



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Head of Computer Science & ICT

(Digital Learning Lead for the right candidate)

Information for prospective
members of staff



Appointment of Head of Computer Science & ICT for September 2024

St Joseph's College is seeking to appoint an inspirational and forward-thinking member of staff from September 2024 to lead the Computer Science & ICT Department. The role involves teaching pupils from Year 7 to 13, including GCSE and A level although the successful candidate will work closely with the ICT subject lead in the Prep School to ensure the College-wide curriculum is fit for purpose.

The post is full time and not appropriate for ECTs except in exceptional circumstances.

The closing date is **9am on Monday 20 May 2024** and interviews will take place shortly after the closing date. Applications will be reviewed upon receipt and we reserve the right to close the vacancy early.

Contents

Message from the Head	page 3
About the Department	page 4
Duties and Responsibilities	page 5
Areas of Responsibility and Key Tasks	page 6
Person Specification	page 9
About the College	page 10
Our Missions and Aims	page 11
Why St Joseph's?	page 12
Appointment Procedure	page 14
Interview Process	page 15
How To Find Us	page 16





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 Department

The Computer Science department is a small and friendly department currently consisting of the Head of Computer Science and ICT, a specialist Computer Science teacher and, as required, non-specialists who teach at KS3.

Over the last five years the teaching of ICT and Computer Science has grown significantly within the school. The time allocated to Computer Science\ICT in Years 7 to 9 has been increased and the number of students taking both Computer Science and ICT GCSE have improved significantly.

We teach both Computer Science and ICT skills at key stage 3 and offer students the choice at GCSE of ICT or Computer Science. A Level Computer Science is also taught and we would like to explore an ICT qualification at KS5 to grow students' digital literacy.

In 2022, 100% of students achieved a grade 9 in Computer Science and all students in ICT achieved a grade 6 or above. At A Level 80% of students achieved a grade B or above in Computer Science.

The school currently has two ICT suites, with i5 Computers equipped with 16Gb RAM. The computers are running Windows 10 with Microsoft 365 and Creative Cloud software as well as specialist subject specific software. There are also computers located in other departments including Music, Graphics and the Library. We have an excellent site-wide wireless network and fast internet connectivity. Our IT infrastructure have recently been upgraded to offer a reliable and redundant solution. We are exploring a bring your own device policy as part of our digital learning strategy. This will also evaluate the role of AI in the College. Full details of the Digital Learning Lead role will be supplied on request.

All members of the department contribute to curriculum development and instilling a love and the skilled use of computer technology by the students. Many pupils attend the lively and successful STEM Clubs. Computer Science students participate and have excelled in a national competition called Cyber Centurion, which is a networking, defence and cyber-security challenge. The Head of Computer Science and ICT will oversee the running of our pupil voice 'Digital Champions' committee.





Duties and Responsibilities

The key requirement for the Head of Department is to be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and can encourage students to achieve well.

The Head of Department is responsible to the Head in all matters. He/she reports to the Assistant Head Teaching and Learning. The Head of Department supervises the teaching and non-teaching staff allocated to work in their particular Department.

The Head of Department should also interact on a professional level with colleagues and seek to establish and maintain productive relationships with them and, in particular with other Heads of Department, in order to promote the supportive ethos of the College and also to assist mutual understanding of the College curriculum with the aim of improving the quality of teaching and learning in the College.

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 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

Leadership

- Advise the Head and Deputy Head (Senior) and Assistant Head Teaching and Learning on the aims and future direction of the Department and the resources required to implement these
- Co-ordinate the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment in order to provide a rich experience for pupils and secure high academic standards in the department
- Ensure that all departmental documentation is in place and up-to-date
- Take responsibility for the implementation of school policies within the department
- Monitor the work of the Department and organise Departmental meetings which are focused on the development of teaching and learning
- Ensure that teaching and learning in the department meets the needs of all pupils – in particular to ensure that they are stretched and the less able supported
- Develop the analysis of departmental assessments, examination results and reports, MidYIS, YELLIS, ALIS and other data
- Monitor and evaluate standards of achievement and the quality of teaching in the Department through lesson observation, examining pupils' work, monitoring teachers' planning and assessment and other appropriate means
- Assist in the professional development of departmental colleagues, giving them opportunities to develop their skills, knowledge and understanding
- Encourage the sharing of good practice in the department through the appropriate use of departmental meeting time and external INSET courses
- Manage the provision of information to parents/carers and other staff about curricular choices, and choice of teaching groups for individual pupils and groups of pupils
- Meet with parents about any issues concerning the teaching of the subject
- Oversee and monitor the accuracy of examination entries and dates and work effectively with the Examinations, Data & Compliance Manager
- Seek to ensure the effective use of the Department's equipment, proper maintenance of the Department materials and fabric, and the observance of relevant health and safety regulations
- Draw up and maintain efficient and effective control of the Department's budget
- Contribute to the selection for appointment and professional development of teachers and non-teaching staff including the induction and assessment of new and early career teachers to work in the Department
- Assist the Deputy Head (Senior) in the preparation of reports relating to the work of the Department
- Keep up to date in subject knowledge and with development in the subject



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 work 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 well-being 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 pupil after consultation with appropriate staff
- Contribute to PSHEE programme



Areas of Responsibility and Key Tasks

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
- 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.



Person Specification

Criteria	Essential	Desirable
Education, Qualifications and Experience	<ul style="list-style-type: none"> Degree Proven record of successful teaching Up-to-date knowledge of the curriculum and current educational developments Commitment to continual professional development Ability to teach Computer Science to A Level 	<ul style="list-style-type: none"> A recognised teaching qualification, such as a PGCE Qualified Teacher Status Evidence of involvement in relevant professional development Experience of successful 'innovative practice' in teaching Ability to teach Games/Product Design and/or Maths
Skills and Attributes	<ul style="list-style-type: none"> Excellent subject knowledge Passion for developing the subject 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 Vision and clear thinking 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Forward-thinking approach
Other Requirements	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Commitment to the whole life of the College Able to promote the image of the College through an articulate and confident approach



Appointment Procedure

- Applications will only be accepted from candidates completing the College 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 is **9am on Monday 20 May 2024** and interviews will take place shortly after the closing date. Applications will be reviewed upon receipt and we reserve the right to close the vacancy early.
- 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/>



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 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 casual contracts) 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 pays its teachers a total remuneration package which provides teachers with flexibility in determining the level of contributions paid into their pension. This provides staff with the option to increase their take home salary by reducing their total pension contribution (employer and employee) or vice versa.

All teachers are automatically enrolled into the College defined contribution pension scheme – the Aviva Pension Trust for Independent Schools (APTIS).

The pension scheme includes:

- Employer contributions matched to Employee contributions. The limiting factors are simply the individuals' salary and statutory limits. Contributions can be varied annually by staff to meet changing circumstances as required.
- An Employee Assistance Programme provided by Care First.

Further literature on the APTIS scheme, together with examples about how the level of pension contribution can be varied, is available from the Bursar.

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.

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 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

CPD and professional development is nurtured and encouraged. The school has a full annual INSET programme and staff have access to the National College professional development platform. There is strong support for new teaching staff. Early Career Teachers can undertake their accredited ECT years through the Independent Schools Teacher Induction Panel and several members of staff have completed postgraduate 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.



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.
- You will also be required to teach a lesson which will be observed. You will be provided with a brief for the lesson beforehand.
- 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, a passport and a birth certificate
 - 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.

