



ST. JOSEPH'S COLLEGE  
READING • BERKSHIRE

# Fixed Term Maternity Cover

Prep School Teacher for KS1/2

(Part-Time)

Information for prospective  
members of staff



## Fixed Term Maternity Cover (Part-Time)

### Prep School Teacher for KS1/2 from Monday 2 June 2025

St Joseph's College is seeking to appoint an inspirational and forward-thinking Prep School teacher, to work in KS1 or KS2 from 2 June 2025 to cover maternity absence on a part-time basis 0.6 FTE. This is an exciting opportunity for a skilled classroom practitioner to join our friendly and supportive school. The position is part-time and offered on a fixed term contract from Monday 2 June 2025 to Friday 22 May 2026 to cover maternity. Please note that the contract is contingent upon the employee's maternity leave. In the event that the maternity leave is cancelled or not taken, the fixed-term contract may be terminated.

The post-holder will work closely with another part-time teacher (working in a job share), to ensure continuity for the pupils.

**The closing date is 9am on 17 March 2025.** Interviews will take place towards the end of the month.

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## 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 Prep School

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

The Prep School offers a broad curriculum to enable children to find the subjects in which they excel and prepares them to meet the demands of the Senior School, into which we expect them to transfer at the age of 11. Strong links with departments in the Senior School such as Music, Drama, PE and Modern Languages enable pupils to benefit from specialist teaching as well as helping support their academic transition to Year 7.

In the Prep School we care passionately about the wellbeing and happiness of our pupils, putting the child at the centre of all we do, as well as striving for academic rigour and inspirational teaching. We have our own Assembly Hall, playgrounds, infant library and art room. The music centre, science laboratories, theatre, ICT suites and playing fields, along with the swimming pool, are shared with the Senior School.

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





## 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 a range of teaching strategies and resources
- Write comprehensive weekly plans
- Be able to set clear targets, based on prior attainment, for pupils' learning
- Make effective use of a range of assessment, monitoring and recording strategies
- Keep appropriate and efficient records
- 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

## Pastoral Duties

- Be a class teacher / form tutor to an assigned group of pupils
- Promote the general progress and wellbeing of individual pupils and of the class as a whole
- Liaise with the Prep Pastoral Lead 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
- 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 PSHEE through the weekly programme as appropriate
- Lead section and class collective worship as required.





## 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, including running a lunchtime club
- Meet all deadlines reasonably requested
- Adhere to all policies (including Health and Safety and Safeguarding) 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

Criteria	Essential	Desirable
<b>Education, Qualifications and Experience</b>	Degree Up-to-date knowledge of the curriculum and current educational developments and initiatives.	A recognised teaching qualification, such as a PGCE Qualified Teacher Status
<b>Skills and Attributes</b>	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
<b>Personal Qualities</b>	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
<b>Other Requirements</b>	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 wellbeing 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.

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## 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

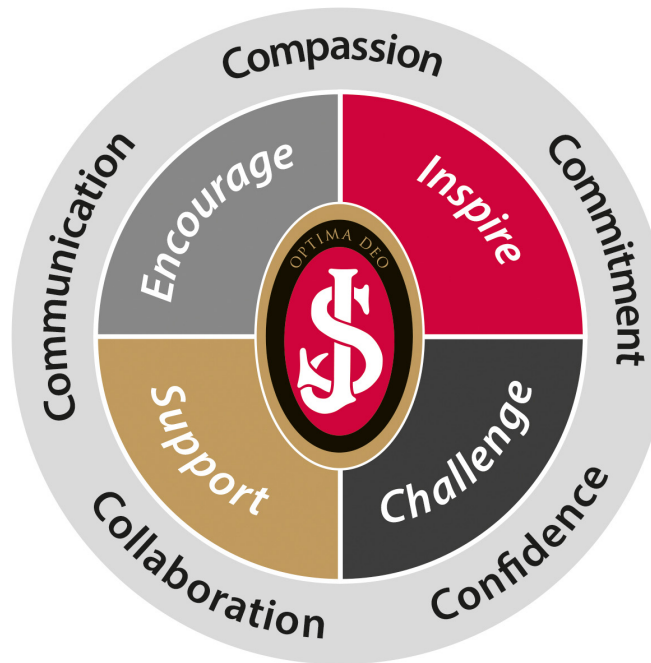
**The Educational Quality Inspection report examines the quality of the school's work and focusses on two key outcomes:**

- 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.

### **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](mailto: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 17 March 2025. Interviews will take place towards the end of the month.
- 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/>

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## 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.

