



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Teaching Assistant

Permanent

Information for prospective
members of staff



Appointment of a Teaching Assistant

St Joseph's College is seeking to appoint a Teaching Assistant for January 2025 or an immediate start. This is an exciting opportunity for a skilled practitioner to join our friendly and supportive school.

The working hours are 37.5 hours a week Monday to Friday and the contract is term-time only (including inset / training days).

Closing Date: 9am, Friday 29 November 2024

Interviews will take place shortly after the closing date.

Contents

Message from the Head	page 3
About the Prep School	page 4
Duties and Responsibilities	page 5
Main Requirements	page 7
Areas of Responsibility and Key Tasks	page 8
Person Specification	page 9
About the College	page 10
Our Missions and Aims	page 11
Why St Joseph's?	page 12
Non-contractual Benefits	page 13
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 staff enjoy working 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 Prep School

Pupils join Pre-Reception from the age of three and, through the forward thinking curriculum in place at the College, pupils develop high levels of skills and expectations. The successful candidate will work with the Prep Pastoral Lead in motivating and inspiring the pupils to enjoy and value their learning. You will provide a safe and secure environment for them to develop their social and communication skills, while recording observations and summarising their achievements.

You will be supporting pupils across the College. Specialist teachers take the pupils for lessons in PE and Music. Teaching and learning in the classroom is varied and adaptive, using diverse resources and thinking skills. Each classroom is equipped with an Interactive Whiteboard.

Through the pastoral support, regular assemblies and structure of the school day, pupils are encouraged to adopt a strong work ethic and begin to develop independent learning skills. Pupils of all ages are expected to think for themselves and to think of other people.

The successful candidate needs to be a dedicated professional who is prepared to work collaboratively in a close-knit team. They will need to be enthusiastic, hardworking and passionate about education and pupil progress.





Conditions of Service

The position is fulltime during term-time Monday to Friday (35.4 weeks), either 8am to 4pm or 10am to 6pm (with 30 minutes lunch break unpaid). Hours to be discussed at interview.

The post is for 41 working weeks, which includes all term-time days and staff inset/training/admin 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. There is the possibility of a small number of evening commitments during the course of the school year, which form part of the total working time included above.

The post holder will receive a negotiated salary, depending on experience and qualifications. The College has a contributory pension scheme in operation. The working hours are 37.5 hours a week.

About the Role

The post-holder will be responsible in the first instance to the Prep Pastoral Lead but also to the College Deputy Head (Prep).

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

Class teachers deliver an education programme which aims at supporting each pupil's personal, social, academic, physical and emotional development. 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 teaching assistant who has a real enthusiasm for working for supporting pupils
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
- 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
- In accordance with the 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.
- 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 Prep Pastoral Lead and Class Teacher 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 Class Assemblies as required
- Recommend pupils for the award of House Points, Golden Certificates, College Deputy Head (Prep) 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 Class Teacher, Prep Pastoral Lead, the College Deputy Head (Prep) or the Head

Person Specification

Criteria	Essential	Desirable
Education, Qualifications and Experience	GCSE Maths and English Language (Grade C or above) or L3 Functional Skills Basic awareness of health and safety practices Knowledge of appropriate play activities e.g. games, crafts, stories, songs etc. Working experience with children aged 3-5 years	Paediatric First Aid Training
Skills and Attributes	Good communication and interpersonal skills Empathy with pupils across the age and ability range Capacity to deal sensitively with problems raised by pupils High expectations of pupils Ability to inspire trust in parents and carers Ability to use initiative	High standards of written and spoken English Good computer skills Ability to diffuse difficult situations using different strategies such as careful listening, sensitive use of humour, praise and recognition Have particular skills related to guiding children in their play
Personal Qualities	Excellent role model for pupils Enthusiastic and able to enthuse and encourage others Ability to establish good working relationships and work well in a team Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations	Forward thinking approach Commitment to own continuing professional development
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

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

Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the well-being of each pupil. We encourage all pupils to develop an awareness of their own role in society.

Points of Entry

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the Senior School is by formal assessment, and around 60% of applicants to the Senior School are from maintained primary schools.

Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university to study a diverse range of subjects. Examination results are strong and improving year-on-year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

The Future

Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.

Our Mission and Aims

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

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

The College's ISI inspection took place in May 2022

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

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

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

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

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



Regulatory Compliance Inspection Report

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



Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments.

Non-contractual benefits

School fee reduction

Staff at St Joseph's College (who are not employed on 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.

Pension

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

A duty meal may be obtained from the Dining Hall.

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 Head, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

Car parking

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

Counselling

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

Legal advice

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

Healthcare helpline

A telephone based healthcare support service is available to all staff at no cost.

Swimming pool

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

CPD and training

Professional development is nurtured and encouraged, and the school has a full annual INSET programme. 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.
- 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 Friday 29 November 2024. Interviews will take place shortly after the closing date.
- 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.
- 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.

