assembly Hall, playgrounds, sports court, art room and ICT suite. The music centre, science laboratories, technology rooms, further ICT suites and playing fields, along with the swimming pool, are shared with the Senior School.

The Prep School comprises Early Years to Year 6. Teaching and learning in the classroom is varied and adaptive, using diverse resources and thinking skills. Each classroom is equipped with an interactive whiteboard.

The successful candidate will work with the class teachers throughout the Prep School in motivating and inspiring the pupils to enjoy and value their learning.





Duties and Responsibilities

To be an effective professional who demonstrates high standards of care and support to enable access to learning for all pupils. Members of staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Main Requirements

Three qualities are essential:

1. You must be a first-rate practitioner who has a real passion and enthusiasm for the role and the pupils in your care
2. You must be committed to treating each child as an individual
3. You must be able to work as part of a team, in a supportive, caring and friendly manner

In fulfilling the requirements of the post, the teaching assistant should demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in pupils and colleagues
- Build team commitment with colleagues
- Engage and motivate pupils
- Understand the importance of, and have a passion for, the outside learning environment
- Contribute to the development and/or implementation of College policies
- Participate in the professional development process to advance pupil learning and enhance professional practice in line with the College aspirations and priorities
- Uphold the values and mission of St Joseph's College and maintain them both inside and outside the classroom
- Promote the wider aspirations and values of the College

Areas of Responsibility and Key Tasks

The main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the College Deputy Head (Prep).

- Working under the instruction and guidance of the teaching staff to undertake work, care and support programmes, to enable access to learning for all pupils
- Working in a variety of settings, e.g. small group work and one-to-one, as well as classroom support
- Assisting the teachers in the management of pupils in and outside the classroom, including in the playground and Dining Hall
- Promoting good pupil behaviour and independence
- Ensuring all paperwork is completed correctly and on time
- Providing clerical and administrative support to the class teachers
- Participating as an active member of the staff team
- Ensuring that all activities are carried out in a safe and secure manner

Other Professional Requirements

- Assisting with the provision of First Aid cover for pupils (First Aid training will be provided)
- Attending relevant meetings and training sessions as required
- Meeting all deadlines reasonably requested
- Adhering to all policies (including Health and Safety and Child Protection) and raising any concerns to the appropriate person

This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed once a year, but it may be subject to modification or amendment at any time.





Conditions of Service

The hours of work are 8am to 4pm, Monday to Friday, during term time, including training days (totaling 35.4 weeks per annum). The post is for 41 working weeks, which includes all term-time days and staff training days. There is an entitlement to 5.6 weeks' holiday per annum (which includes public and bank holidays), and this is reflected in the salary.

The rate of pay is £8.96 per hour. Salary will be paid at the end of each month, being one twelfth of the annual salary based on the number of hours worked per week, including holiday pay entitlement. The College has a contributory pension scheme in operation.

Person Specification

| Criteria | Essential | Desirable |
|--|---|--|
| Education, Qualifications and Experience | <p>Interest and experience working with children</p> <p>A basic awareness of health and safety practices</p> <p>Some understanding of how children learn</p> | <p>NVQ Level 3 or equivalent</p> <p>Understanding of the national curriculum and assessment</p> <p>Paediatric First Aid Training</p> |
| Skills and Attributes | <p>Good communication and inter-personal skills</p> <p>High standards of written and spoken English</p> <p>Empathy with pupils across the age and ability range</p> <p>Capacity to deal sensitively with problems raised by pupils</p> <p>High expectations of pupils</p> <p>Good computer skills</p> | <p>Ability to diffuse difficult situations using different strategies such as careful listening, sensitive use of humour, praise and recognition</p> <p>Have particular skills related to guiding children in their learning and play</p> <p>Ability to use initiative</p> |
| Personal Qualities | <p>Self-motivated and reliable with a disciplined work ethic</p> <p>Ability to establish good working relationships and work well in a team</p> <p>Excellent role model for pupils</p> <p>Well organised and resourceful approach to work and have the ability to meet deadlines</p> | <p>Forward-thinking approach</p> <p>Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations</p> |
| Other Requirements | <p>Fully supportive of the College's Catholic tradition</p> <p>Commitment to the ethos of the College</p> <p>Commitment to safeguarding and well-being of all pupils</p> | <p>Able to maintain high standards of care and education</p> <p>Able to promote the image of the College through an articulate and confident approach</p> |



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 two 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 Missions and Aims

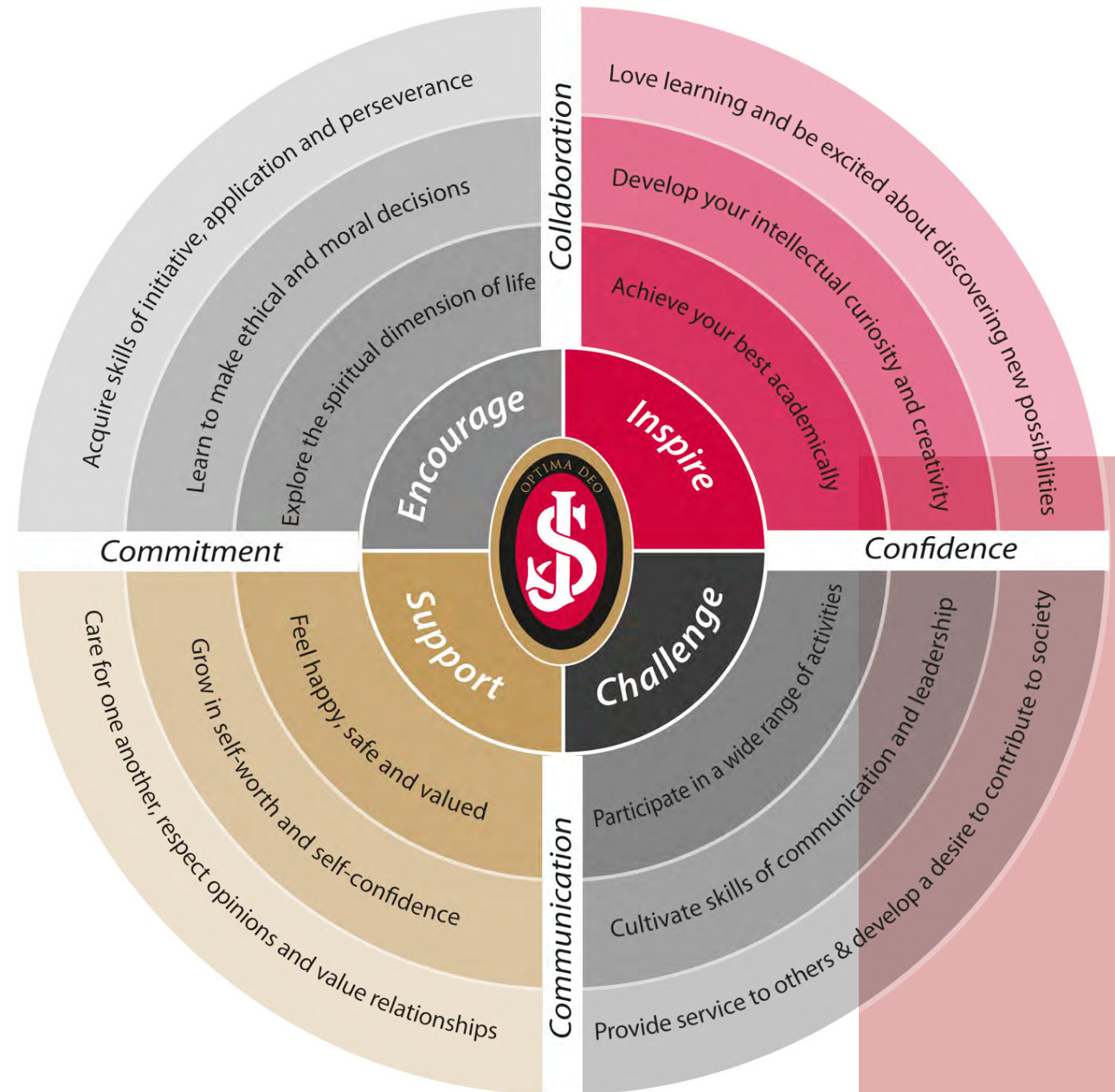
At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Christian values.

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

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.

Pension

The College participates in a contributory pension for non-teaching staff. 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.

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 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.

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.
- The closing date for applications is noon on **Tuesday 2 March 2021** and interviews for shortlisted candidates will take place in the week commencing **Monday 8 March 2021**.
- 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 current driving licence including a photograph, or 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.

