



ST. JOSEPH'S COLLEGE  
READING • BERKSHIRE

## Spanish Assistant (part-time)

Information for prospective  
members of staff



# Appointment of a Spanish Assistant (part-time)

St Joseph's College is seeking to appoint a Spanish Assistant working 12 hours per week during term time. The ideal candidate will be available to begin in September 2021.

Whilst this post is for 12 hours per week, for a suitably qualified candidate this role could be combined with either the role of Library and After School Support Assistant, which the College is currently advertising for 25.5 hours per week, or the Alumni Engagement & Events Officer, which the College is currently advertising for 12 hours per week.

The post is a permanent position.

The closing date for applications is noon on Tuesday 15 June 2021 and shortlisted candidates will be invited for interview shortly after this date.

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## Message from the Headmaster, Mr 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.

Andrew Colpus  
Headmaster

## About the Languages Department

The Languages department has 2 full-time and 3 part-time teachers, a French and a Spanish assistant.

Spanish and French are both taught from Year 7 to 13, Latin from Year 8 to 11, and Classical Civilisation in Year 7.

French and Spanish are compulsory in Years 7 to 9. In Years 10 and 11 pupils are taught French and Spanish in one or two groups, according to demand, and at A Level there is one group for each language in both Year 12 and 13. Latin is compulsory in Year 8 and optional in Years 9 to 11. Most pupils study at least one language at GCSE, many two and some three.

Pupils are prepared for AQA Spanish and French GCSE, OCR Latin GCSE, AQA Spanish and AQA French A level. We are proud to nurture progress, and in many cases exceed pupil expectations, with some pupils achieving grade 9 at GCSE and A\* at A level, while some go on to study Languages at Russell Group universities.

Trips regularly give pupils the chance to practise the language and make contacts in the country. In recent years, highlights have included visits to Madrid, Andalucia, Valencia and Barcelona in Spain and exchange trips in France with our partner school in Paris.

Near native command of the Spanish language will be crucial, as well as the ability to support and encourage pupils at GCSE and A level. There will be opportunities to develop teaching practice.





## Areas of Responsibility

### Key responsibilities:

- Small conversation classes in preparation for oral exams for pupils studying GCSE and A-Level.
- Small conversation groups of younger pupils to stimulate their interest and enjoyment of the language studied.
- Being in the classroom with Spanish teachers to help with certain activities.
- Taking a class on a very occasional basis.
- Supporting individual pupils who are struggling with particular aspects of Spanish in a lunchtime clinic
- Playing a role in examining pupils in internal exams and mock speaking exams.
- Supporting the Head of Spanish with general administration duties such as classroom displays and photocopying.

### General duties:

- Supporting departmental activities such as plays, tapas outings, visits to the theatre or to the cinema.
- Attending all relevant INSET days and any relevant external courses recommended by the Head of Spanish.
- Working with teachers to support high standards of behaviour and progress.
- As an ambassador for your country, you will be promoting your language and culture at all times by stimulating interest and excitement in language learning by providing valuable assistance to the Spanish Department staff.

### Management and administration:

- Planning appropriately for lessons and giving feedback on pupils to the class teacher, as appropriate.
- Reporting pupil absence in accordance with School procedure.
- Reporting pupil concerns to the Head of Spanish.
- Attending a weekly meeting with the Head of Spanish to plan and coordinate lessons.

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.



## Conditions of Service

The role is for 12 hours per week during term-time and on staff training days (totalling approximately 35.4 weeks per annum). The post is a permanent position.

Whilst this post is for 12 hours per week, for a suitably qualified candidate this role could be combined with the role of Library and After School Support Assistant, which the College is currently advertising for 25.5 hours per week.

The contract for the post is for a total of 41 weeks per annum, which includes 5.6 weeks paid leave, including public and bank holidays which you are required to take as they fall during the year. A pension scheme is available.

The closing date for applications is **noon on Tuesday 15 June 2021** and shortlisted candidates will be invited for interview shortly after this date.

## Person Specification

| Criteria  | Essential  | Desirable   |
|---|--|---|
| <b>Education, Qualifications and Experience</b> | Near native command of Spanish   | Education to Degree level<br>Familiarity with the Spanish GCSE and A Level specification<br>Experience of working in an educational environment (school, college) |
| <b>Skills and Attributes</b>                    | Excellent communication skills<br>Excellent time management skills   |   |
| <b>Personal Qualities</b>                       | Ability to work independently and proactively<br>Forward-thinking approach<br>Ability to work calmly under pressure<br>Ability to establish good working relationships, work well in a team and follow directions from line manager<br>Enthusiastic and able to enthuse and encourage others<br>Flexible, organised, reliable and punctual |   |
| <b>Other Requirements</b>                       | Fully supportive of the College's Catholic tradition<br>Able to promote the image of the College through an articulate and confident approach<br>Commitment to safeguarding and wellbeing of all pupils  | Commitment to the whole life of the College<br>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 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 Missions and Aims

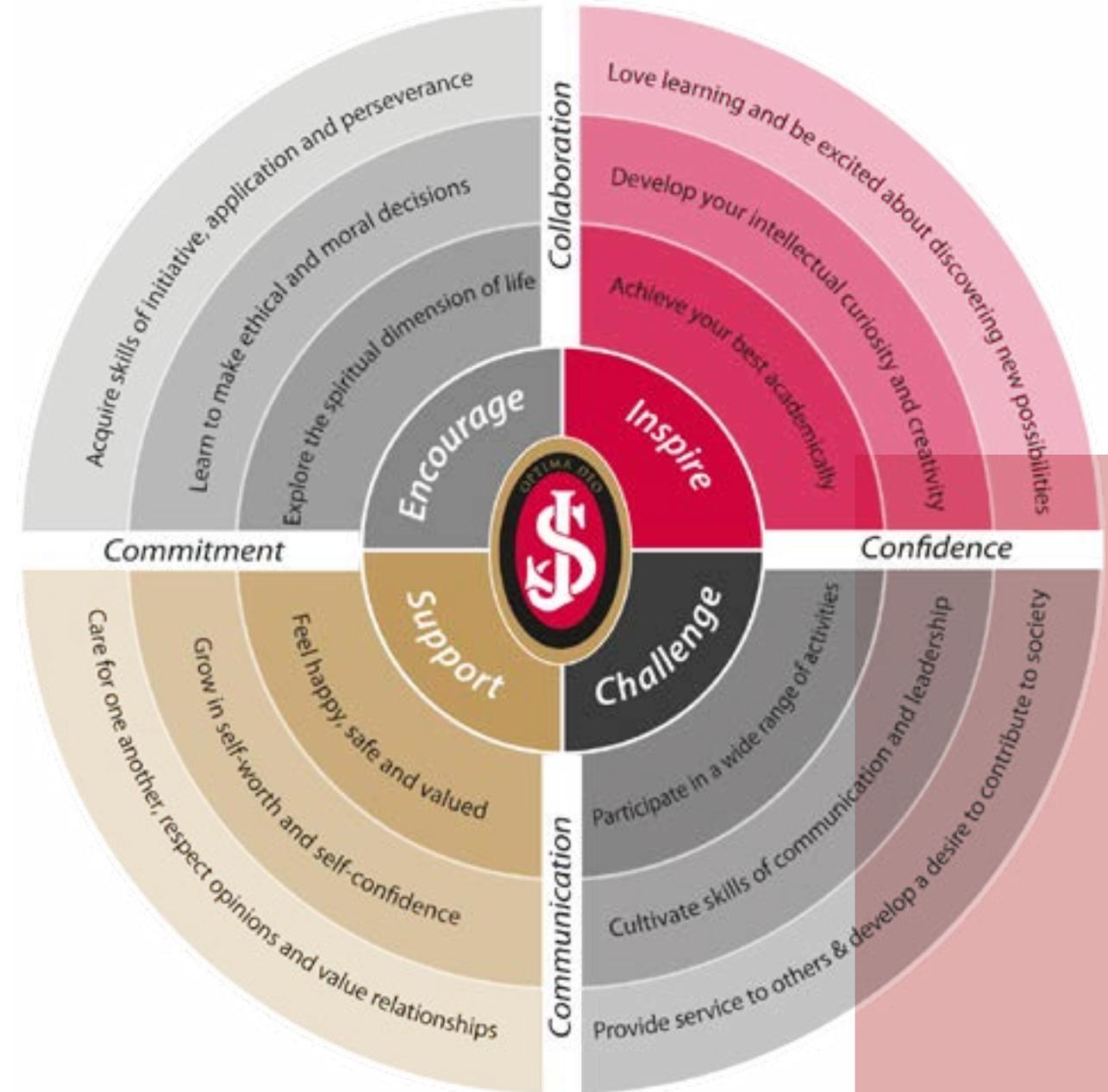
At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Christian values.

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.

### Pension

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

### **Eye tests**

Members of staff are entitled to a free annual eye test.

### **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.

### **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**

Professional development is nurtured and encouraged, and the school has a full annual INSET programme.

### **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.





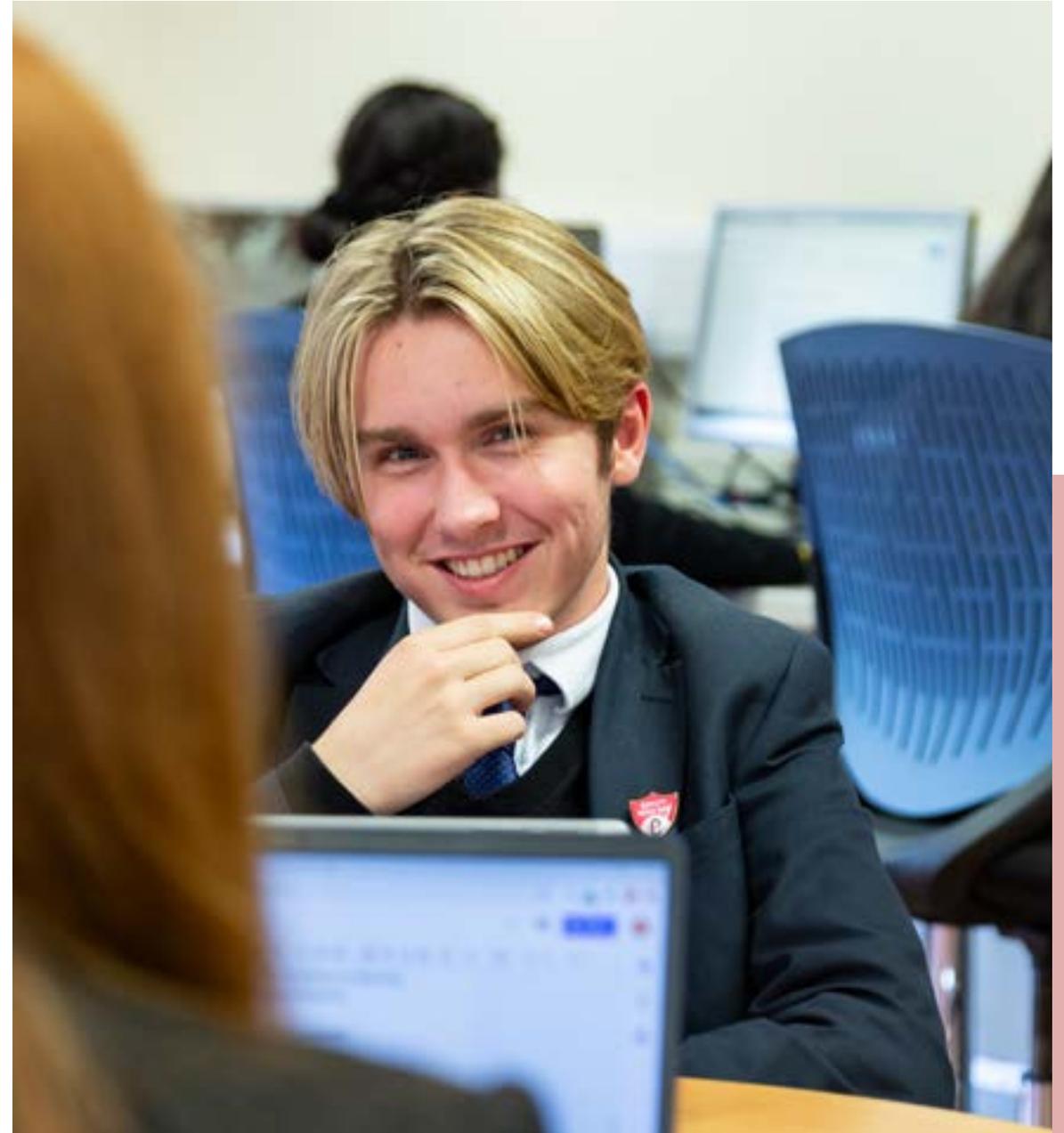
## Appointment Procedure

- Applications will only be accepted from candidates completing the College Non-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 **Tuesday 15 June 2021** and interviews for shortlisted candidates will take place shortly after this 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.
- The interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- 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, or a passport
  - 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.

