



King James's School



Medical Officer Applicant Information Pack

St Helen's Gate
Almondbury
Huddersfield
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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 **9.00am on Monday 16th December 2024**. 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**



**Alison Hardwick –
Business Manager**



**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:

- K**indness and Compassion
- I**nclusion and Tolerance
- N**urture and Innovation
- G**reatness and Aspiration

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

- J**oining together and helping each other
- A**cademic challenge and opportunities
- M**utual respect and shared responsibility
- E**ngaging and enriching curriculum
- S**afe and secure learning environment
- S**trong 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:

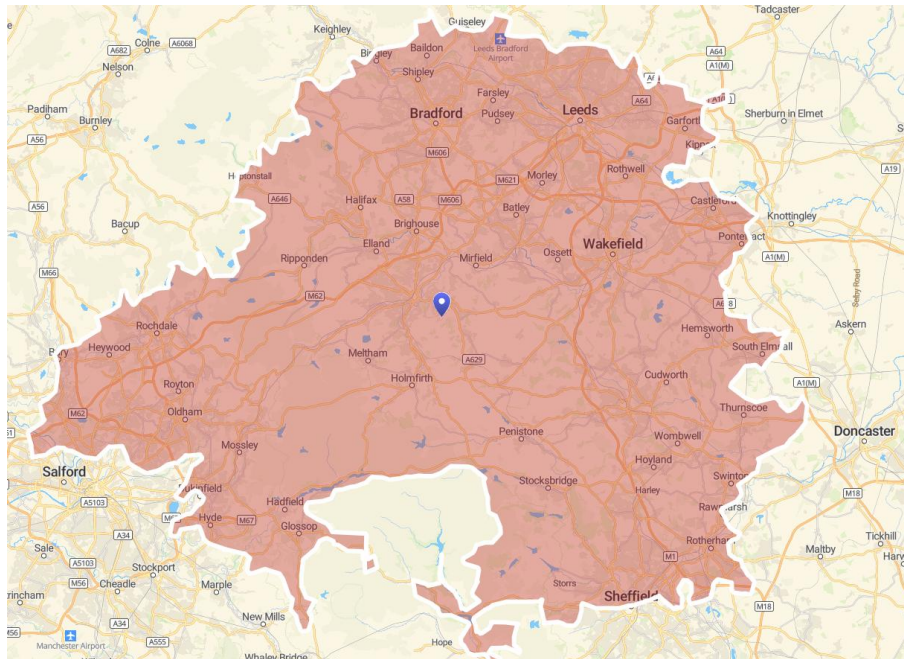
1. Reflect our core values and ethos, so all stakeholders are clear as to **'how we do things around here.'**
2. Outline the offer we provide to each of our key stakeholders in order to deliver our expectations, routines and the **King James's Way**.
3. Set out the standards, routines, behaviour and 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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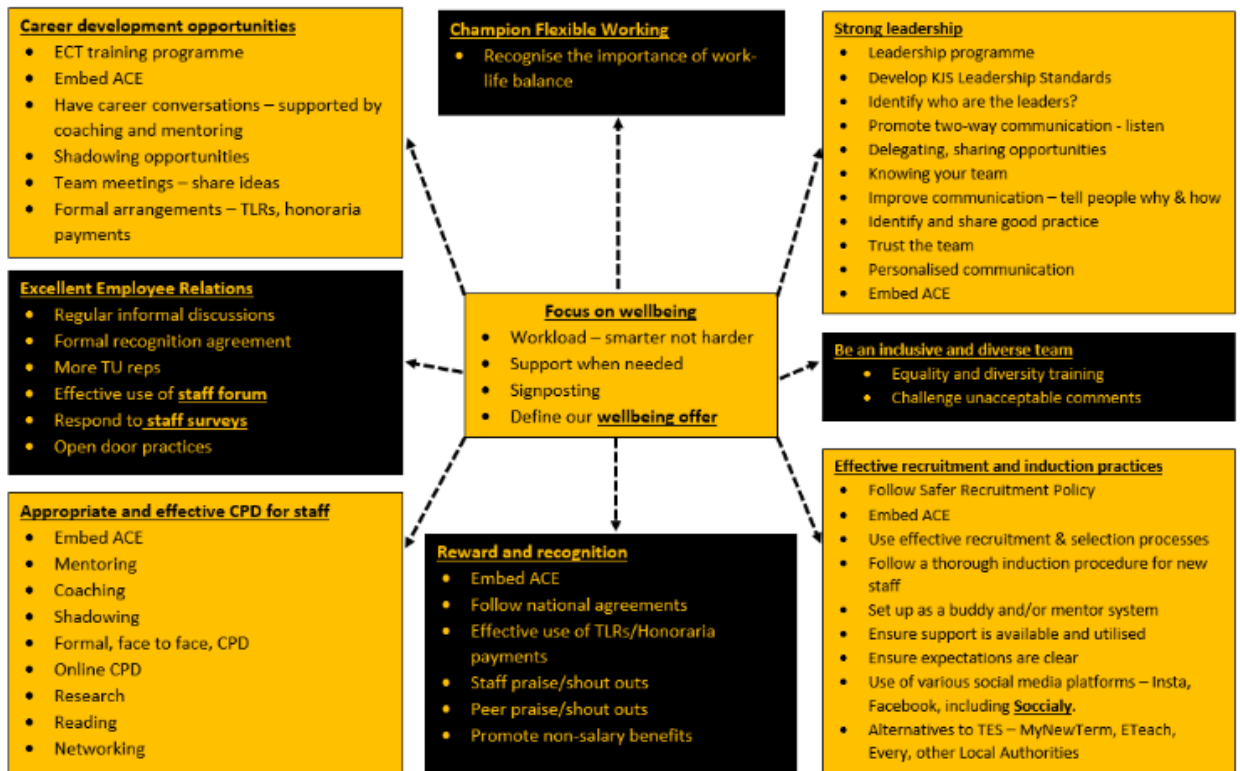


King James's School – A Great Place to Work





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

Floreat Schola – May the School Flourish



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

Grade 7 SCP 14-17 – 37 hours per week, term time plus 5 days
Starting salary £24,963 increasing to £26,187 with service

We are seeking to appoint a compassionate and organised Medical Officer to join our busy pastoral team. The successful candidate will be responsible for providing most of the first aid in school for sick and injured students and staff. The role assists in ensuring the health, safety and wellbeing of our students.

Excellent communication skills are essential for this role as you will need to liaise with students, parents/carers and other staff on a daily basis. You will be able to demonstrate initiative, enthusiasm and flexibility in your approach. The ideal candidate will be a current First Aider who has worked in a similar role.

This is an excellent opportunity for a dedicated and ambitious colleague to join our school. We are justifiably proud to be one of the highest attaining 11-16 comprehensive schools in Kirklees and we are regularly heavily oversubscribed. The school serves a suburban area and several villages to the south and east of Huddersfield.

We are Single Academy Trust, having converted in September 2012. We were awarded 'Good' in our November 2019 inspection and consistently achieve excellent grades at GCSE. We have a strong and committed staff who are proud to work here.

'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. All staff will be subject to an enhanced 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 applications should be submitted **by 9.00am Monday 16th December 2024**. Interviews are expected to take place on Wednesday 18th December 2024.



Job Description

Purpose of the Post:

The post provides appropriate care in school for sick and injured students and staff. The role assists in ensuring the health, safety and emotional wellbeing of students with due regard to the school's policies, procedures and relevant legislation.

Key Areas:

1. Care and welfare of students and staff
2. Administrative duties
3. Health and Safety
4. Liaison with staff, parents and external agencies
5. Safeguarding
6. General duties
7. General Data Protection Regulation
8. Continuous Professional Development
9. Safeguarding
10. General

Duties & Responsibilities:

Care and welfare of students and staff

- To lead the school's First Aid provision. Act as a primary First Aider, update the First Aid rota as necessary, have an overview of First Aid training ensuring First Aiders are up to date will all relevant training
- Maintain a record of all students and staff attending the Welfare Room for assistance, including details of treatment given
- Contact parents/carers and inform relevant school staff if students are to be sent home or to hospital
- Escort students to hospital if necessary, when parents/carers are not available, ensuring appropriate First Aid cover is maintained in school. Maintain contact with school throughout and seek guidance if a decision regarding medical treatment is requested in the absence of parents/carers. Remain at hospital until the arrival of parents/carers
- Provide any relevant medical/personal information to the Ambulance Crew when students or staff are taken to hospital
- Administer medicine to students as required, keeping appropriate records
- Provide support to parents in relation to medical/welfare issues via telephone advice and school events
- Attend, and contribute to, Inclusion Panel meetings
- Update the Supporting Students with Medical Conditions Policy as necessary
- Facilitate students' (with passes) access to toilets during lesson time, as required

Administrative Duties

- Obtain consent for students requiring the administering of medication. Records of administration to be kept. Medicines should be kept in



accordance with their instructions and parents/carers notified if replacement is required

- Administer paracetamol in line with school policy and keep appropriate records
- Maintain an up to date record of students with known health conditions, informing staff as appropriate, at least on an annual basis. Supply staff should be informed as required
- Liaise with relevant staff members and medical professionals regarding Education, Health and Care Plans and their implementation
- Organise and oversee the immunisation process for staff and students. Notify parents/carers, issue and collect consent forms, liaise with the school nursing team
- Carry out all necessary administrative work associated with the role

Health and Safety

- Attend, and contribute to, Health and Safety meetings
- Complete appropriate accident reporting forms
- Ensure appropriate support is in place when students return to school following injury, prolonged illness or operation. Ensure risk assessments are carried out as necessary and all relevant staff are aware if special arrangements are in place
- Complete Personal Emergency Evacuation Plans for staff and students where necessary

Liaison with staff and external agencies

- Inform relevant staff when a student has been sent home or an accident report form has been completed
- Take the lead in consulting/researching with the relevant agencies, which can provide information, advice, training and support in respect of medical conditions
- Liaise with school staff regarding health issues/concerns relating to students
- Liaise with kitchen manager to ensure that all dietary requirements of students are being catered for

General duties

- Maintain the welfare room as a clean and safe environment
- Maintain first aid supplies for the welfare room, travel first aid kits and sickness packs for use on school trips and visits, and first aid boxes located around the school. Carry out monthly inventory checks and replenish where necessary
- Maintain a supply of sanitary wear

General Data Protection Regulation

- Ensure all data is kept secure and fulfils the requirements of the GDPR (General Data Protection Regulation)



Continuous Personal Development

- Ensure all other relevant training is current
- Attend training to enhance knowledge

Safeguarding

- Ensure that the school safeguarding and child protection procedures are followed.
- 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

RESPONSIBLE TO: Vice Principal (Inclusion and Safeguarding)

RESPONSIBLE FOR: None



Person Specification

Requirement	Essential	Desirable
Qualifications and Experience		
Experience of being a First Aider	✓	
Currently qualified as a First Aider		✓
Experience of working with children/young people		✓
Experience in a similar role		✓
Experience of working in a school environment		✓
Good numeracy and literacy skills in order to administer medication, write reports and maintain accurate records	✓	
Experience in administering medication		✓
General and specialist knowledge		
Awareness of Health and Safety procedures including creating Person Emergency Evacuation Plans and Risk Assessments	✓	
Ability to use a variety of IT software	✓	
Understanding of the welfare needs of young people and how this may impact upon their time in school	✓	
Communication skills		
Ability to communicate verbally 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	✓	
Ability to demonstrate flexibility to meet the needs of the school	✓	



Requirement	Essential	Desirable
Personal attributes		
Ability to work as part of a team as well as independently	✓	
Responsive to change	✓	
Committed to continued professional development and self-evaluation	✓	
Wider school		
Committed to safeguarding the welfare of students	✓	
Committed to equality	✓	
Willingness to be involved in the wider life of the school	✓	