



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Director of Music

Information for prospective
members of staff



Appointment of a Director of Music for a September 2025 start

St Joseph's College is seeking to appoint a Director of Music for a September 2025 start, reporting to the Assistant Head (Enrichment & Extension).

The Director of Music at St Joseph's College will hold a pivotal leadership role responsible for the overall development of all matters relating to music. This is a whole College position with a clear mandate to ensure both participation and performance in music are exceptional for all pupils.

Closing Date: **9am, Friday 18 October 2024**

Interviews are likely to be held week commencing 4 November 2024

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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

Watch [our video](#) about what it is like working at St Joseph's.

About the Role

Following the upcoming retirement of our long-standing Director of Music for over 40 years, Mandy Kesel, we are seeking to appoint a new Director of Music at St Joseph's College. The successful candidate must uphold the College's strong reputation for musical excellence, but also have the innovation and strategy to write the next chapter for Music at the College. You will hold a pivotal leadership role responsible for the overall development of all matters relating to music. This is a whole College position with a clear mandate to ensure both participation and performance in music are exceptional for all pupils.

In this role, you will be entrusted with the strategic direction of the Music Department. You will develop and execute a comprehensive music strategy that aligns with the school's educational goals, shaping the musical culture of the College and promoting excellence. Your visionary leadership will drive the department's growth and foster an environment where musical talents are nurtured and celebrated.

Your responsibilities will also encompass curriculum development. You will oversee the design and implementation of an inclusive and dynamic music curriculum that caters to students. Your adaptability and innovation will be essential in ensuring that the curriculum and co-curriculum remains engaging and relevant to evolving student interests.

Leading a dedicated team of music teachers and peripatetic teachers, you will maintain high teaching and performance standards. Collaboration is key as you work with specialists and generalists alike, ensuring a harmonious blend of expertise that caters to the diverse musical interests and talents of our students.

Student engagement lies at the heart of your role. You will actively encourage student participation in music-related activities including choirs, orchestras, bands, and solo performances. Your passion for music will be contagious, nurturing students' love for the art and providing unwavering support for their musical development.

Event planning is another significant aspect of the role. You will take charge of organising music events, concerts, and recitals throughout the academic year. In addition you will act as a significant contributor to the spiritual life of the College such as helping to organise Mass and hymn practices. These events will serve as platforms to showcase the talents and achievements of our students, further enriching the cultural tapestry of St Joseph's College. You will be comfortable speaking to large groups of parents and guests and co-ordinate events across the academic year.

Efficient resource management will be imperative. You will oversee the Music Department budget, allocating resources for instruments, equipment, sheet music, and other essential materials. Your careful stewardship of resources will enhance student learning and contribute to the department's success. Effective budgeting and astute financial management will be a key skill in order to develop the department in a financially sustainable manner.

Furthermore, collaboration will extend beyond the Music Department as you work closely with other departments and faculty members. This collaborative spirit will enable you to integrate music into the broader curriculum, creating interdisciplinary learning opportunities that enrich the overall educational experience at St Joseph's College.





Duties and Responsibilities

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 strive to maintain and develop Music's reputation as a key selling point for 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

Head of Department Responsibilities

- Advise the Head and the Leadership Team 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 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 in the preparation of reports relating to the work of the department
- Keep up to date in subject knowledge and with development in the subject





Areas of Responsibility and Key Tasks Cont.

Enrichment

- Organise exciting co-curricular activities, including performances, trips, and visits
- Manage the music extension programme, including auditioning and making recommendations for prospective students
- Ensure opportunities for pupil enrichment and extension are available, including monitoring and mentoring musicians
- Identify pupils with musical potential and encourage instrument uptake. Work closely with the Preparatory School to develop students and groups across the College
- Oversee instrumental and vocal tuition programmes in both classical and non-classical styles, taking a lead role in those aligned to your specialism
- To work with the College Chaplain and other relevant staff to ensure that all musical requirements are met to support Mass, Hymn Practice, weekly assemblies
- To arrange and lead the biennial Music Tour
- To work with students to enter appropriate competitions

Partnerships

- Collaborate with the Preparatory School and other music providers to enhance the musical life of our pupils
- Prepare for community and prospective events to present College music in the best possible light
- Work with the Marketing and Admissions teams to promote music at the College, aiding in pupil recruitment
- Develop a network amongst the local community to further enhance the College's programme

- Develop a relationship with feeder Preparatory Schools and arrange visits from the department to help attract students to the College

Staff Development

- Ensure staff attend in-house and external professional development opportunities
- Line management within the department, fostering a supportive environment for team members
- Identify and address the training needs of the team, taking ownership of the department's long-term direction and staffing

Planning and Resource Management

- Produce an operational plan
- Take responsibility for health and safety, efficient administration, and oversight of non-teaching staff in the department
- Plan and manage the co-curricular music programme, aligning events with the wider school calendar
- Manage resources and finances, including a significant budget for instruments, equipment, and staffing

Areas of Responsibility and Key Tasks Cont.

General Requirements

- To support the Catholic ethos of the school
- To promote the school vision
- To support and implement relevant aspects of school improvement as shaped by SLT's operational planning
- To develop, implement and monitor school policies with a commitment to high standards, high expectations and high achievement
- To be aware of current educational developments and the conclusions of educational research as they may be relevant to practices and policies within the school
- To be aware of all Health & Safety issues relevant to the department
- To attend and contribute to middle management meetings
- To attend relevant external meetings
- To attend SLT and Governors' meetings when requested
- To ensure consultation with other departments on cross curricular themes and needs
- To have a high profile around the school by regularly patrolling stairs and corridors and visiting classrooms, upholding behaviour, and standards at all times
- Promote and support school events
- To always carry out his/her responsibilities with due regard to the College's policy, organisation and arrangements for Health & Safety at Work, EDI, safeguarding, and other relevant areas
- St Joseph's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



Person Specification

Criteria	Essential	Desirable
Qualifications	<p>Good honours degree in Music or equivalent</p> <p>Evidence of ongoing CPD</p>	<p>Qualified Teacher Status</p>
Experience	<p>Experience of teaching KS3 – KS5 Music</p> <p>Experience of teaching pupils with SEND</p> <p>Understanding of the importance of safeguarding</p> <p>Experience of successful collaboration within a school particularly with drama</p> <p>Experience of leading a range of musical co-curricular activities, including musical productions</p> <p>Experience of leading singing sessions</p> <p>Excellent musicianship</p> <p>Experience with curriculum planning, such as schemes of work and assessment</p>	<p>Experience of working with choirs</p> <p>Experience of leading music tours or general school trips</p> <p>Experience with digital learning approaches (e.g. OneNote)</p>
Knowledge and understanding	<p>Sound subject knowledge up to A level</p> <p>An understanding of up-to-date teaching methods and learning technologies</p> <p>An understanding of using data to track pupil progress</p> <p>An understanding of the links necessary within school and all its stakeholders</p> <p>An understanding of what makes effective teaching</p> <p>An understanding of the importance of assessment for learning</p>	<p>Knowledge of music technology and experience with including it as part of a modern, balanced music curriculum</p> <p>Understanding the specifics around the importance of music within a Catholic school</p>

Person Specification Cont.

Criteria	Essential	Desirable
Skills	<p>A deep passion for music and the ability to inspire pupils and colleagues</p> <p>Establish and develop effective working relationships</p> <p>Ability to demonstrate effective liaison with parents and other stakeholders</p> <p>Use effective strategies to monitor pupil motivation, behaviour and morale</p> <p>Communicate effectively, orally and in writing, to a variety of audiences</p> <p>Lead the extension programme to stretch and challenge more able musicians</p> <p>Demonstrate sound IT competencies</p>	<p>Strong keyboard and accompanying skills</p>
Personal Characteristics	<p>Motivated to work with children and have a high regard for their happiness, safety and wellbeing</p> <p>High initiative, drive and energy</p> <p>A commitment to the co-curricular and wider life of the College</p> <p>A team player, able to motivate and collaborate effectively with colleagues</p> <p>Excellent organisational skills</p> <p>An enthusiastic, empathetic and approachable manner</p> <p>A commitment to reflective practice</p> <p>Ability to work flexibly: self-evaluative adapting to changing circumstances and new ideas</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 including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

Ethos

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

Points of Entry

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

Leavers' Destinations

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

Recent Developments

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

The Future

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

Our Mission and Aims

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

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

The College's ISI inspection took place in May 2022

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

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

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

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

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



Regulatory Compliance Inspection Report

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



Why St Joseph's?

At St Joseph's we offer:

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

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

Salary

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

Non-contractual benefits

School fee reduction

Staff at St Joseph's College (who are not employed on casual contracts) are eligible for a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, subject to their child(ren) meeting the entrance requirements.

Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme or government tax-free childcare scheme.

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 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 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

CPD and professional development is nurtured and encouraged. The school has a full annual INSET programme and staff have access to the National College professional development platform. There is strong support for new teaching staff. Early Career Teachers can undertake their accredited ECT years through the Independent Schools Teacher Induction Panel and several members of staff have completed postgraduate qualifications whilst employed at St Joseph's.

Staff Room

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.





Appointment Procedure

- Applications will only be accepted from candidates completing the College Teaching Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to recruitment@sjcr.org.uk or alternatively sent by post to Mrs Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- The closing date is **9am, Friday 18 October 2024**. Interviews are likely to be held week commencing 4 November 2024
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: <https://www.sjcr.org.uk/vacancies/>

Interview Process

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- You will also be required to teach a lesson which will be observed. You will be provided with a brief for the lesson beforehand.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- The College requests that all candidates invited to interview also bring with them:
 - A current driving licence including a photograph, a passport and a birth certificate
 - A utility bill or financial statement issued within the last three months showing the candidate's current name and address
 - Where appropriate any documentation evidencing a change of name
 - Proof of entitlement to work and reside in the UK

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



How to find us

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

