

College Deputy Head (Prep)

Permanent

Information for prospective members of staff

ST. JOSEPH'S COLLEGE
READING • BERKSHIRE



College Deputy Head (Prep) Permanent - from 1 January 2026

Closing Date: 9am, 25 June 2025
Interviews will take place on 8 July 2025

Dear Applicant,

Thank you for your interest in the position of College Deputy Head (Prep) at St Joseph's College, Reading. This is a role that sits at the heart of St Joseph's, with College-wide responsibilities as well as a high level of delegated authority to lead the Prep School. We are committed to finding the right person to join our community and help shape the future for our young people.

This is an exciting time to join us. There is a real appetite for what we offer and we are in a strong position to build on a decade of growth. The College Deputy Head (Prep) will play a key role in leading the next phase of our development, working closely with me to shape and deliver a compelling vision for the Prep School as part of our whole College Vision for 2030.

We are looking for someone who leads with humility, purpose, and a deep commitment to the flourishing of others. You will be a creative strategic thinker, in tune with the challenges presented across the independent school sector by the external environment and an understanding of the importance of clear market position, whilst nurturing the day-to-day life of a vibrant school community, with a keen eye for detail.

As a Catholic school, we are proud of our distinctive ethos, charism and values that underpin everything we do. We are seeking someone who either comes from a Christian faith background or who can demonstrate an authentic understanding of the mission and ethos we promote and uphold. You will be someone who values the education of the whole person and understands the importance of co-curricular programmes in shaping confident, compassionate young people whilst upholding academic standards and ensuring our young people feel genuinely cared for.



This role is ideal for a current middle or senior leader - whether in a standalone Primary/Prep School or in a through school like St Joseph's - who is ready to take the next step. It will be particularly valuable for those aspiring to Headship in the future wanting to hone and develop their leadership skills. You will be joining a collaborative, forward-thinking team where your ideas, energy, knowledge and good humour will be both welcomed and required.

I am genuinely excited about the opportunity to work with someone who shares our values and ambitions. Together, we will continue to build a Prep School that is nurturing, dynamic, and fully integrated into the life and ethos of the College. A school that allows parents to see their children nurtured from their first days in The Acorn Centre to waving our Sixth Form off from Broad Oak; happy, safe and successful in their own unique way.

If this sounds like the kind of challenge and opportunity you are looking for, I warmly encourage you to apply. I look forward to learning more about you via your application and covering letter.

A handwritten signature in black ink, which appears to read 'LR Stotesbury'.

Mrs Laura Stotesbury
Head

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

College Deputy Head (Prep)

Reporting to: Head

About the Role

The College Deputy Head (Prep) plays a central and prominent role in the life of St Joseph's College. They are delegated the operational responsibility for the academic and personal development, progress, welfare, care and support of all pupils in the Prep School, including the Acorn Centre (EYFS).

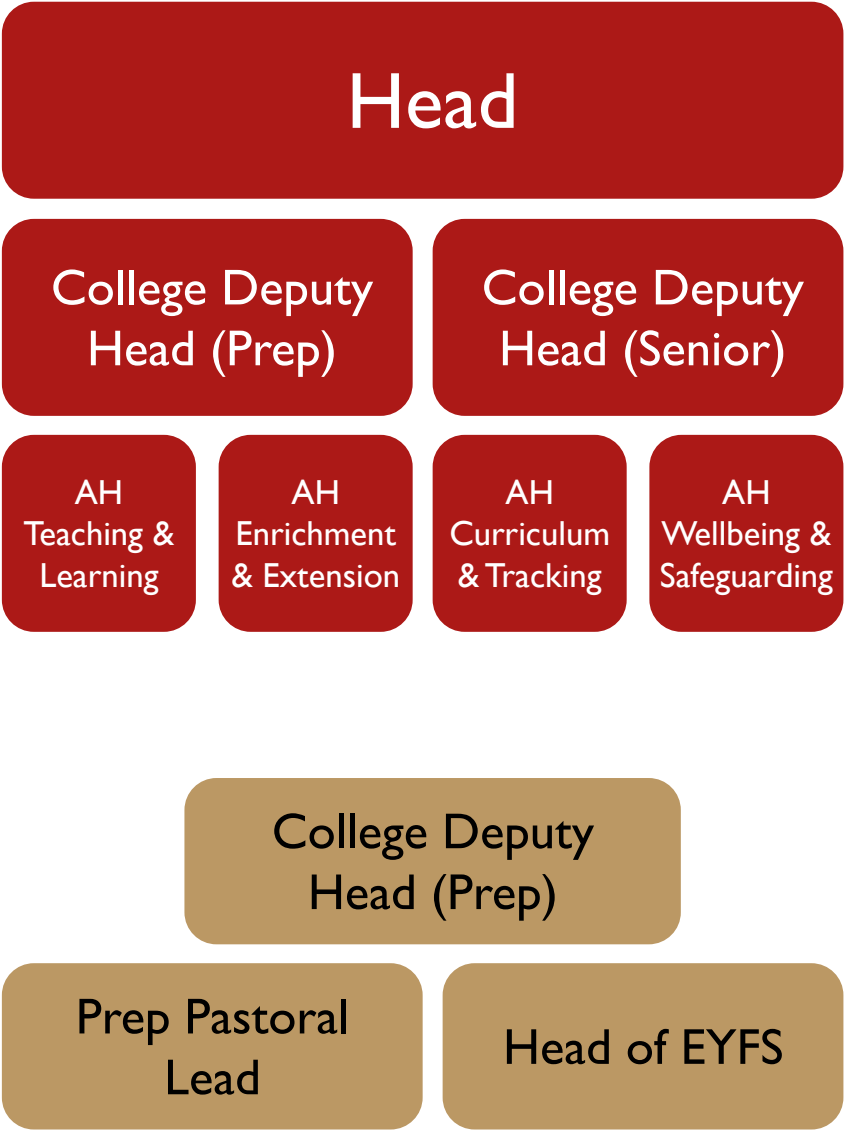
They are supported in the day to day management of the Prep School by the members of the Prep Leadership Team; Prep Pastoral Lead and the Head of EYFS; as well as the team of four Assistant Heads who each have a specific College wide remit that the College Deputy Head (Prep) will contribute to and be informed by.

In conjunction with the College Deputy Head (Senior), they have the responsibility for the day to day management of the College and deputising for the Head in their absence.

They are a member of the Senior Leadership Team, together with the Head, College Deputy Head (Senior), Assistant Heads: Extension & Enrichment (E&E), Teaching & Learning (T&L), Wellbeing & Safeguarding (W&S, DSL) and Curriculum & Tracking (C&T).

They are also a member of the wider College Leadership Team, together with the Head, College Deputy Head (Senior), Financial Controller, Estates Bursar, Head of IT Strategy and Head of External Relations & Admissions.

The College Deputy Head (Prep) works alongside the Head and other senior leaders in implementing and upholding the shared vision and values of the College.





Duties and Responsibilities

The duties and responsibilities of the College Deputy Head (Prep) are numerous and varied, and include the following:

Strategic Management

- To be a member of the Senior Leadership Team and, as such, to participate in all areas of policy development and the strategic management of the College
- To attend any meetings as may be required by Governors – with regular attendance at the Safeguarding and Education Committee meetings
- Working with the relevant Assistant Heads, in consultation with the Head, to initiate, plan, implement and review academic, pastoral and spiritual developments within the Prep school and College wide initiatives
- To keep abreast of national changes in education policy and thinking and advise the Head on how best to respond to changes
- To contribute to and review/evaluate the College operational plans to achieve strategic vision



Day to Day Operational Management

- To deputise for the Head in their absence
- To act as a link between the Head and all Prep school staff, teaching and support, in order to ensure a spirit of co-operation and mutual purpose and shared vision
- To work in conjunction with the other members of SLT to ensure the smooth running of the College, with particular focus on the Prep School
- To share in the life of the whole College, fostering links between all sections of the College
- To organise, in conjunction with the Bursar, and supervise pupils' participation in emergency (including fire) drills
- To organise Parents' Consultation Evenings and Information Evenings supported by the Assistant Head C&T and members of SLT
- To assist the AH E&E with the compilation of the annual calendar and weekly notices
- To attend or send a representative to the weekly planning meeting
- To assist the Head and Financial Controller with allocation, monitoring and management of Prep budgets
- To oversee and monitor the use of resources and the maintenance of equipment and materials in the Prep School
- To assist the Estates Bursar with ensuring that Health and Safety regulations are observed and reviewed
- To be responsible for overseeing the environment of the College and to see that the pupils' work is properly celebrated

Catholic Life and Ethos

- To understand the unique role that leaders play in Catholic Schools
- To assist the Head as required in leading and managing the College, ensuring its distinctive Catholic nature and ethos are maintained and promoted
- To support and promote distinctive nature and religious character of the College including the impact this has on the standards of care and protection of the welfare and wellbeing of the students and staff
- To uphold and promote the charism of the Sisters of St Marie-Madeliene Postel
- To have delegated responsibility for ensuring that the Prep school is compliant with Catholic Education Service expectations for Religious Education and Prayer and Liturgy.
- To maintain, develop and forge links with local Catholic schools, local parishes, the Diocese and other appropriate stakeholders locally, nationally and internationally.

“This school is wonderful - a very nurturing and supportive environment. I think it preps the children well for the move into primary school and gets them used to timetables, sitting in groups and school work from an early age whilst allowing them to play freely and enjoy being little! The staff are great - daily communication and updates are always available. Highly recommend St Joseph's for anyone looking for a nursery/preschool - my child has thrived here.”

- Current Parent

Marketing and External Relations

- To assist the Head of External Relations & Admissions in the organisation and administration of 'Discover Prep' prospective parent and pupil visits, giving each family a personalised experience and offering one-to-one follow up meetings if required
- To support the Head of External Relations & Admissions with the organisation of new and innovative taster experiences of the Prep School, from The Acorn Centre Pre-Reception class to Year 6, to maximise conversions
- To work with the Head of External Relations & Admissions and Head on the strategic marketing of the Prep School
- To monitor competitor recruitment activities and stay informed about the local area independent and mainstream school offering to ensure that St Joseph's remains at the forefront of innovation and a destination of choice
- To develop strong and positive relationships with prospective and current parents and their children to encourage recruitment, retention and continuance into the School
- To attend Prep and College-wide events, positively promoting the College and fostering links between the Prep and Senior Schools – often working as Front of House for these events
- To have overall responsibility for the organisation of all public functions within the Prep School including Prize Giving
- To work with the Head of External Relations & Admissions to co-ordinate, review and improve the content of student planners, parent handbook and parent communications



Academic and Pastoral Management

- To liaise with the College Deputy Head (Senior) over academic and pastoral matters relating to the whole College
- With the College Deputy Head (Senior) to initiate, plan, implement, quality assure and monitor academic, pastoral and spiritual work across the College as a whole – with specific responsibility for the Prep School
- To be responsible for the quality assurance of teaching and learning in the Prep School supported by the AH T&L, including the monitoring of those in their probationary period
- To review the academic progress and performance of each year group in the Prep School – supported by the AH C&T and Head of EYFS – reporting on this annually to governors
- To work with the SENCO to ensure provision is made for pupils in need of additional support
- To monitor the quality of assessment including pupil performance data and any value-added data, supported by the AH C&T
- With the College Deputy Head (Senior), to monitor the work of the AH C&T, and Timetabler, in producing the timetable for the College
- To oversee the reporting & feedback process to Prep parents supported by the AH C&T
- To organise arrangements for Prep School weekly morning routines – working with the College Deputy Head (Senior), The Chaplain and the Prep Pastoral Lead
- To act as a Deputy Designated Safeguarding Lead and to inform the DSL of any safeguarding concerns
- To inform the Head on matters of pupil welfare within the Prep School

- To keep abreast of national changes in safeguarding and child protection policy and thinking and advise the Head on how best to respond to changes
- To assist the AH W&S & DSL (Designated Safeguarding Lead) with the oversight and regular review of the College policies relating to safeguarding and child protection with particular focus on the differences for the EYFS planners, parent handbook and parent communications

Leading Staff

- To assist with the process of selection of new staff across the College
- To allocate teaching and support staff responsibilities for the Prep School keeping abilities, experiences and development needs of staff in mind
- To provide leadership and support to all staff working in the Prep School – teaching and support
- To ensure high professional standards from staff, monitoring staff workload and wellbeing
- To address staff concerns promptly and with a fair and ethical approach
- Supported by the College Deputy Head (Senior), to review and implement the performance management (Appraisal) cycle for teaching staff
- Design and deliver the initial induction programme for new staff with the College Deputy Head (Senior)
- Plan and oversee cover arrangements for the College as a whole, ensuring that the HR Co-ordinator is informed of any staff absence

- To support the College Deputy Head (Senior) with:
 - Planning and co-ordinating the staff professional development programme
 - Co-ordinating the programme for all staff development days, supported by the various Assistant Heads as appropriate
 - Overseeing the recording of individual/department staff development
- To oversee the organisation of the staff duty rota for the Prep School
- To chair and record decisions made within Prep Leadership Team meetings
- To conduct work scrutiny, lesson observations and learning walks within the Prep School alongside the AH T&L – contributing as appropriate to these matters in the Senior School
- To chair a weekly meeting for all Prep staff to deliver routine information and attend similar in the senior school if there are relevant College-wide matters to discuss
- Working with the Human Resources department, Head and College Deputy Head (Senior) to compile and regularly update the staff handbook
- To play the leading role in ensuring the highest academic standards from Prep pupils
- To play the leading role in ensuring the highest standards in the welfare, care and development of Prep pupils (both inside and outside the classroom)
- To be responsible for the tranquillity of the Prep School and to ensure that there are adequate rewards and sanctions to safeguard it and promote good, age appropriate behaviours
- To play a prominent role in promoting and maintaining standards of involvement in co-curricular activities
- To oversee the operation of the Prep School Council / House Captains' meetings
- To compile and write references for pupils when required
- To oversee the arrangements for pupil registration



“Hi, I’m Aiden

I have been at St Joe’s since I started school in Reception. I made friends super quickly and I join in with lots of activities.

My favourite subject here at St Joseph’s is sport, because there’s a large variety to get involved in, like football, hockey, cricket, running and many more.

I think my best memory of school so far has been doing my first ever big production, which was this year, taking part in Wendy and Peter Pan. I felt very proud and excited.

Next year, I’m looking forward to making new friends and doing lots of different activities.”

- Current Pupil

Working with Parents

- To build, develop and maintain excellent relationships with prospective, current and past parents
- To oversee all Prep School parent communication
- To support the Parents' Association and attend events
- To keep parents fully informed and respond to pastoral, academic, social and developmental issues in a timely and reassuring manner
- To review and write comments on pupil reports
- To oversee and advise on contact with parents about all matters
- To respond to and resolve parental complaints as appropriate

Other

- To be responsible for the regular review and updating of the College policies in conjunction with other members of the Senior Leadership Team
- To assist the Head in preparing the College for inspection and be the first point of contact for the inspection process within the Prep School
- To assist the AH E&E with the timetable and organisation of the programme of Educational Visits for the Prep School
- To work with the AH E&E to ensure the provision of appropriate extended day care for Prep pupils, between 7.45am and 6pm



"We are truly delighted and deeply grateful that our child has had the privilege of studying at St Joseph's College, Reading. The school provided not just an excellent education, but also an environment where a genuine sense of warmth and belonging thrived. From a welcoming atmosphere to the strong community spirit, we always felt that our child was surrounded by care, support, and encouragement. The values and friendships fostered here have left a lasting impression on our family, and we will always cherish the experiences and memories from this remarkable institution.

Our son thoroughly enjoys his time at St. Joseph's College, and I am deeply grateful for the care and opportunities the College has provided for him. He settled in very quickly during his early years, and it has been a joy to watch him flourish into the confident boy he is today. His time at the College has been full of positive and wonderful memories."

- Current Parent



Person Specification

Criteri	Education, Qualifications and Experience	Desirable
Qualifications	Degree	A recognised teaching qualification, such as a PGCE
Experience	<p>Proven record of successful teaching</p> <p>Experience in a middle leadership position</p>	<p>Evidence of involvement in the delivery of professional development of others</p> <p>Experience of successful innovative practice in teaching</p>
Knowledge and understanding	<p>Up to date knowledge of the curriculum and current educational developments and initiatives at EYFS, KS1 and KS2</p> <p>Commitment to continual professional development</p>	<p>Experience of leading departmental and whole-school working groups or committees</p> <p>Taught in a Prep or primary setting, with experience of academic leadership</p> <p>Understanding of the independent sector. This could be in various capacities such as a pupil, parent, staff member or governor</p> <p>Understanding of the local and national schools market, including appreciation of the current pressures on the sector</p>

Person Specification Cont.

Criteria	Essential	Desirable
Leadership Skills	<p>Passion for developing the Prep School</p> <p>Readiness to lead whole-school initiatives with confidence and gravitas</p> <p>High expectations of pupils</p> <p>Visionary and strategi clear thinker; able to generate and lead innovative initiatives aligned with the College's future development</p> <p>Ability to effectively promote and market the College</p>	<p>Understanding of the future needs of the College with a vision for continued improvement and a willingness to innovate and lead the College as it develops over the coming decade</p> <p>Keen to contribute to the professional development of others.</p>
Management Skills	<p>Strong people manager with ability to hold people to account with kindness and compassion</p> <p>Strong organisational and administrative skills</p> <p>Ability to plan and execute a range of tasks under pressure</p> <p>Excellent attention to detail</p>	<p>Commitment to pupil recruitment and retention and understanding of the importance of transitions within the whole school setting.</p>
Communication Skills	<p>Ability to communicate and relate clearly and effectively with pupils, with parents and with staff in a variety of contexts</p> <p>Excellent written, spoken and presentation skills</p>	<p>High level IT skills</p>

Person Specification Cont.

Criteria	Essential	Desirable
Interpersonal Skills	<p>Creates and maintains excellent relationships with all stakeholders; pupils, staff, parents, governors</p> <p>Supportive to staff and pupils</p> <p>Ability to motivate and inspire</p> <p>Highly levels of relational/emotional intelligence</p> <p>Ability to tackle issues with integrity, courtesy, honesty and tact</p> <p>Ability to resolve conflict and address issues openly</p> <p>Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations</p> <p>A team player with a strong desire to work as part of close-knit leadership team and in a wider staff community</p>	<p>Maintains perspective and composure under pressure</p> <p>Can receive constructive criticism in a positive way</p> <p>Ability to diffuse difficult situations using different strategies such as careful listening, sensitive use of humour, praise and recognition</p>
Ethos	<p>From a Christian Faith background</p> <p>Fully supportive of the College Catholic tradition</p> <p>Commitment to the aims and ethos of the College</p> <p>Commitment to the academic, pastoral, social and spiritual development of all pupils</p> <p>Commitment to promoting a strong safeguarding culture and promoting the wellbeing 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> <p>Experience of teaching in a Catholic school setting</p> <p>Values the education of the whole person with lived experience of co-curricular and enrichment programmes</p> <p>Practising Catholic</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.

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.
- **Closing Date: 9am, 25 June 2025. Interviews will take place on 8 July 2025**
- 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.

