



# **DE LA SALLE COLLEGE, JERSEY**

## **HEAD OF PRIMARY SCHOOL**

**Information for Candidates**



**Founder  
St John Baptist de la Salle  
(1651-1719)**

*De La Salle College aims at providing a Catholic Christian education which will enable the individual to realise his academic potential and to reach significant spiritual and social awareness*



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Date: Feb. 2010  
Ref: PHDLS

## **INFORMATION FOR CANDIDATES**

### **DE LA SALLE COLLEGE**

### **HEAD OF PRIMARY SCHOOL**

These notes provide candidates with information on the appointment of the Head of Primary School. **Please note that applications need to be received at the address not later than noon on Friday 26<sup>th</sup> March 2010. For more information about the College please visit [www.delasalle.ac.je](http://www.delasalle.ac.je) .**

## **HISTORY OF DE LA SALLE COLLEGE**

De La Salle College takes its name from St John Baptist de la Salle (1651-1719), who founded the Brothers' Order in the France of Louis XIV. Today the Order has establishments in over 80 countries.

A few Brothers settled in Jersey at the time of the French Revolution and remained in the Island for several years. Then from 1866 to 1896 a school of up to 300 pupils run by the Brothers' flourished in St Thomas' Parish. The Brothers left the Island in 1896 but were invited to return in 1917 to found another school. So begins the story of De La Salle College.

The school, in fact, was established at Berry House next to St Thomas' Church and was initially known as St Aloysius College. Within a year the main site of the school was moved to a property known as "The Beeches" on Wellington Hill in the parish of St Saviour. It was at this point that the name De La Salle College was first given to the school.

Under the direction of Brother Edward, the first and longest serving Headmaster (33 years), the school grew significantly in numbers. On opening day, 1 October 1917, there were just a dozen pupils. By the start of the following year the number had increased to 57 and reached one hundred by 1921.

For the first time in 1933 the school topped the 200 mark and a school holiday was given to mark the occasion.

The transfer of the school from the French Province in Quimper to the Province of London in 1948 marked a distinct change in the fortunes of the school. By 1949 no fewer than 470 pupils were attending the school.



New buildings were planned and erected in the mid-1950's. In 1976 the States of Jersey agreed to provide the school with generous financial assistance in the form of a capitation grant for running costs. A “new age” began in the late 1990’s when negotiations began with the States of

Jersey for capital funding and the building of 8 new classrooms and a Library and Resources area began in January 2003.

Though there is no longer a Brothers’ Community in Jersey, the school retains close links with the Brothers who are Trustees of the College. The College appointed Mr Martin Hebden as its first Lay Head of Primary in 1996. The ethos and spirit they established all those years ago still flourishes and enables us to continue the mission of providing a Catholic Christian education in the Island.



## **The College today**

1. De La Salle College is a Roman Catholic independent day school for boys. In the modern Lasallian educational tradition, it operates as a partnership between the Order and the laity in that, while still owned by the Order, it has a lay head and staff and a predominantly lay Board of Governors, including a lay chairman.
2. The College is one of a number of Lasallian schools in the United Kingdom, part of an extensive international network of Lasallian educational establishments at primary, secondary and tertiary levels, which each year educates over a million students.
3. The College is animated by its Lasallian vision, derived from the founder of the Order, Saint Jean Baptist De La Salle. Following that vision, the school community seeks to “Treat all students as if they are the sons of Kings”. As a consequence of this the College is non selective on academic criteria.
4. The College’s roll, and that of its preparatory school De La Salle, Primary, is regional, national and international. In the College there are 817 boys, 268 in the Primary School and 567 in the Secondary. There are 86 boys in the infant department (Reception, Year 1, Year 2) and 182 boys in the Junior department (Years 3 to 6). Approximately 50% of pupils are Roman Catholic. Other Christian denominations account for a further 45%, with the remaining 5% being of other faiths.
5. Entry is at age 4. Pupils from the Primary School transfer automatically to the Secondary school and there is no entrance examination. Students wishing to join the secondary school from other schools must attend an interview. There are no Scholarships or bursaries available.
6. The Primary School is divided horizontally into year groups rather than vertically into houses. Each year group is divided into two teaching groups. Each teaching group is cared for by a teacher and in some year groups assisted by a teaching assistant. This system enables pupils to form a close community with their contemporaries and to have a wide choice of friends from pupils within each year group.
7. A wide range of team and individual sports and activities is available to pupils. There is room for all to take part, irrespective of ability.
8. Alongside their academic, sporting and artistic achievements, De La Salle boys are known for their enthusiasm, commitment, ability to relate to a wide range of other people, and their strong sense of community and service to others.



9. Over the last ten years there has been significant investment in the infrastructure of the College. The Junior building was completed in 2000 and the Infant building is less than thirty years old.
10. The Head of the Primary school reports to the College Head, Mr Jason Turner.
11. The College is situated above the principal Island town of St Helier. The site is small and shared with the Secondary school. The Primary school playing field is a short walk away, otherwise all outdoor sports facilities are off site and the College maintains a large fleet of minibus and coaches to transport boys to these venues. There are houses on the site and one of these properties will be available for the Head of Primary.



## **The role of the Head of Primary School**

1. The role of the Head is to lead and develop the Primary School, so that it meets the academic, religious, pastoral and social needs of its pupils. The Head is responsible to the Head of College for the management of the School. The Head of Primary shall provide professional leadership for the school which secures its success, develops its staff and ensures high quality education.
2. The Head must be a practising Roman Catholic with a strong commitment to the values of the Gospel – an understanding and experience of the Lasallian vision of education would be an advantage but is not essential so long as the candidate is willing to be committed to it.
3. The Head of Primary's key tasks are:
  - To maintain and develop the College's strong Lasallian ethos and through doing so, to foster the intellectual and spiritual life of pupils
  - To ensure that every pupil achieves his full potential in every area of school life
  - To raise the quality of teaching and learning.
  - To establish effective relationships and communication in order to build a professional learning community in which all may achieve.
  - To provide effective organisation and management of the Primary School in order to maintain an efficient, effective and safe learning environment.
  - To strengthen the College community by working collaboratively at both strategic and operational levels with all connected with the school community.
  - In conjunction with the bursar and the Head of College, to maintain a sound financial position for the Primary School.
  - To produce and implement in conjunction with the Head of College and following approval by the governors, a school development plan.



## **Attributes we seek**

### 1. Professional Competencies

- The capability to be an effective leader of the Primary School community.
- A person of the utmost integrity.
- A good academic record, a good employment record and outstanding references.
- Evidence of an ability to achieve continuous improvement of academic standards.
- Experience in the management, development and motivation of a team of senior colleagues.
- The ability to work as a team with the Head of College.
- Proven ability in the management of change.
- An understanding of, sympathy for and commitment to, single sex education.
- The ability to deal clearly and sympathetically with parents and prospective parents and to market the school.
- Good communication skills, including experience of speaking to both small groups and large assemblies, in addition to being able to write well and concisely.
- Sufficient knowledge to understand the financial and commercial affairs of the De La Salle campus and a willingness to be involved in them.
- A working knowledge of ICT in schools and an interest in how it can be used to further the College's work

### 2. Personal Qualities

- The drive and enthusiasm to build on all that the College has achieved over the last decade
- An open, friendly personality, able to interact easily with everyone, whatever their background.
- The presence and confidence to work effectively with the Board of Governors.
- Good health, self-confidence, optimism and robustness.

### 3. Please refer to enclosed person specification.



### **How to Apply**

Applications should be sent to:

**Karen Wall  
PA to the Head of College  
Wellington Road  
St Saviour  
Jersey  
JE2 7TH**

**Or by e-mail to: [secondary.admin@delasalle.ac.je](mailto:secondary.admin@delasalle.ac.je)**

to arrive not later than noon on **Friday 26th March, 2010.**

In respect of this, please include in your application:

1. A hand written letter addressed to Advocate Nuno Santos-Costa, Chair of Governors, in which you are invited to explain your reasons for applying for this post together with our Application Form, fully completed. The closing date for receipt is noon on **Friday 26<sup>th</sup> March 2010**
2. The Application Form – please do not send a separate CV. Please note the space at the end of the Application Form where you are invited to consider how you meet the requirements for this post.

### **Selection Procedure**

1. We welcome applications by email, in which case your hand written letter should be scanned into a file and attached to a simple e-mail, together with the application form.
2. The application asks for details of referees. They will not be contacted unless you are selected for interview. The form also asks for daytime and evening telephone numbers. These will be used with discretion.
3. Applications will be considered by a panel of governors and shortlisting will take place on Monday 29<sup>th</sup> March. If shortlisted you may expect to be contacted by Mr Jason Turner, Head of College, not later than 30th March 2010. All other applicants will be contacted no later than 31<sup>st</sup> March. If you would like an earlier acknowledgement, please include a stamped, addressed envelope with your application if it is delivered or sent by post, or ask for one, if sent by fax or email.
4. The shortlisted candidates will be interviewed by the panel in the week commencing 19<sup>th</sup> April 2010.
5. Shortlisted candidates will be required to bring with them to interview their current passport and their current CRB clearance forms and such other information as the College's Bursar requires to enable him to submit applications for CRB clearance.





## DE LA SALLE COLLEGE

### CONFIDENTIAL

Application Form for the post of Head of Primary School

### APPLICATION FORM

*De La Salle College is an equal opportunities employer. Certain of the questions below have reference to accommodation requirements or to applicants who have a disability and may need special arrangements for interview or for performance of the role under consideration.*

PERSONAL DETAILS	Section 1
Surname	Address (Home)
Title	
First Name(s)	
Date of Birth	
Place of Birth	E-Mail address
National Insurance Number	Telephone Number (Home)
Nationality	Telephone Number (Work)
Religious Denomination	Telephone Number (Mobile)
Marital Status	Status of Driving Licence
Names and ages of children	Name of Spouse
	Occupation of Spouse



Health – including any medical conditions, and details of any illnesses during the last three years which have kept you away from work for more than 14 consecutive days:

Details of any disability, allergy or other difficulty that may require reasonable adjustment to enable you to perform consistently in the post:

<b>EDUCATION</b>		<b>Section 2</b>		
School Education	Full Time	Part Time	From	To
University or other Institution of Higher Education	Full Time	Part Time	From	To



<b>QUALIFICATIONS</b>		<b>Section 3</b>		
A Level or Overseas Equivalent; Certificate/Diploma/Degree(s); Degree Level or advanced qualification				
Qualification	Examining Body	Subject(s)	Pass Level	Date
Awards/Distinctions/Publications				



**EMPLOYMENT HISTORY**

**Section 4**

Present or most recent employer: .....

Address: .....

Job Title: ..... From: .....To: .....

Brief description of responsibilities:

If a school, please state: School type: ..... Number of pupils on roll: .....

Age range: ..... Boys, girls or mixed: .....

Notice required (or when you could join us):..... Current Salary:.....

DCFS Reference Number .....

General Teaching Council Number .....



Previous employers (most recent first)	Dates	Position held and brief description of duties
<p>Continue on separate sheet if required</p>		



Previous employers (most recent first)	Dates	Position held and brief description of duties
<p>Continue on separate sheet if required</p>		



<b>PASTIMES/LEISURE INTERESTS</b>	<b>Section 5</b>

<b>REFERENCES</b>		<b>Section 6</b>
<p>Names, addresses and telephone numbers of three persons to whom reference may be made in confidence, one of whom must be your current employer and another of whom must be your parish priest or equivalent. Please state in which context you are known to the person named e.g. friend, present employer.</p>		
Name	Name	Name
Address	Address	Address
Telephone	Telephone	Telephone
Context	Context	Context

<b>CRB AND MEDICAL</b>	<b>Section 7</b>
<p>I consent to an enquiry by the College to the Criminal Records Bureau and the Police (i.e. to verify that my name does not appear on List 99). I understand that this appointment is subject to the College obtaining satisfactory CRB clearance and a satisfactory medical report.</p>	
<p>Signature ..... Date.....</p>	

**DECLARATION****Section 8**

I certify to De La Salle College that the information given on this form and on the accompanying statement is true and complete

Signature

Date

6. PLEASE USE THE SPACE PROVIDED IN THE BOX BELOW TO PROVIDE DETAILS OF HOW YOU CONSIDER YOU WILL MEET THE REQUIREMENTS FOR THE POST OF HEAD OF PRIMARY (IF NECESSARY, PLEASE CONTINUE ON THE NEXT SHEET OF PAPER). A SHORT HAND-WRITTEN STATEMENT ADDRESSED TO MR NUNO SANTOS-COSTA, CHAIR OF GOVERNORS, SHOULD ACCOMPANY THIS APPLICATION FORM PROVIDING YOUR REASONS FOR APPLYING FOR THIS POST. IF THE APPLICATION FORM IS SENT BY EMAIL YOUR HAND WRITTEN LETTER SHOULD BE SCANNED INTO A FILE AND ATTACHED TO A SIMPLE E-MAIL, TOGETHER WITH THE APPLICATION FORM.





**Please return completed Application and Monitoring Forms to:**

Karen Wall  
PA to Head of Secondary  
De La Salle College  
Wellington Road  
St Saviour  
Jersey  
Channel Islands  
JE2 7TH

or by email to: [secondary.admin@delasalle.ac.je](mailto:secondary.admin@delasalle.ac.je)



# DE LA SALLE COLLEGE

## CONFIDENTIAL Monitoring Form for Head

This information is kept separate from the rest of your Application Form and is not seen by anyone involved in the selection process.

Please complete in **BLOCK CAPITALS**

<b>Post Title:</b>	
<b>Full Name of Applicant:</b>	
<b>Previous Names:</b>	
<b>Preferred Title:</b>	
<b>Date of Birth:</b>	

**Age**

Please tick as appropriate

16-18	
19-35	
36-49	
50-59	
60-65	
Over 65	

### Ethnic Origin

Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
Any other Asian Background	

Black or Black British	
Caribbean	
African	
Any other Black Background	

Mixed	
White and Black Caribbean	
White and Black African	
White & Asian	
Any other Mixed Background	

White	
British	
Irish	
Any other White Background	

<b>Other Ethnic Group (please specify)</b>

<b>How did you find out about this position?</b>	
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