ST. JOSEPH'S COLLEGE

INDEPENDENT SCHOOL OF THE YEAR
TES Independent School Awards 2015/16





Teacher of Mathematics

Information for Prospective Members of Staff

Appointment of a Mathematics teacher for September 2019

St Joseph's College is seeking to appoint an inspirational and forward-thinking teacher from September 2019 to join the Mathematics Department, teaching pupils from Year 7 to 13, including GCSE and A level.

The position is full-time.

The closing date is noon on Monday 25 March 2019.

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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 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.

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 Mathematics Department

The successful candidate will work alongside the Head of Department to deliver forward thinking and engaging Mathematics lessons. We create a welcoming, but academically challenging environment where students aspire to the high standards we set in and outside the classroom. St. Joseph's mathematicians are encouraged, inspired, supported and challenged in line with the College Mission Statement enabling them to reach their academic potential.

Students follow the Edexcel Mathematics IGCSE (9-1, Specification A), AQA Mathematics A-level and Edexcel Further Mathematics. Results are high and reflect the emphasis on strong curriculum knowledge, challenge and hard work on behalf of students and staff; academically challenging our students is at the heart of what we do. Last year, 35% of entrants in the Sixth Form achieved an A or higher in Mathematics and 59% of candidates achieved a 7 or higher in the IGCSE. Classes are taught in mixed-ability sets in Year 7. In Year 8 students have weekly 'problem solving lessons' that give students time to develop the problem solving skills that are part of a mathematician's toolkit.

The Mathematics Department is forward thinking and reflective, always looking to develop their practice. New strategies are discussed at regular team meetings where ideas are honed, refined and further trialled. An example of this is using whiteboards around the edge of each room to aid mathematical conversations, layout of work and student assessment. The successful candidate will help contribute towards this ongoing CPD. The Department is well resourced, making use of a variety of books and resources. Teachers can make use of a shared faculty work room, and each teacher has a dedicated classroom.

As a key STEM subject, members of the department contribute to Café Scientifique. This is the College weekly Year 10 to 13 STEM club where staff, students and external speakers are given a platform to talk on any STEM related topic they desire; these talks run from the *Maths of Love* and *A History of Maths*, to *How to Survive a Zombie Apocalypse*. There is a weekly Puzzle club and a Year 7 to 9 STEM club that the Maths department contribute too, as well. The department also contribute to regular inter-house competitions with Team Challenges, Weekly Puzzles and St. Joseph's does Countdown. We also run a very well-attended weekly drop-in clinic. The successful candidate will contribute to this growing extra-curricular programme.

The successful candidate needs to be a passionate Mathematician with excellent subject knowledge in order to engender in our pupils a deep interest and enthusiasm for all aspects of the subject.





Duties and Responsibilities

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has pupils who achieve well. 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 teacher who has a real enthusiasm for both your subject and how it is most effectively taught.
2. You must enjoy the pastoral aspects of teaching.
3. You must want to contribute to the extra-curricular activities of the Department and of the College.

In fulfilling the requirements of the post, the teacher 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.
- Demonstrate analytical thinking to improve the quality of pupils' learning.
- Contribute to the College improvement/ development planning and promote the learning priorities of the College Development Plan.
- 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

Planning, Teaching and Class management

- Undertake the teaching of designated classes.
- Take an active part in curriculum development including the preparation of Schemes of Work.
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- Correct pupils' school and homework in a reasonable time and in accordance with College policy.
- Prepare and administer test/examinations as appropriate.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Maintain good order and discipline amongst all pupils, in accordance with the College policy.
- Report to parents on the development, progress and attainment of pupils, in line with the College Policy.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- Contribute to meetings relating to teaching and the curriculum, and advise the Head and other colleagues with regard to subject development.
- Plan for, organise and direct the work of support staff within the classroom, if applicable.

Pastoral Duties

- Be a form tutor to an assigned group of pupils.
- Promote the general progress and wellbeing of individual pupils and of the form tutor group as a whole.
- Liaise with the Head of Section to ensure implementation of the College pastoral system.
- Register pupils, accompany them to assemblies, encourage their full attendance and their active participation in all aspects of College life.
- Contribute to the preparation of full and interim reports and profiling of pupils within the tutor group.
- Alert appropriate staff to any problems being experienced by pupils.
- Communicate as appropriate with parents of pupils and persons or organisations outside the College concerned with the welfare of the individual pupils after consultation with appropriate staff.
- Contribute to PSHE programme.

Other Professional Requirements

- Attend meetings, parents' evenings, open evenings and other functions as appropriate.
- Organise and supervise extra-curricular activities, as reasonably requested.
- Undertake supervisory duties during the school day.
- Meet all deadlines reasonably requested.
- Adhere to all policies (including Health and Safety and Child Protection) and raise any concerns to the appropriate person.
- Maintain an up to date knowledge of good practice in teaching techniques
- Take account of wider curriculum developments.
- Undertake professional development to enhance teaching and pupils' learning.

Person Specification

Category	Essential	Desirable
Education, Qualifications and Experience	Degree Up to date knowledge of the curriculum and current educational developments Commitment to continual professional development	A recognised teaching qualification, such as a PGCE Qualified Teacher Status
Skills and Attributes	Excellent subject knowledge Good communication and inter-personal skills Good classroom management skills Empathy with pupils across the age and ability range Ability to employ a range of effective teaching, learning styles and assessment methods Ability to motivate and inspire pupils Capacity to deal sensitively with problems raised by pupils High expectations of pupils	Experience of the role of tutoring for a group of pupils Innovatory approaches to curriculum delivery 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
Personal Qualities	Passion for teaching 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	Fully supportive of the College's Catholic tradition Commitment to the ethos of the College Willingness to contribute to extra-curricular activities Commitment to safeguarding and well-being of all pupils	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
It 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 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, 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.

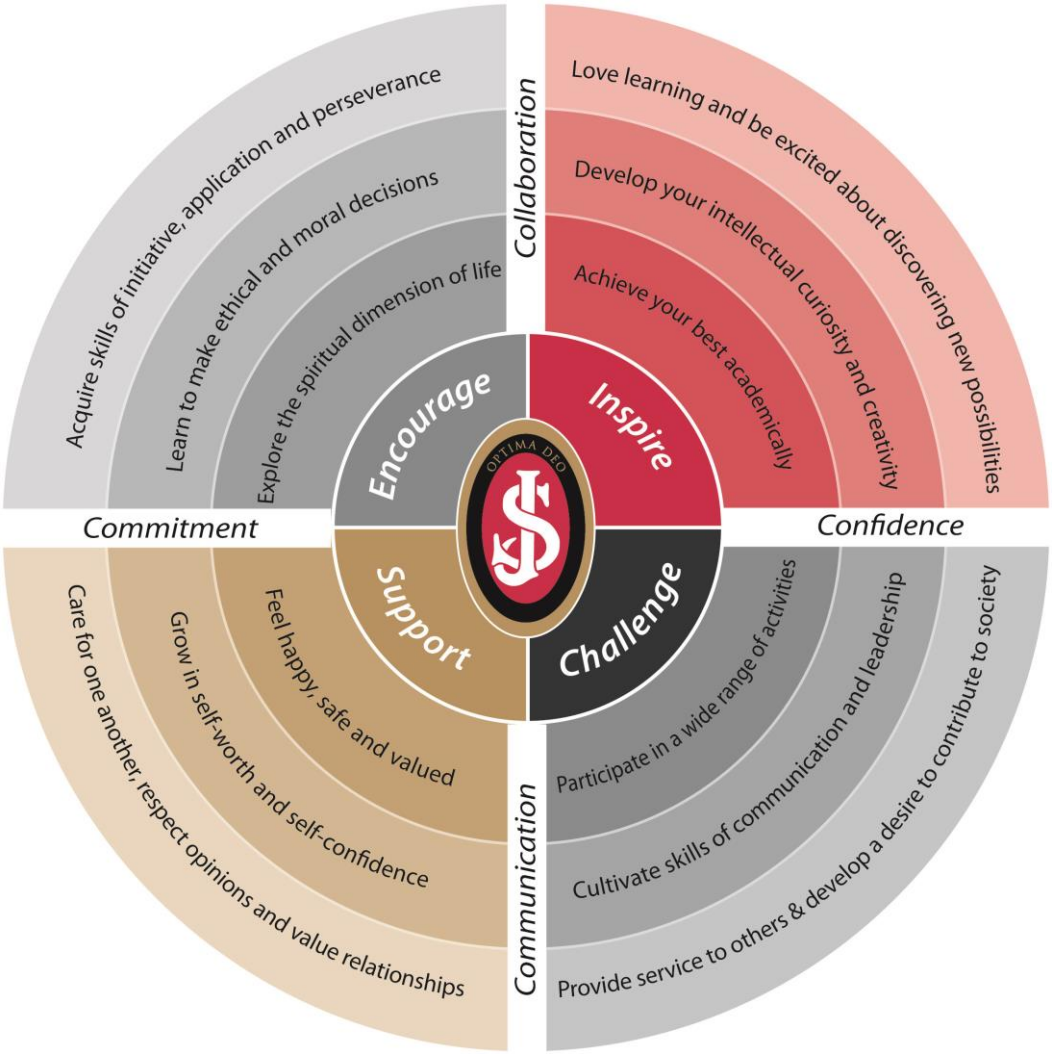
The Future
Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for 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 fulfil 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 children and amongst the children 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, 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 Teaching 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 25 March 2019 and interviews for shortlisted candidates will be on Friday 29 March 2019.**

- 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. 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.

- If you are invited to interview for a teaching post, you will be required to teach a lesson which will be observed. You will be provided with a brief for the lesson beforehand.

- If you are invited to interview for a non-teaching post, the interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.

- 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.

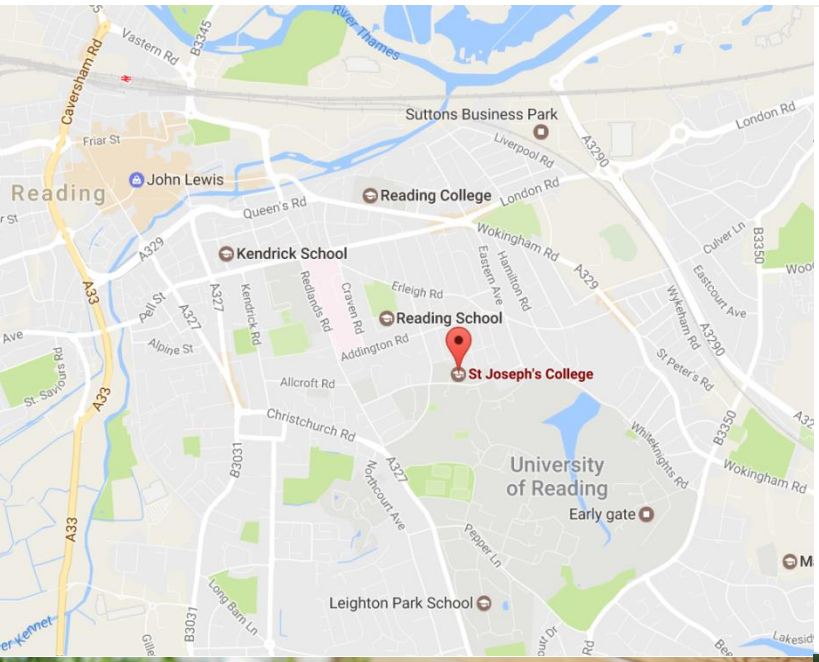


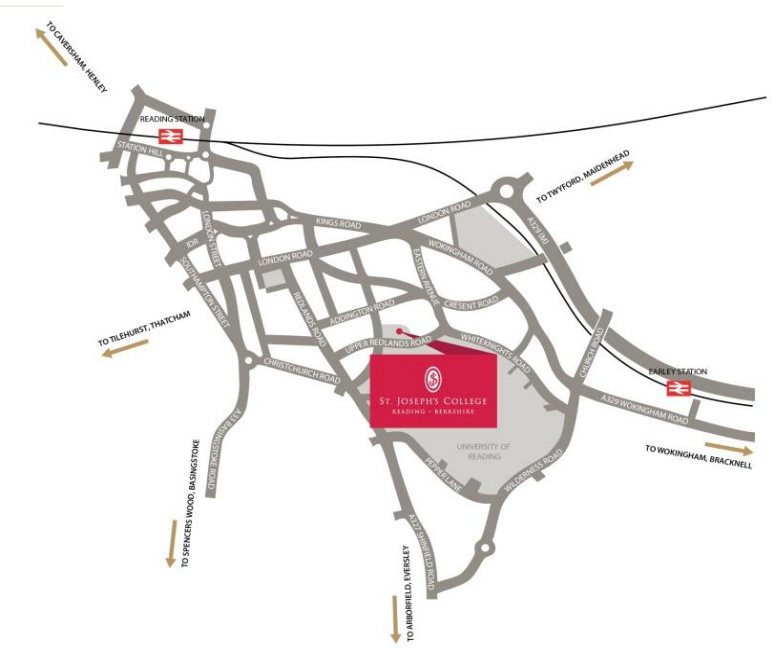

How to find us

- 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

ST JOSEPH'S COLLEGE, READING

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www.sjcr.org.uk