



ST. JOSEPH'S COLLEGE

INDEPENDENT SCHOOL OF THE YEAR
TES Independent School Awards 2015/16



Librarian & Careers Coordinator

Information for Prospective
Members of Staff



Appointment of a Librarian & Careers Coordinator for September 2018

St Joseph's College is seeking to appoint a Librarian & Careers Coordinator.

The position is full time during term time (36.4 weeks per annum). The hours of work on Monday, Wednesday and Friday will be 7.45am to 3.15pm, and on Tuesday and Thursday, 10.30am to 6.00pm, with a 30 minute lunch break each day. Lunch is provided free of charge.

The closing date is Noon on Monday 14 May.

Contents

Duties and Responsibilities	page 3
Areas of Responsibility and Key tasks	page 4
Condition of Service	page 5
Person Specification	page 6
About the College	page 7
Our Mission and Aims	page 8
Why St Joseph's?	page 9
Appointment procedure	page 11
Interview process	page 12
How to find us	page 13

Message from the Headmaster, Andrew Colpus

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

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. The recent development of the College has led it to receive a number of national awards over the last couple of years including the TES Independent School of the Year award 2015/16.

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



Duties and Responsibilities

The Librarian and Careers Coordinator will be responsible for managing the school library and the administration and provision of careers advice and guidance. The successful applicant will work closely with both the Deputy Head Academic and the Head of Sixth Form.

No prior experience of Careers Education is required as full training will be provided with regards to the coordination of Careers Education.

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.

Main Requirements

Three qualities are essential:

1. You must be able to relate well to pupils, staff and parents, and enjoy supporting pupils one-to-one
2. You must have a love for literacy
3. You must be able to work in an organised manner and have good organisational and coordination skills

In fulfilling the requirements of the post, the ideal candidate should demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in pupils and colleagues
- Build team commitment with colleagues
- Contribute to the College improvement and development planning, and promote the priorities of the College Development Plan
- Contribute to the development and/or implementation of College policies
- Participate in the professional development process 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

Main Duties

- Ensure the smooth-running of an effective library service
- Develop and promote the library in order to meet the needs of young people in the 21st century, ensuring the library is an integral and effective part of the education process of the College
- Inspire a love of literacy
- Provide careers advice and guidance across all year groups in the Senior School and in particular to pupils in Year 9 and above.

Strategy

- Develop and implement a library policy which reflects the educational aims and objectives of the whole College (Prep School and Senior School)
- Promote learning in both traditional and innovative ways, making the most of advances in digital information technology
- Develop the independent research skills of pupils within the school, especially Sixth Form students undertaking the Extended Project Qualification
- Plan and oversee a programme for monitoring and evaluating library services and performance, including user surveys and statistics on stock and usage

Support of Pupils and Staff

- Arrange pupils' participation in children's literary events and author visits
- Provide an independent study space for pupils before school, after school, and during breaks and lunch, and ensure that pupils behave appropriately in the Library
- Promote reading across the school, including organising reading groups and programmes as required
- Support pupils with research and help teach pupils research skills

Library Administration

- Facilitate the day to day running of the library, and ensure it is kept in good order at all times
- Select library resources to cover the full age range of pupils
- Manage the stock in the library, ordering and labelling new resources, cataloguing on Assessit and shelving as appropriate
- Be responsible for managing the issuing and returning of the library's stock
- Maintain and create up to date displays which either promote library stock or reflect events such as Book Week
- Provide guidance and assistance to pupils and staff on information retrieval and reading materials, including online resources
- Assist with all enquiries and provide support for users
- Liaise with teaching staff to ensure that the library supports teaching and learning as required
- Prepare and manage the library budgets
- Manage and oversee the Assistant Librarian
- Develop networks with other library professionals



Careers Co-ordination

- Provide all pupils in the Senior School with the information, advice and guidance they need to make informed 14+, 16+ and 18+ decisions including university, employment and gap year opportunities
- Provide Careers lessons to pupils in Year 12
- Carry out research on universities and courses, communicating the results to pupils, parents and staff as appropriate
- Assist in the organisation of the Higher Education Evening and the biennial Careers Convention
- Offer one-to-one support and advice to pupils on GCSE and A Level choices and their suitability for Higher Education courses
- Oversee resources and displays for careers information and guidance, including providing up-to-date careers and higher education material in the Library and on the College website
- Attend assemblies, tutor time, parents' evenings, options events and results days as and when required
- Maintain the Careers Library
- To attend appropriate courses and conferences to keep abreast of the ever-changing situation with careers education

The list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions may be reviewed to ensure they are an accurate representation of the post.

Conditions of Service

The hours of work during term-time (36.4 weeks per annum) will complement the Assistant Librarian to cover the full working day. On Monday, Wednesday and Friday the hours will be 7.45am to 3.15pm, and on Tuesday and Thursday, 10.30am to 6.00pm, with a 30 minute lunch break each day. Lunch is provided free of charge.

The post is for 42 working weeks, which includes all term-time days and staff training days. There is an entitlement to 5.6 weeks holiday per annum (which includes public and bank holidays), and this is reflected in the salary.

The successful applicant will be expected to be in school to offer guidance and advice to students on four days in August when the College provides an advice surgery to students. These are the A level and GCSE result days and in both cases the following day. In 2019 the dates will be Thursday 15, Friday 16, Thursday 22 and Friday 23 August.

There will be a small number of evening commitments during the course of the school year, which form part of the total working time included above.

The post holder will receive a negotiated salary, depending on experience and qualifications.

The school has a contributory pension scheme in operation.



Person Specification

Category	Essential	Desirable
Education, Qualifications and Experience	<p>Good general standard of education</p> <p>Library experience</p>	<p>Educated to degree level</p> <p>Accredited library and/or information qualification</p> <p>Previous experience of working in an educational environment (school, college)</p> <p>Membership of the Chartered Institute of Library and Information Professionals or the School Library Association</p>
Skills and Attributes	<p>Excellent communication skills – both written and spoken</p> <p>Experience and knowledge of appropriate literature for young people</p> <p>Experience and knowledge of appropriate digital and non-digital resources for school aged pupils</p> <p>High level of IT skills</p> <p>Good behaviour management skills</p> <p>Empathy with pupils across the age and ability range</p> <p>Ability to motivate and inspire pupils</p>	<p>Knowledge and experience of library management software</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>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>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

It 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 wellbeing 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

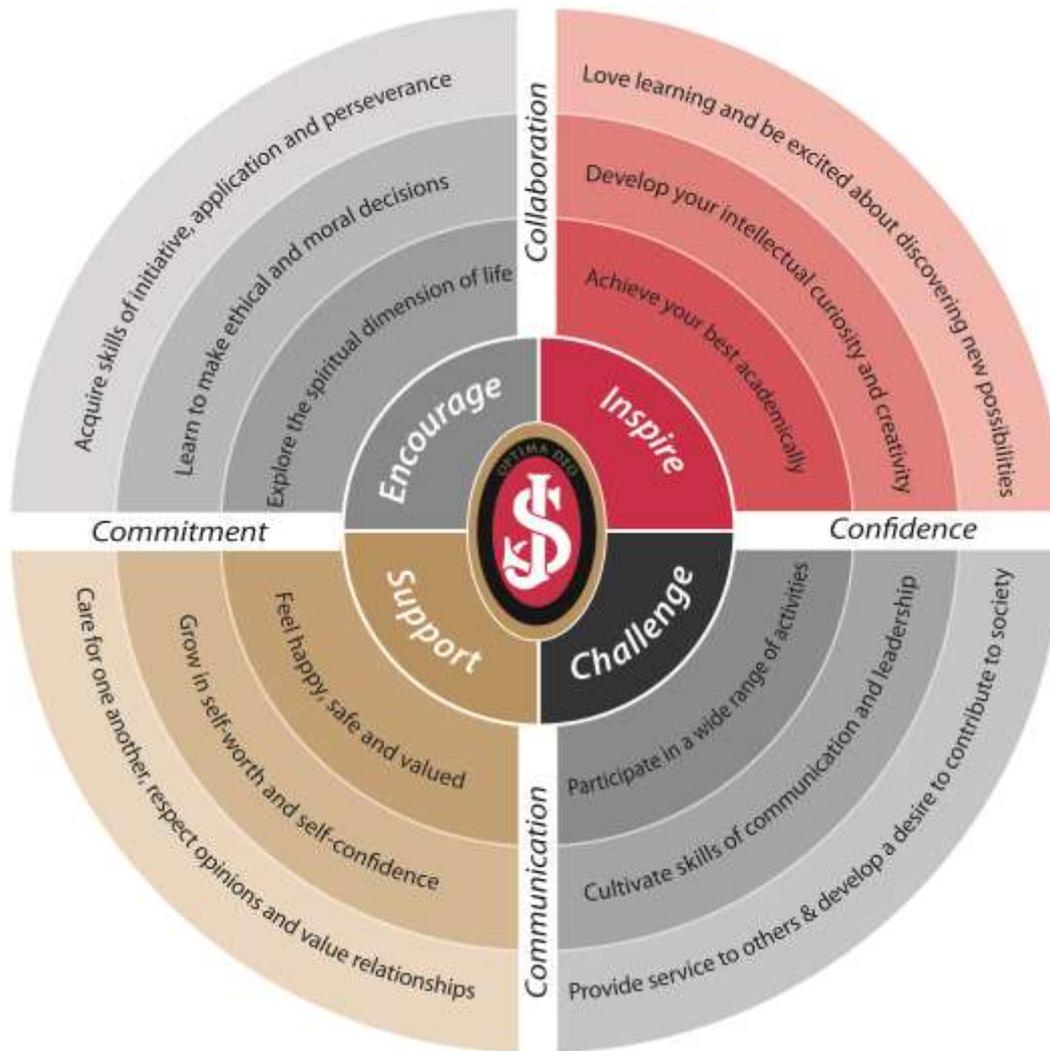
Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, 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 fulfil 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 children and amongst the children 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

Pension

The College participates in the DfE Teachers' Pension Scheme for teaching staff and a contributory pension for non-teaching staff. Further details are available from the Bursar's office.

Death in service benefit

Support staff are enrolled in a death in service insurance scheme at no cost to the employee.

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.

Eye tests

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





Cycle to work scheme

The school allows staff with an employment contract for 12 months or more to purchase a bicycle through this scheme. Further details are available from the Bursar's office

Drinks and snacks

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

Lunch

Lunch is provided at no cost during term time.

Use of private vehicle

Subject to a journey being approved by the Bursar or Headmaster, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

Car parking

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

Counselling

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

Legal advice

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

Healthcare helpline

A telephone based healthcare support service is available to all staff at no cost.

Swimming pool

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

CPD and training

Professional development is nurtured and encouraged, and the school has a full annual INSET programme. There is strong support for new teaching staff. Newly qualified teachers can undertake their accredited NQT year through the Independent Schools Council programme and a number of members of staff have completed teaching qualifications whilst employed at St Joseph's.

Staff Room

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

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



Appointment Procedure

- Applications will only be accepted from candidates completing the College non-teaching staff Application Form in full, accompanied by a brief covering letter.
- These should be emailed to recruitment@sjcr.org.uk or alternatively sent by post to Mrs Gravenor, Headmaster's PA, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- **The closing date for applications is Noon on Monday 14 May 2018 and shortlisted candidates are likely to be invited for interview 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.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the Teaching Staff Application form and the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website - www.sjcr.org.uk/417/community/work-with-us





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

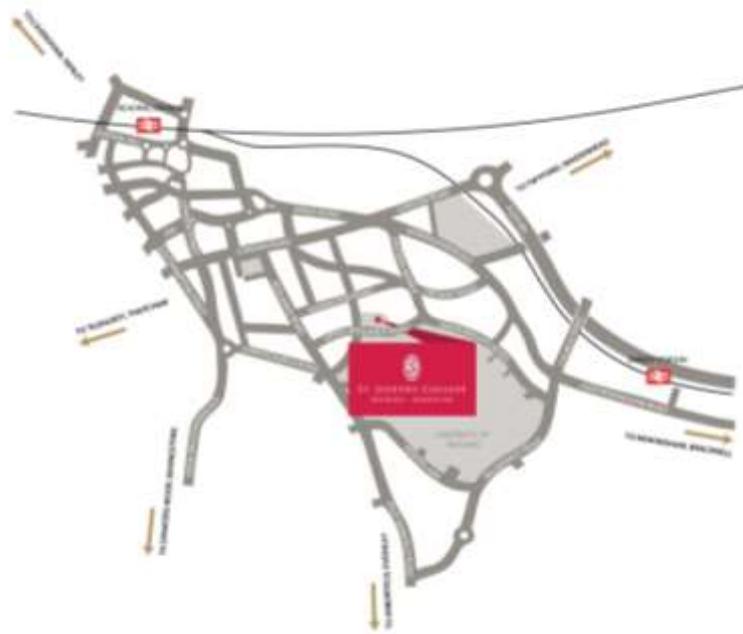
Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.





How to find us

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



TES Independent
School of the Year 2015/16

Outstanding Progress Award Education Business Awards
2016

Outstanding Leadership Team Leadership Awards 2016

ST JOSEPH'S COLLEGE, READING

0118 966 1000

www.sjcr.org.uk