



ST. JOSEPH'S COLLEGE

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



Level 3 Qualified Early Years Practitioner

Information for Prospective
Members of Staff



Appointment of two Level 3 Qualified Early Years Practitioners August 2019

St Joseph's College is seeking to appoint two Level 3 qualified Early Years Practitioner from August 2019 (or September for the right candidate). This is an exciting opportunity for a skilled practitioner to join our friendly and supportive school. The positions are full-time.

The closing date is Noon on Friday 26 July 2019.

Contents

| | |
|-----------------------------|---------|
| About the Role | page 3 |
| Duties and Responsibilities | page 4 |
| Person Specification | page 6 |
| About the College | page 8 |
| Our Mission and Aims | page 9 |
| Why St Joseph's? | page 10 |
| Appointment procedure | page 12 |
| Interview process | page 13 |
| How to find us | page 14 |

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 Role

Due to the increase in numbers at the College, is seeking to appoint two Level 3 qualified Early Years Practitioner from August 2019.

St Joseph's Early Years Centre, for children aged 3 to 5, is open all year round from 8.00am to 6.00pm. Staff work 8 hours per day on a weekly rotating shift system, covering the hours of 7.30am to 6.00pm.

The post-holder will be responsible in the first instance to the Head of Early Years, but also during term time to the Early Years Teacher. During Holiday Club that responsibility passes to Manager of the Early Years Centre.

Applicants should be:

- Self-motivated
- Reliable
- A team player
- Able to use their initiative
- Positive and have a flexible approach
- Committed to supporting pupils to realise and achieve their full potential





Duties and Responsibilities

The Early Years Foundation Stage Teacher delivers an early education programme which aims at supporting each pupil's personal, social, academic, physical and emotional development. The Early Years Foundation Stage curriculum is followed and there is a mixture of child and teacher initiated learning. Enabling classroom environments are set up which capture pupils' curiosity and give the pupils opportunities to be creative and explore. The key aim is to ensure that the pupils develop at the pace that is appropriately challenging for them and that the characteristics of effective learning are fostered to prepare the pupils for their next educational steps.

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 enthusiasm for teaching
2. You must enjoy the pastoral aspects of supporting pupils' learning
3. You must want to contribute to the extra-curricular activities of the College

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

- Inspire trust and confidence in pupils and colleagues
- Be committed to working with colleagues as part of a team
- Engage and motivate pupils
- Demonstrate analytical thinking to improve the quality of pupils' learning
- Be a reflective practitioner
- 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 performance management 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

Supporting Teaching and Learning

- Interact, engage and play with children, inspiring and extending their thinking
- Offer constructive and sensitive feedback to help children recognise what they have achieved and think about what they might do next
- Have high expectations of all children and demonstrate commitment to ensuring that they achieve their full potential
- Contribute to and sustain a safe, welcoming, nurturing and stimulating environment where children feel confident, secure and inspired
- Use observation and other strategies to contribute to the monitoring and documentation of children's activity, development and progress systematically and carefully
- Contribute to effective use of a range of assessment, monitoring and recording strategies, including using 'Tapestry' under the guidance of the Early Years Teacher
- In accordance with the Early Years Teacher's planning, prepare and use a range of resources suitable for children's ages, interests and abilities, taking account of diversity and promoting equality and inclusion
- Maintain a safe, hygienic, well ordered learning environment for children. Prepare snacks and meals safely with attention to allergies, food safety and children's preferences
- Monitor and actively support the development of children's language and communication skills through both daily conversations and planned screening and support strategies
- Promote positive behaviour, self-control and independence through using effective behaviour management strategies and developing children's social, emotional and behavioural skills

Pastoral duties

- Safeguard children by recognising when a child is in danger or at risk of harm and know how to act to protect them
- Promote the general progress and well-being of individual pupils and of the class as a whole
- Liaise with the Early Years Class Teacher/Head of Early Years to ensure implementation of the College pastoral system
- Accompany pupils to assemblies and other parts of the campus, encourage their full attendance and active participation in all aspects of College life
- Alert appropriate staff to any problems being experienced by pupils
- Communicate as appropriate with parents of pupils Support with Early Years/Infant Assemblies and Class Assemblies as required
- Recommend pupils for the award of House Points, Golden Certificates, Head of the Prep School Commendations and Class Prizes

Other professional requirements

- Attend meetings and other functions as appropriate
- Undertake supervisory duties during the school day
- Meet all deadlines reasonably requested
- Assisting with the provision of First Aid cover for pupils (First Aid Training will be provided)
- Adhere to all policies (including Health and Safety and Safeguarding) and raise any concerns to the appropriate person.
- To supervise and engage with pupils outside the classroom as necessary, for example lunchtimes and play times
- Be aware of wider curriculum developments
- Undertake professional development to enhance teaching and pupils' learning
- Carry out other duties as reasonable directed by the Early Years Class Teacher, Head of Early Years, the Head of the Prep School or the Headmaster



Person Specification

| Category | Essential | Desirable |
|--|---|---|
| Education, Qualifications and Experience | <p>NVQ Level 3</p> <p>GCSE Grade C or above in Maths and English Language or L3 Functional Skills</p> <p>Worked in an environment which involves direct care for children</p> <p>Basic awareness of health and safety practices</p> | <p>Paediatric First Aid Training</p> <p>Knowledge of appropriate play activities e.g. games, crafts, stories, songs etc.</p> <p>Knowledge and experience of Read Write Inc. programme and of an IT application to log observations and evidence such as Tapestry</p> <p>Working experience with children aged 3-5 years</p> |
| Skills and Attributes | <p>Good communication and interpersonal skills</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>Ability to inspire trust in parents and carers</p> | <p>High standards of written and spoken English</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 play</p> <p>Ability to use initiative</p> |
| Personal Qualities | <p>Passion for Early Years</p> <p>Excellent role model for pupils</p> <p>Enthusiastic and able to enthuse and encourage others</p> <p>Ability to establish good working relationships and work well in a team</p> <p>Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations.</p> | <p>Forward thinking approach</p> <p>Commitment to own continuing professional development</p> |
| Other Requirements | <p>Fully supportive of the College's Catholic tradition</p> <p>Commitment to the ethos of the College</p> <p>Willingness to contribute to extra-curricular activities</p> <p>Commitment to safeguarding and well-being of all pupils</p> | <p>Commitment to the whole life of the College</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

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

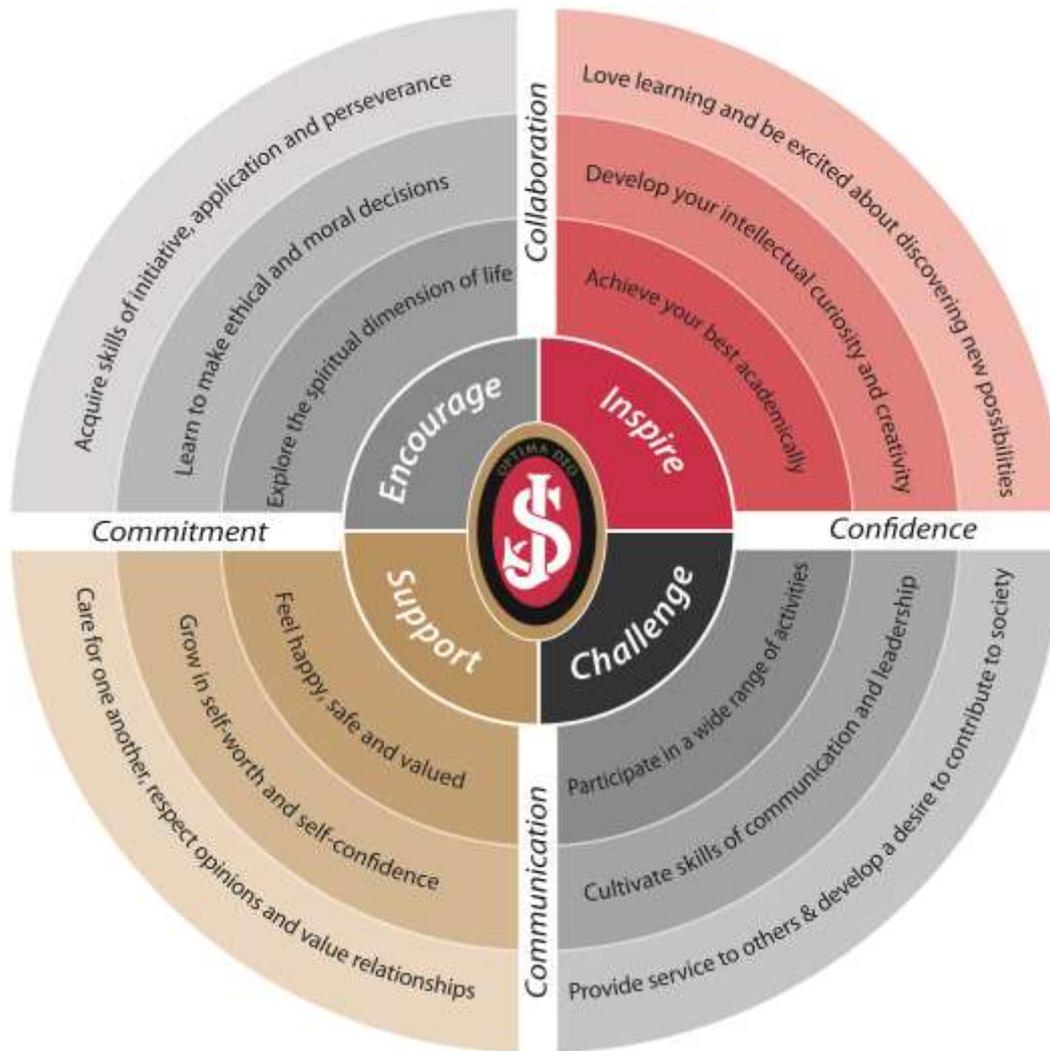
Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, 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 Mr Mark Bushby, The Head of the Prep School.
- 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. Electronic application is encouraged and preferred.
- **The closing date for applications is Noon on Friday 26 July 2019 and interviews for shortlisted candidates will be on Friday 9 August 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 complete an observation alongside the Head of Early Years. 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

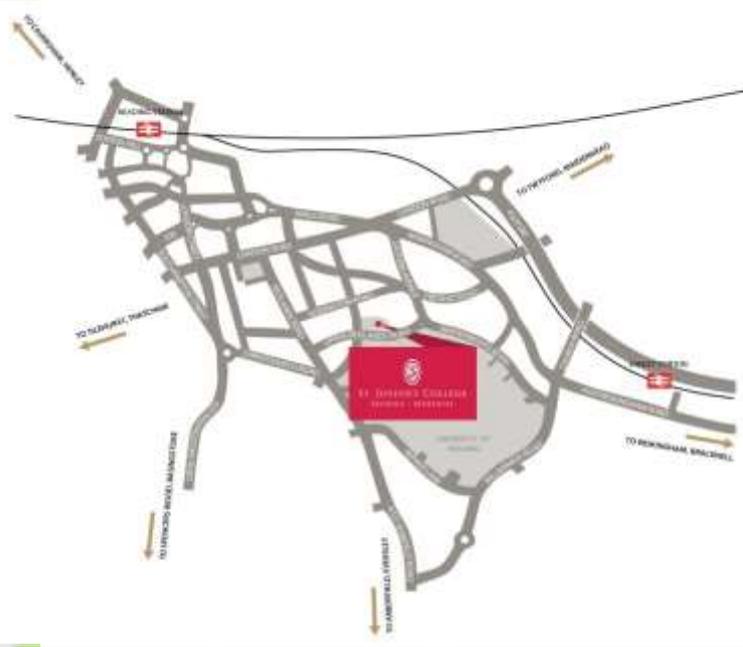
Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.





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

0118 966 1000

www.sjcr.org.uk