



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Director of Sport

Information for prospective
members of staff



Appointment of Director of Sport for January 2023

St Joseph's College is seeking an inspirational and innovative Director of Sport from January 2023. This is a new role at the College replacing the Director of Developing Sport, who has worked hard to create and develop the College Sport provision including a vibrant fixtures schedule for Year 3 – Year 13. The incumbent's legacy will afford the successful candidate a strong foundation upon which to build.

The closing date is: 9am on Monday 4 July 2022.

Interviews for shortlisted candidates are likely to take place on Friday 8 July 2022.

Contents

Message from the Head	page 3
About the Department	page 4
About the Role and Person	page 5
Duties and Responsibilities	page 6
Person Specification	page 7
About the College	page 8
Our Missions and Aims	page 9
Why St Joseph's?	page 10
Appointment Procedure	page 12
Interview Process	page 13
How To Find Us	page 14





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 department comprises four members of full-time staff alongside two students on year long placements who deliver the curriculum across the College, from Reception to Year 13. Teaching covers all areas of the PE National Curriculum, engaging pupils' learning in skill development, technique, tactical and compositional knowledge. A wide range of extra-curricular sports clubs are run by the department, with pupils extending their sporting ability and gaining recognised awards such as NICAS Levels 1 and 2. Staff regularly take teams to friendly, league and tournament fixtures, as well as hosting invitational tournaments and galas.

On site facilities include three Astro turf football pitches, an indoor swimming pool, a gym and a field used for a variety of team and athletics. The College makes extensive use of Reading University's sporting facilities. Students enjoy PE and demonstrate high levels of collaboration and teamwork. Pupils also enjoy participating in different roles such as a coach and an umpire; successful candidates would show an enthusiasm to develop pupils in various sporting roles as well as stretching our more gifted sports players. In the past year we have enjoyed success in the following areas:

Prep Games Afternoons:

Junior pupils enjoy training and competing in Netball, Hockey, Rugby, Football and Cricket. The extended afternoon schedule allows for in depth coaching and a range of fixtures to take place. Pupils have enjoyed training at Peppard Cricket Club and round robin Netball tournaments at The Dolphin School.

Lower and Upper Seniors Games Afternoons:

Senior School pupils enjoy training and developing their skill level in Games activities. Our major sports are Rugby, Football, Hockey, Netball, Tennis and Cricket. They have weekly scheduled matches, competing in A, B and C teams with other local independent schools.

Senior Games Afternoons:

Many of our pupils in Year 11,12 and 13 want to continue to train and compete in traditional Games sports. Our 1st teams have the opportunity to play a variety of fixtures and then compete in their 'showcase' final match. Games accommodates all interests by offering a variety of recreational sports such as Squash, XFit, Paddle Boarding and Spinning.

PE Curriculum:

Swimming, Athletics and Gymnastics form the timetabled PE lessons where pupils can learn individual skills and improve their fitness and strength qualities. GCSE pupils follow a curriculum of NICAS Climbing.





About the Role

This is an exciting time to join a thriving College, under a new Head.

The Director of Sport will work to ensure that provision for Sport, PE and Games, is appropriate for a school of our size and position offering an inclusive programme for all and the opportunity for talented individuals to thrive.

You will have a particular focus on broadening participation in areas that reach beyond the curriculum and have the potential to make enormous impact in this aspect of our educational offer.

The successful candidate will be line managed by the newly appointed Assistant Head (Enrichment & Extension) and together they will work to develop the College's vision and strategic aims for Sport.

The Director of Sport will further develop links within our local community and feeder schools, helping with marketing and recruitment of pupils into the Prep and Senior school.

Our extension offer currently includes the annual awarding of one year Scholarships in Sport and the Director of Sport will lead on creating criteria for and the selection of candidates as well as continuing with the increasing recognition for our junior, half and full Sports colours. A programme of lectures, visits and other opportunities for these Scholars will also fall under the remit of the successful candidate.

Unusually we are an Independent School that does not take part in regular weekend fixtures, preferring pupils to play for local clubs at the weekend in their first choice sports. There will however be some weekend commitment for tournaments, tours and other school events that fall into these times. The Director of Sport will also find that they are working on all afternoons as part of our fixture programme and may find themselves working several evenings a week until 6pm.

You will line manage the Head of Curriculum PE who will support you by leading on the co-curricular programme for Athletics and Swimming which are the focus of our Curriculum PE lessons.

About the Person

We are looking for an energetic, passionate and positive leader who will drive forward progress and contribute to our forward-thinking strategy. A middle leader looking for a new challenge or teacher looking to take the first step into middle leadership, you are likely to have worked in a school setting before with a broad fixture programme and understand the expectations of pupils and parents.

You will have strong leadership skills and exceptional attention to detail. An ability to work with a diverse range of staff to calmly reach a consensus when there are conflicts over students, space or other resources. An ability to understand that whilst you have a passion for your subject and activity, there needs to be a balance between what is provided so that all students can find their talent and nurture it successfully.

You should be able to confidently coach and officiate three terms of our major sports or be prepared to undertake training to be able to do so.

Our provision is from EYFS up to 6th Form and so a willingness to teach across the age range is expected. It is anticipated that you will be able to teach Curriculum PE upto and including GCSE and have some knowledge of the PE A Level Curriculum.



Duties and Responsibilities

The key requirement for a middle leader 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.

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

Leadership

- Advise the Head and the Assistant Head (Enrichment and Extension) on the aims and future direction of the Department and the resources required to implement these
- Co-ordinate the preparation and development of the Games programme

Person Specification

Criteria	Essential	Desirable
Education, Qualifications and Experience	<p>Degree</p> <p>Proven record of successful teaching of PE to GCSE level and knowledge of PE A Level curriculum</p> <p>Up-to-date knowledge of the curriculum and current educational developments</p> <p>Commitment to continual professional development</p> <p>Ability to coach and officiate three major sports</p>	<p>A recognised teaching qualification, such as a PGCE</p> <p>Qualified Teacher Status</p> <p>Evidence of involvement in relevant professional development</p> <p>Experience of successful 'innovative practice' in teaching</p> <p>Experience of managing a fixtures programme</p> <p>Experience of dealing with external contractors eg transport</p>
Skills and Attributes	<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>High expectations of pupils</p> <p>Vision and clear thinking</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>
Personal Qualities	<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>
Other Requirements	<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 Missions and Aims

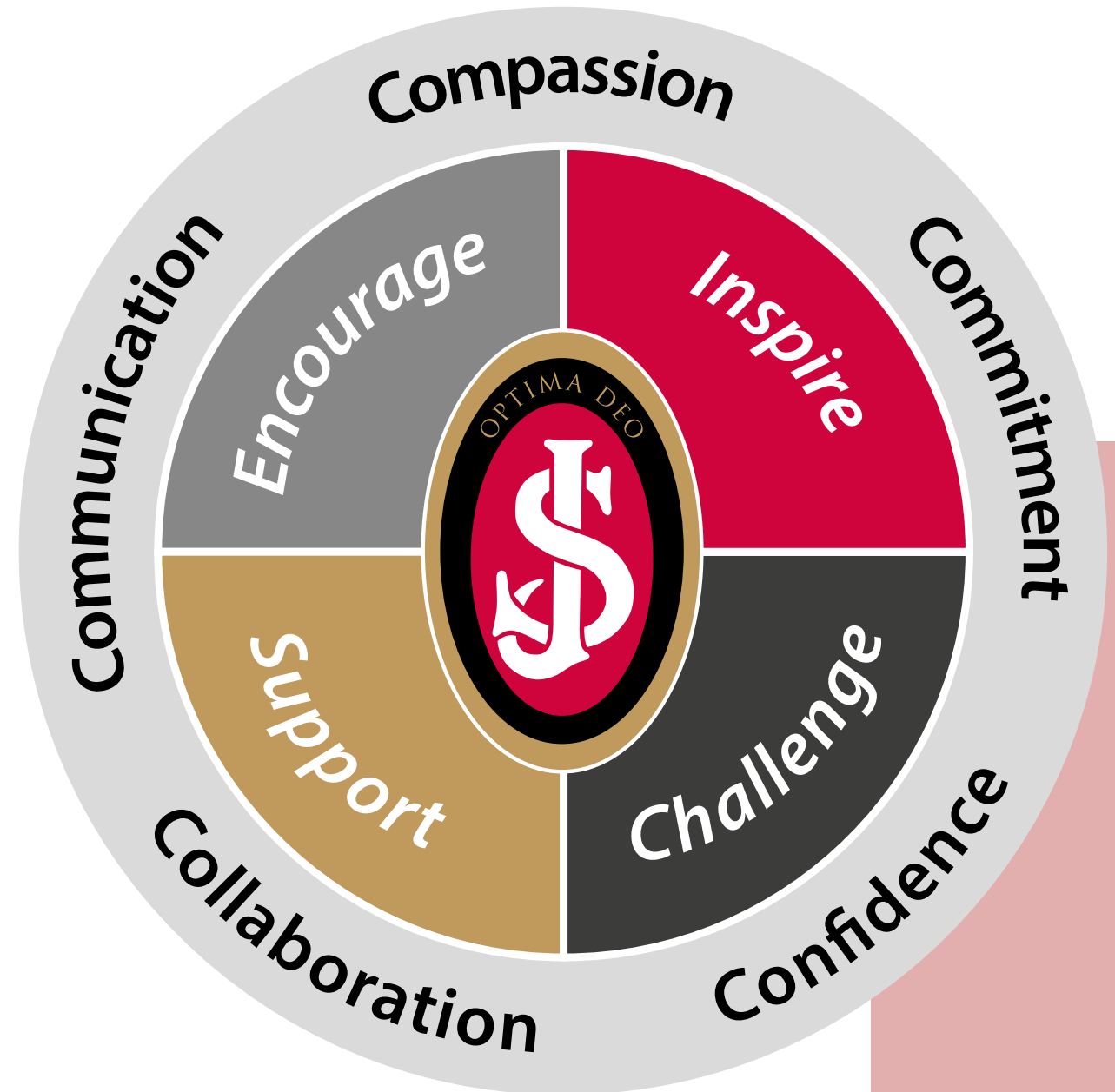
At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Christian values.

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.

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.

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

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 on Monday 4 July 2022 and interviews are likely to take place on Friday 8 July 2022.**
- 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 birth certificate, a current driving licence including a photograph, and 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.

