



King James's School



Head of Faculty - Creative Applicant Information Pack

St Helen's Gate
Almondbury
Huddersfield
HD4 6SG

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office@kingjames.school

Principal – Ian Rimmer

Floreat Schola – May the School Flourish



Welcome to King James's School

Thank you for taking an interest in joining our school. King James's School is an extremely popular and successful 11-16 mixed comprehensive, serving south-eastern Huddersfield and surrounding villages.

The essence of our school is built around three Hs:

- our distinguished **History**;
- our **Holistic provision**, which develops students both academically and pastorally;
- our **High expectations** and **aspirations**.

Our ethos, summarised in the King James's Way, demands the best from everyone through key values:

- Kindness and compassion
- Inclusion and tolerance
- Nurture and innovation
- Greatness and aspiration

We pride ourselves on being a superb staff team who are highly professional. We all have a passion for learning and are committed to inspire and support all our students to be successful and to develop into confident young adults ready for life after King James's School.

We are committed to safeguarding our students and this is evident in our recruitment processes. We ask all applicants to provide us with two references, which will be obtained prior to any interview. In addition to this, we will also carry out online searches for all shortlisted candidates as part of our due diligence. Any successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

I really hope that once you have read through this information pack that you apply to join our team. Please note the deadline an application is 9:00 on Monday May 19th 2025. If you have any queries please contact my PA, Tracey Brook, via email staff.tbroom@kingjames.school.



Meet the Senior Team

Ian Rimmer –
Principal



Rebecca Walton –
Vice Principal - Inclusion and Safeguarding



Ben Streets –
Vice Principal - Quality of Education



Stephen McNamara –
Senior Assistant Principal - Standards



Kirsty Roden
Director of Finance and Operations



Palwinder Kang –
Assistant Principal - Curriculum



Abbi Terry –
Assistant Principal - Personal Development





Our Ethos and Values—The King James's Way

At King James's School we value:

Kindness and Compassion
Inclusion and Tolerance
Nurture and Innovation
Greatness and Aspiration

and we make a commitment to be a community which promotes:

Joining together and helping each other
Academic challenge and opportunities
Mutual respect and shared responsibility
Engaging and enriching curriculum
Safe and secure learning environment
Strong belief in the wellbeing of everyone in school

KING JAMES'S SCHOOL VALUES



A SCHOOL FOR OUR COMMUNITY





Our Culture - ACE

Recent times have provided significant challenges for students. The fallout from the pandemic stretches far beyond lost learning. The very fabric of what students are used to, and their confidence in the structures on which they routinely depend, has been severely shaken, leading to significant impact on emotional wellbeing. In order to address these emotional and learning deficits, we have devised our **ACE strategy**.



Ambition

By providing high-quality experience/opportunity for all, we aim to create an environment in which all students are encouraged to “think big” in order to raise the level of ambition and establish a schoolwide sense of “why not me?”

Character

Also, in setting clear standards/routines/behaviour norms expected of all students (and staff) around school during lessons/social times, we aim to make explicit “how we do things around here” in order to raise standards in a fair and supportive way.



This vision will be achieved through the delivery of our *Ambition and Character curriculums*.

Ambition – provide high-quality experience/opportunity for all:

1. Create an environment in which all students are encouraged to **‘think big’**, establishing a schoolwide sense of **‘why not me’**
2. Expose students to **new experiences** in a variety of contexts
3. Provide students with opportunities which will enable them to become **future leaders**
4. Encourage reflection upon options for **life after King James’s** and setting themselves aspirational goals which match their potential

Character – establish clear standards/routines/behaviour norms expected of all (staff and students) around school during lessons/social times:

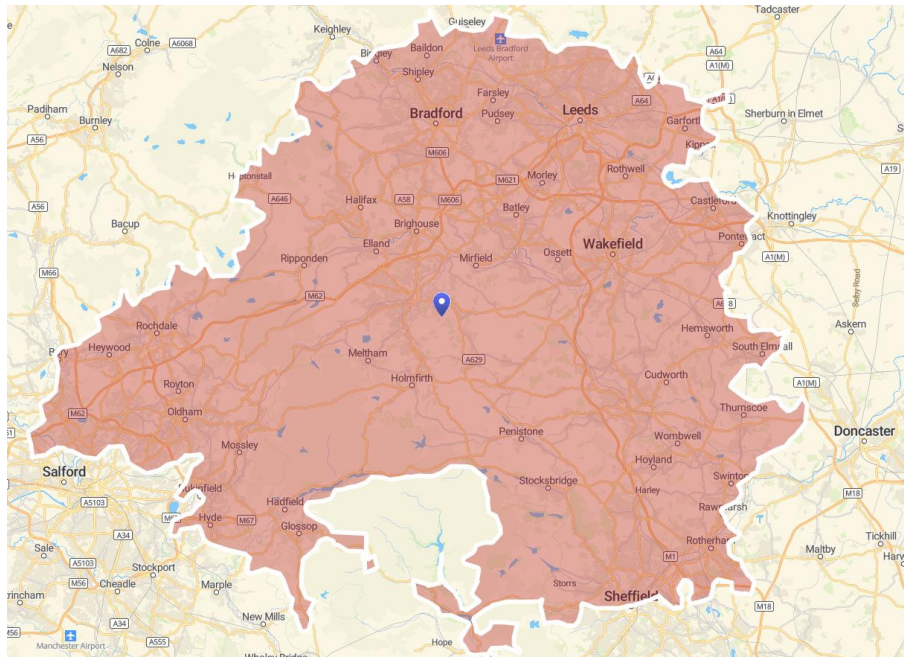
1. Reflect our core values and ethos, so all stakeholders are clear as to **‘how we do things around here.’**
2. Outline the offer we provide to each of our key stakeholders in order to deliver our expectations, routines and the **King James’s Way**.
3. Set out the standards, routines, behaviour and character **‘norms’ we expect of all** our staff and students inside and outside of the classroom.
4. **Set out the standards and routines we expect** from the school community during social times i.e. break and lunches.

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Our Community and Location

Our school is situated approximately 2 miles from the centre of Huddersfield, in a semi-rural position overlooking the Farnley Valley, serving a suburban area and a scatter of villages to the east and south of Huddersfield. We are in an excellent location within easy access to a number of places. This map shows all areas within a 45-minute commute of our school.



Our intake comes predominantly from the priority admission area of Almondbury, Grange Moor, Kirkheaton and Lepton.

We play an important role in our local community from year group charity efforts to promoting local initiatives.





Our School in Numbers

Type of School	Converter Academy
Age Range	11 - 16
Number of Students	1057
Number of Staff	117
Percentage of students eligible for Pupil Premium	20%
Percentage of students who are children looked after	0.2%
Percentage of students who require SEND Support	10%
Percentage of students who have an EHCP	1%
Percentage of students from Ethnic Minorities groups	17%
Last Ofsted report	November 2019 'Good'



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Why Choose King James's School?

There are many benefits to working at our school including:

Pay

- Terms and conditions of employment and salaries at least match national pay and conditions within the education sector.
- Our approach to sick pay and maternity/paternity leave meet or exceed national standards.
- Auto-enrolment into a generous pension scheme – helping you plan for the future

Flexible working

- Term-time only, part-time and other flexible working patterns are available for a significant proportion of roles.

PPA

- A minimum of 12½ % PPA for teaching staff - giving you more time for planning and marking

Refreshments

- Free tea, coffee and milk in both staffrooms
- Complementary refreshments for those attending evening events
- Breaktime refreshments on INSET days
- Access to a canteen

Wellbeing

- Up to 3 days paid compassionate leave

Health

- Onsite counselling service – free and confidential
- Free flu vaccines – helping you to try and stay well
- Free eye tests and contribution to your glasses (*if this is appropriate*)

Finance

- Access to discount sites through *vivup* – making your money go further
- Parking
- Free onsite parking, with some car charging ports

What do our staff say about working at KJS?

It is a superb school with so many positive things going for it

The staff are amazing

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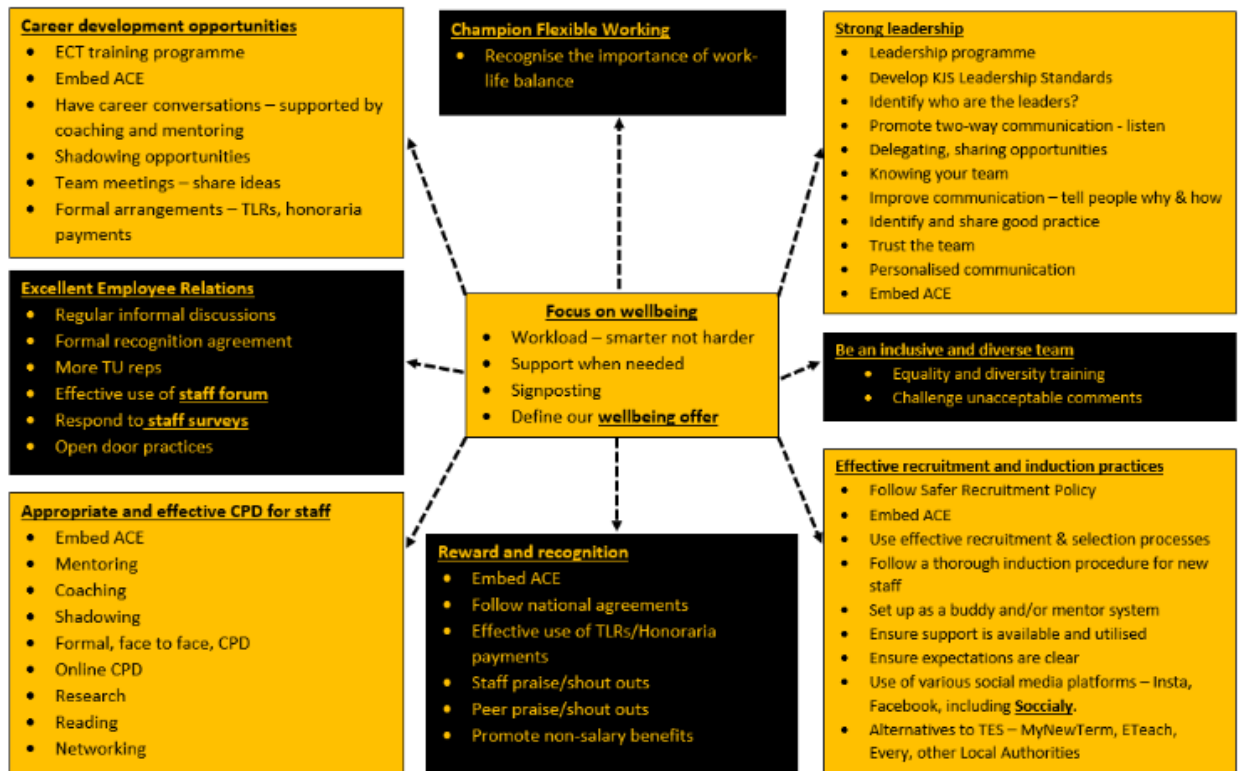


King James's School – **A Great Place to Work**





What You Can Expect from KJS



Our Team

Our staff really make our school a special place to work and learn. We value the contribution of each and every individual in school who help us to provide our students with a safe and stimulating learning environment.

We currently have approximately 115 members of staff. We also regularly have student teachers in school, all of these people play an important role in our success.

We are split into 7 faculties; Art, Design and Business, English, Humanities, Maths, Modern Foreign Languages, Performance and Science. We work hard to share best practice within our teams and to provide opportunities for staff to grow and develop whatever their role or career aspirations.



Our Curriculum and Pastoral System

We have a three-year KS3 which provides a broad and balanced curriculum for all our students. All students take courses in English, Mathematics, Science, Design Technology (including Food and Textile Technology), Art, French, History, Geography, Religious Education, Music, Drama, Physical Education, Integrated Studies (personal, social and citizenship education) and Computing.

Students at KS4 will typically be entered for up to 10 GCSEs depending on their 'pathway'.

All students follow GCSE courses in English Language, English Literature, Mathematics and Science. The Science course is worth 2 GCSEs. These subjects are taught in sets.

Students who have demonstrated flair and aptitude in Science also have the opportunity to take Science as an option, allowing them to gain individual GCSE qualifications in Physics, Chemistry and Biology.

Students choose further subjects from a range of other GCSE or vocational courses. Some students may require a more personalised learning and may follow fewer subjects dependant on their personalised needs. The full set of courses currently offered this academic year at KS4 are:

- Art (Fine Art, Textiles, Photography, Graphics)
- Computer Science
- *Enterprise and Marketing*
- Food Nutrition
- Geography
- History
- *Health and Social Care*
- *iMedia*
- Modern Foreign Languages
- Music
- PE
- *Performing Arts (Drama)*
- Science
- Sociology

In addition to the above examination courses, all students follow non-examinable courses in Physical Education, Personal and Social Education, Careers and Religious Education.

As a school we offer a wide variety of extra-curricular activities and some of these are designed to support our students in their studies.

At King James's School we provide a strong network of pastoral care with the core purpose of ensuring that students feel happy, safe and able to achieve. The fostering of respectful relationships between students, their peers and staff allows everyone to feel a sense of pride in their school community and how it develops.

Student support begins with the form tutors who provide the all-important daily

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contact with the students. They monitor attendance, punctuality and behaviour and generally ensure students are happy and progressing. They are the first point of contact for parents.





Job Advert

We are seeking to appoint an inspirational and creative individual to lead our successful Creative Faculty. The ideal candidate will be an experienced leader, who is a skilled practitioner able to teach across ICT, Business Studies, iMedia and Computer Science. An interest/understanding of Art and Design Technology, to facilitate effective line management, would be an advantage. There is a Head of that area, so this is not essential.

You should be able to inspire and enthuse staff and students through dynamic and leadership and creative teaching. This is an excellent opportunity for a dedicated and ambitious colleague to join a truly outstanding department in a successful, progressive and happy school.

King James's School is justifiably proud to be one of the highest attaining 11-16 comprehensive school in Kirklees and is regularly, heavily, oversubscribed. The school serves a suburban area and several villages to the south and east of Huddersfield. We became an Academy in September 2012. The school was awarded 'Good' in all areas by Ofsted in November 2019 and, at its most recent inspection in February 2025, Ofsted judged that "King James's School has taken effective action to maintain the standards identified at the previous inspection".

'The King James's Way' sets out the values and commitments which lie at the centre of everything we do. Though we are proud of our academic success, we are equally proud of our inclusive approach and first class, wraparound pastoral care.

At King James's School we are proud of our inclusive and supportive working environment. As an organisation that values and nurtures talent, we are committed to helping you fulfil your potential. With a comprehensive training and development programme, tailored to your needs and the requirements of the school, we will enable you to flourish in your role and perform to the very best of your abilities.

We are committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. We ask all applicants to provide us with two references, which will be obtained prior to any interview. We will also carry out online searches for all candidates who are shortlisted for interview as part of our due diligence. Any successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check. This post involves direct contact with children and is considered to be a regulated activity. This role is exempt for the Rehabilitation of Offenders Act 1974, so most criminal convictions must be disclosed to us.

You can find full details of the role and how to apply [here](#).

If you have any questions about the role please call Tracey Brook, PA to the Principal, or email her (staff.tbroom@kingjames.school).

Completed application should be submitted by **9:00 on Monday 19th May 2025**.

Interviews are planned to take place on Thursday 22nd May 2025.

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Information About the Faculty

Staffing

Rachel Rogerson	Creative Faculty Leader
Maxine Turnell	Second in Faculty (Head of Art & Design)
Imtiyaz Mohammed	Second in Faculty (Head of Business/Computing)
Alice Parkin	Creative Teacher/Textiles
Tasin Bukhtawar	Creative Teacher/Computing
Megan Stoker	Creative Teacher
Kat Weeks	Creative Teacher
Palwinder Kang	Leader of IMedia
Dan Booth	Technician

The faculty currently consists of eight highly skilled full-time teachers and a full-time Technician.

Accommodation

The Creative department has nine specialist teaching rooms. Rooms have Interactive Whiteboards or display screens. The department has:

- 2 production rooms for Graphics and Resistant Materials
- 1 Graphics room with 24 computers
- 1 Art room
- 1 Food Technology room
- 1 Textiles room
- 3 computer rooms

Key Stage 3

At Key stage 3 students are moving towards to a creative curriculum model, this is in place with Yr7 currently, Yr8 from Sept 25. This model allows students to experience design briefs, where they have to think well to produce varied outcomes using skills and techniques delivered through the golden knowledge. They experience all areas of the creative faculty. Yr9 will move to a foundation approach from Sept 25 where they will be prepared and experience some of the key themes from KS4 courses that the faculty offers so they can make informed option choices.

Key Stage 4

At KS4 Creative subjects are popular with our students. They can choose from a wide range of subjects – Art, Textiles, Graphics, Photography, Food and Nutrition, 3D design Technology, IMedia, Computer Science and Business.

The Art & Design Technology department follows the AQA exam board at KS4.

GCSE Results

The results achieved over the last four years in the various Art & Design subjects are some of the strongest in the school with Textiles and Graphics in particular. We have

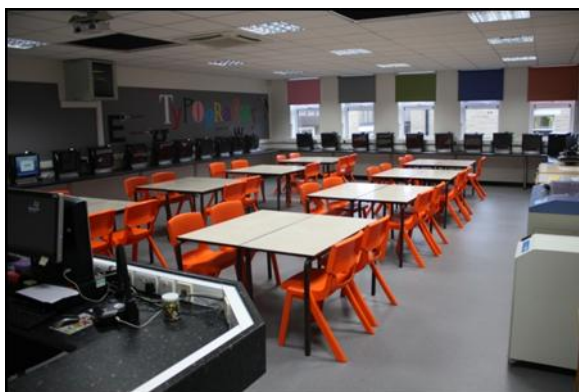
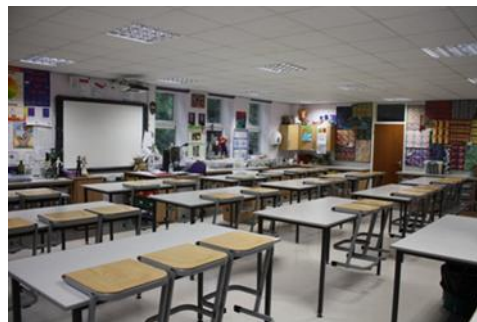


very high expectations across the faculty and this is reflected within our outcomes at KS4. There is support widely available to students from the faculty staff and interventions are key to the structure that is offered.

The Faculty

We are a very supportive team who work well together. We are each expert in our subject specialisms and keep up to date with changes in the curriculum and the wider world of work. We all offer additional enrichment opportunities for our students during lunchtimes and afterschool to ensure all students can achieve their full potential.

We value new ideas and have an open-door policy throughout the faculty.





Job Description

Head of Faculty – Creative
TLR 1a

PURPOSE OF THE POST

- To monitor and support student progress in order to raise standards of attainment and achievement
- To be accountable for student progress and development within the faculty
- To develop and enhance the teaching practice of others
- To ensure that the Art, Design, Business, Computer Science and ICT curriculum is broad, balanced, relevant and differentiated in accordance with the aims of the school and the curricular policies determined by the Governing Body and Principal of the school
- To be accountable for leading, managing and developing the faculty
- To effectively manage and deploy staff, financial and physical resources within the faculty

KEY AREAS

1. Operational and Strategic Planning
2. Curriculum Provision
3. Curriculum Development
4. Staffing
5. Continued Professional Development
6. Quality Assurance
7. Management Information
8. Communication
9. Marketing/Liaison
10. Management of Resources
11. Pastoral System
12. Teaching
13. Additional Duties
14. Safeguarding
15. General

DUTIES AND RESPONSIBILITIES

Operational and Strategic Planning

- To lead the development of resources, schemes of work, assessment and teaching and learning strategies in the faculty
- The day-to-day management of the faculty including the effective deployment of all staff and resources
- To actively monitor and follow up student progress
- To implement all School Policies and Procedures
- To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School

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- To ensure that the work in the faculty reflects the School's ethos
- To foster and oversee the application of ICT in Art, Design, Business, Computer Science and ICT, including the development of materials for our VLE
- To ensure that Health and Safety policies and practices, including Risk Assessments, are in-line with national requirements and are updated where necessary

Curriculum Planning

- To ensure the curriculum is appropriate, comprehensive, of high quality and complements the School Improvement Plan
- To be accountable for the development and delivery of Art, Design, Business, Computer Science and ICT
- To organise and participate in activities that will enhance the educational and curriculum provision e.g. Booster classes, trips/visits, competitions etc.

Curriculum Development

- To lead curriculum development for the curriculum area
- To keep up to date with national developments and teaching practice and methodology in Art, Design, Business, Computer Science and ICT
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels

Staffing

- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of support staff time
- Line management responsibility for the Design Technician
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff
- To make appropriate arrangements for classes when staff are absent, ensuring that Cover staff are supported and provided with sufficient work at the appropriate level
- To participate in the interview process for teaching posts and to ensure effective induction of new staff in line with School procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the school's ITT programme
- To be responsible for the day-to-day management of staff within the faculty and act as a positive role model

Continued Professional Development

- Take part in the staff development programme by participating in further training and professional development
- Lead on staff development, where this is appropriate
- Lead the Performance Management process for the Faculty



Quality Assurance

- To ensure that the faculty's quality procedures meet the requirements of Self Evaluation and the Strategic Plan
- To set interim and end of Key Stage targets within the faculty and to work towards their achievement
- To establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles
- To monitor and evaluate the curriculum area in line with agreed School procedures

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the faculty on the school's VLE
- To manage the collection of data for the faculty
- To analyse and evaluate performance data from individual students and groups of students
- To identify and take appropriate action on issues arising from data and reports; setting deadlines where necessary and reviewing progress on the action taken
- To ensure that students are entered for the appropriate level in external examinations
- To produce reports for students
- To provide the Governing Body with relevant information relating to the performance and development of the faculty

Communication

- To ensure that all members of the faculty are familiar with its aims and objectives
- To establish and publish agendas for Team Meetings, chairing such meetings and ensuring that proper minutes are kept and published
- To communicate/consult with the parents of students
- To liaise with partner schools, higher education, Industry, Examination Boards and other relevant external bodies
- To represent the views and interests of the faculty

Marketing and Liaison

- To contribute to the collection of material for Newsletters
- To maintain the effective promotion of the faculty at Open Evenings/Option Evenings and other events
- To actively promote the development of effective subject links with external agencies

Management of Resources

- To manage the capitation and keep appropriate records
- To work with the SLG to ensure that the faculty's teaching commitments are effectively and efficiently time-tabled and roomed
- To ensure that the faculty area, corridors and rooms all have stimulating displays that motivate, inform and celebrate the achievements of students



Pastoral System

- To be responsible for safeguarding and protecting the welfare of children
- To monitor and support the overall progress and development of students within the faculty
- To act as a Form Tutor and to carry out the duties associated with that role
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place

Teaching

- To carry out the duties of a class teacher
- To teach an appropriate number of lessons in accordance with the duties of a Head of Faculty

Additional Duties

- To play a full part in the life of the school community and encourage staff and students to follow this example

Safeguarding

- Ensure that the school safeguarding and child protection procedures are followed
- Deal with safeguarding concerns from staff accordingly
- As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

General

- Take an appropriate role in the life of the school supporting its distinctive ethos and values, and actively promoting our policies and practices
- Carry out any reasonable task as requested
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications

Reports to: Vice Principal



Person Specification

Requirement	Essential	Desirable
Qualifications and Experience		
A degree or equivalent in a relevant subject	✓	
Qualified Teacher Status	✓	
Experience of teaching ICT, Business Studies, iMedia and Computer Science in a secondary school (either during initial teacher training or thereafter)	✓	
An understanding of, or interest in, Art and Design Technology curricular		✓
Experience of being a form tutor		✓
Experience of leading people	✓	
General and specialist knowledge		
Knowledge of the National Curriculum and GCSE requirements in Design Technology disciplines	✓	
A thorough knowledge of different approaches to teaching	✓	
A thorough knowledge of how children learn	✓	
Ability to monitor the progress of students	✓	
Excellent ICT skills	✓	
Ability to motivate and enthuse students	✓	
Ability to motivate and enthuse colleagues	✓	



Requirement	Essential	Desirable
Communication skills		
Ability to communicate with a wide variety of stakeholders including staff, students and parents/carers	✓	
Ability to build respectful and appropriate relationships with a variety of stakeholders including staff, students and parents/carers	✓	
Time management		
Ability to work under time pressure; organising and prioritising work accordingly	✓	
Personal Attributes		
Excellent classroom practitioner	✓	
Ability to monitor the progress of students	✓	
Ability to work effectively as part of a team as well as independently	✓	
Responsive to change	✓	
Excellent interpersonal skills	✓	
Evidence of continued professional development and self-evaluation	✓	
Excellent people skills in order to lead and manage a team effectively	✓	
Wider school		
Committed to safeguarding the welfare of students	✓	
Committed to equality	✓	
A commitment to promoting and safeguarding the welfare of students	✓	
Willingness to be contribute to the wider life of the school	✓	
Committed to the principles of comprehensive education	✓	
Committed to the role of form tutor	✓	