



ST. JOSEPH'S COLLEGE  
READING • BERKSHIRE



# Head of Art

Information for Prospective Members of Staff

# Appointment of Head of Art for 2021

St Joseph's College is seeking to appoint an inspirational and forward-thinking teacher, on a permanent contract to lead the Art Department, teaching pupils from Year 7 to Year 13, including GCSE and A Level.

The start date for this role is flexible: either January, April or September 2021. The current post holder will be leaving this December.

The position is full-time.

The closing date is noon on Monday 12 October 2020, although applications will be reviewed upon receipt.

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## Message from the Headmaster, Andrew Colpus

Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. The recent development of the College has led it to receive a number of national awards over the last couple of years including the TES Independent School of the Year award 2015/16. During 2019 the College was shortlisted for the TES Wellbeing of the Year Award; recognised as one of the top 25 influencers and innovators in the Independent Sector at the i25 awards; featured in this year's Parliamentary Review, and was a finalist at the Independent School of the Year Award.

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.



A handwritten signature in black ink that reads "Andrew Colpus". The signature is fluid and cursive, with the first name being particularly prominent.

Andrew Colpus  
Headmaster



## About the Department

The Art department is a lively and vibrant space where all pupils' technical and creative skills are developed to realise their full potential. We believe that Art and Design is both a form of communication and a means to express ideas and feelings. The Art department strives to achieve a professional studio atmosphere where the pupils are encouraged to develop their own ideas through a variety of different media including painting, sculpture, printmaking, textiles and digital media. Edexcel Fine Art and Graphic Communication is studied at A level and also Fine Art at GCSE. AQA Graphic Communication was introduced at GCSE in September 2013 and has become a popular and successful course.

The Art department includes two studios and one dedicated Graphics room with computer facilities. This enables Sixth Form students to work within their own dedicated space, in which their work can remain laid out between sessions.

The department is close knit, with an ethos of team work, making full use of the individual strengths of the teaching team. Currently, the department consists of one full time and three part time teachers of Art and Design. Schemes of work are planned around a framework that ensures progression of skills from Year 3 to 13. Projects are regularly enhanced and adapted to take account of current exhibitions and the interests of each class. We strive to challenge the boundaries of what Art education can be.

In Years 3 to 9 the pupils are taught in mixed ability groups of 16-24 for 80 minutes per week, and in Years 7 to 9 Graphic Design is taught on a rotational timetable. Art groups at GCSE tend to be 10-16 pupils, with smaller groups at A level. The department is high achieving and levels of work are celebrated with displays around the College and an annual Year 11 and Year 13 summer exhibition.

Pupils have a keen interest in the subject and are given opportunities to extend their learning through termly inter-house Art competitions and after school sessions for GCSE, A level, and Year 9 pupils who show a particular strength for the subject. Gallery visits to a wide range of different exhibitions take place each year and extra in house workshops and trips are put on for Scholars and Postelars.

The successful candidate needs to be enthusiastic with excellent subject knowledge and the ability to engage pupils in their learning across the age range.





## **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 Headmaster in all matters. He/she reports to the Deputy Head Academic & Head of Faculty in respect of curricular matters and to the Deputy Head Pastoral & Heads of Section in respect of pastoral matters.

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 Headmaster and the Deputy Head Academic 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 Data & Examinations 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 newly qualified teachers to work in the Department
- Assist the Deputy Head Academic in the preparation of reports relating to the work of the Department
- Keep up to date in subject knowledge and with developments in the subject

### *Planning, Teaching and Class management*

- Undertake the teaching of designated classes
- Take an active part in curriculum development including the preparation of Schemes of Work
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Correct pupils' school and homework in a reasonable time period and in accordance with College policy
- Prepare and administer test/examinations as appropriate
- Be able to set clear targets, based on prior attainment, for pupils' learning
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- Maintain good order and discipline amongst all pupils, in accordance with the College policy



- Report to parents on the development, progress and attainment of pupils, in line with the College Policy
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Contribute to meetings relating to teaching and the curriculum, and advise the Head and other colleagues with regard to subject development
- Plan for, organise and direct the work of support staff within the classroom, if applicable

### ***Pastoral Duties***

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

### ***Other Professional Requirements***

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

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

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education, Qualifications and Experience</b>	<p>Degree</p> <p>Proven record of successful teaching</p> <p>Up-to-date knowledge of the curriculum and current educational developments</p> <p>Commitment to continual professional development</p>	<p>A recognised teaching qualification, such as a PGCE</p> <p>Evidence of involvement in relevant professional development</p> <p>Experience of successful innovative practice in teaching</p> <p>Qualified Teacher Status</p>
<b>Skills and Attributes</b>	<p>Excellent subject knowledge</p> <p>Passion for developing the subject</p> <p>Good communication and inter-personal skills</p> <p>Good classroom management skills</p> <p>Empathy with pupils across the age and ability range</p> <p>Ability to employ a range of effective teaching, learning styles and assessment methods</p> <p>Ability to motivate and inspire pupils</p> <p>Capacity to deal sensitively with problems raised by pupils</p> <p>Vision and clear thinking</p> <p>High expectations of pupils</p>	<p>Experience of the role of tutoring for a group of pupils</p> <p>Innovatory approaches to curriculum delivery</p> <p>Ability to generate ideas and drive initiatives</p> <p>Ability to defuse difficult situations using different strategies such as careful listening, sensitive use of humour, praise and recognition</p>
<b>Personal Qualities</b>	<p>Passion for teaching</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>
<b>Other Requirements</b>	<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

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.

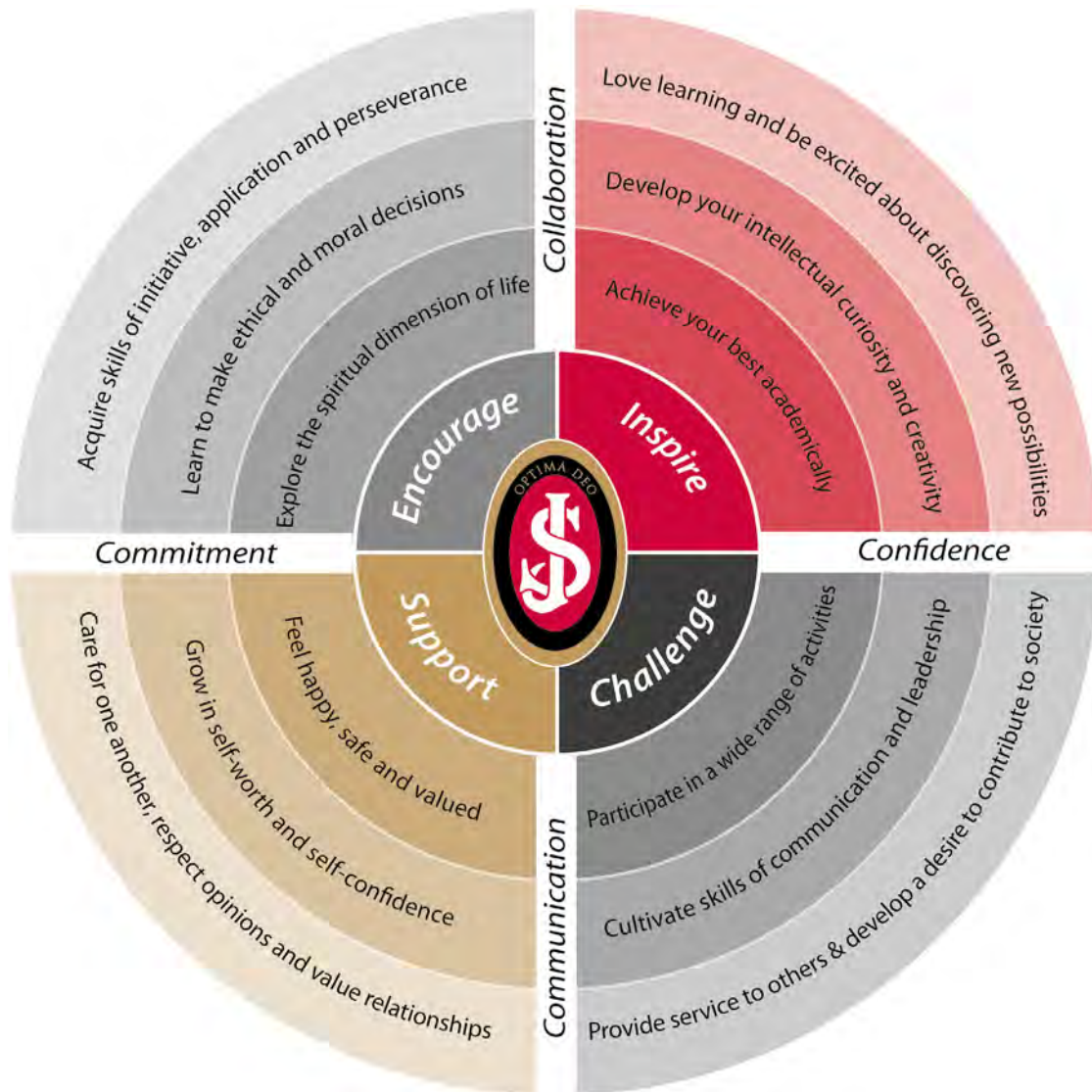
### The Future

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 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 pupils and amongst the pupils 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

#### 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

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 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.
- 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 for applications is noon on Monday 12 October 2020 and interviews for shortlisted candidates will be on Friday 16 October 2020.**
- 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 : <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.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- If you are invited to interview for a teaching post, you will be required to teach a lesson which will be observed. You will be provided with a brief for the lesson beforehand.
- If you are invited to interview for a non-teaching post, the interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- The College requests that all candidates invited to interview also bring with them:
  1. A current driving licence including a photograph, or a passport
  2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address
  3. Where appropriate any documentation evidencing a change of name
  4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK

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





## How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links.
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by.
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP.



TES Independent  
School of the Year 2015/16

Outstanding Progress Award  
Education Business Awards 2016

Outstanding Leadership Team  
Leadership Awards 2016

Shortlisted for TES Wellbeing Award 2019

Shortlisted for i25 Award 2019

Finalist for Independent  
School of the Year 2019

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