

King James's School



St Helen's Gate

Almondbury

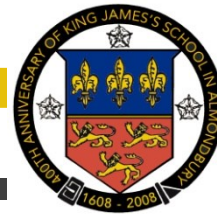
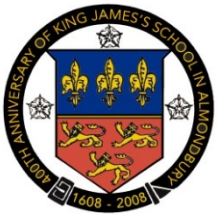
Huddersfield

HD4 6SG

01484 412 990

office@kingjames.school

Principal – Ian Rimmer



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.

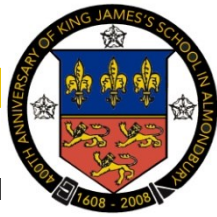
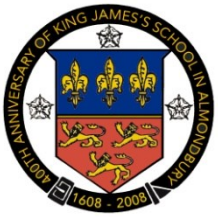
We are in the middle of an exciting transition period which will see our student community grow by 150 students. At the moment our students are split over two sites about one mile apart (Year 8 at our Fernside Campus and Years 7,9,10 and 11 at St. Helen's Gate Campus) while we complete some building work to accommodate our increased student numbers at our site on St. Helen's Gate. Staff may be expected to work at one, or both, of these sites.

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 Friday 17th September 2021 at 9:00. If you have any queries please contact my PA, Tracey Brook, via email staff.tbroom@kingjames.school.

Ian Rimmer

Principal





Meet the Senior Team

Ian Rimmer - Principal

Ian oversees all school activities over both of our sites with the support of the Senior Team. Ian is also one of our Deputy Designated Safeguarding Leads

Philip Coxon - Associate Principal (Head of St. Helen's Gate Site)

As well as deputising for the Principal at St. Helen's Gate Philip is also responsible for the implementation of our curriculum. Phil's remit includes oversight for the quality of Teaching and Learning and development of the Pupil Premium strategy of the school.



Ruth Ward - Associate Principal (Head of Fernside Site)



Ruth is responsible for the day to day school activities at the Fernside site.

Stephen McNamara - Senior Assistant Principal

Stephen is responsible for the impact of our curriculum. He has oversight of all student progress and attainment data as well as the exams process.



Rebecca Walton - Senior Assistant Principal



Rebecca is our Designated Safeguarding Lead and is responsible for the pastoral system within the school including student welfare and behaviour. She also has oversight of the Inclusion provision of the school.

Palwinder Kang - Assistant Principal

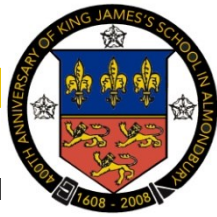
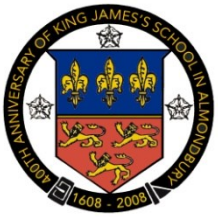
Palwinder is responsible for the intent of our curriculum and for the transition of students to our school.



Abbi Terry - Assistant Principal



Abbi is responsible for the personal development of our students including careers and access to post 16 activities



Our Ethos and Values

At King James's School we are proud of our distinguished history, but we are also continually looking to develop further. As part of this process we spent time reflecting upon what makes King James's special, starting from our traditional roots. Dialogue with all stakeholders led to the creation of a set of core values and commitments, which provide meaning, clarity and shared understanding of the school's ethos and culture.

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

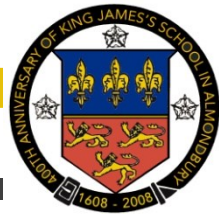
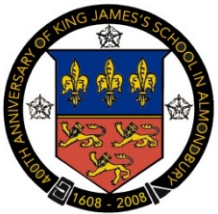
Academic challenge and opportunities

Mutual respect and shared responsibility

Engaging and enriching curriculum

Safe and secure learning environment

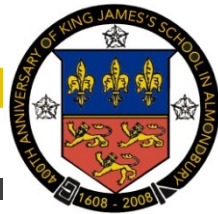
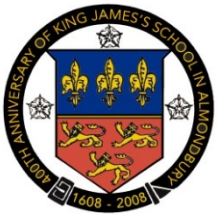
Strong belief in the well-being of everyone in school



Our School in Numbers

Type of School	Converter Academy
Age Range	11 - 16
Number of Students	1057
Number of Staff	124
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'





Why Choose King James's School?

A Supportive Workplace	Wellbeing and staff team
<ul style="list-style-type: none">• A supportive working environment• An excellent NQT and RQT programme to ensure you receive the best support and encouragement to allow you to excel in your subject• Employee Assistance programme• Bespoke mentoring for all phases of your career	<ul style="list-style-type: none">• Breakfast supplied on INSET and other notable days• Cycle to work schemes• A chance to take part in many whole school events• An opportunity to be a part of a great team• The opportunity for you to share your views and opinions- we really value your opinions
Working Environment	Development Opportunities
<ul style="list-style-type: none">• An historic building with lots of character• Onsite car parking	<ul style="list-style-type: none">• Development and training opportunities: We will offer you weekly CPD tailored to your individual professional development needs.• The opportunity to developing your skills including teaching and learning and leadership

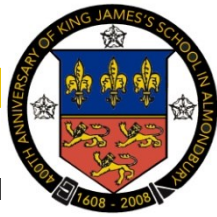
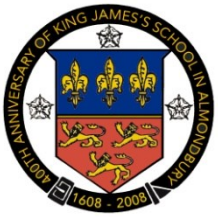
What do our staff say about working at KJS?

"Staff are valued"

"I've always enjoyed working at KJS"

"Colleagues and line managers care about each other"

"The staff are amazing"



What We Expect From You

We really believe this is a great place to work, which is made possible by the amazing group of colleagues we have. To help us continue to be a great place we expect that all staff will:

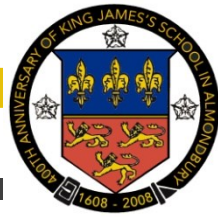
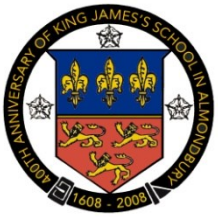
- become fully involved in our school community
- communicate professionally at all times
- act as role models for our students and for each other
- get involved in enrichment activities
- promote our ethos and values
- promote and follow our policies, procedures and professional protocols
- promote team work and respect for others
- have a passion that motivates our students and encourages them to develop and succeed

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 120 members of staff (64 teachers, and 64 associate 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, Statistics, and Science. The Science course is worth 2 GCSEs. These subjects are taught in sets.

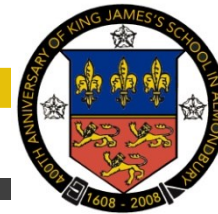
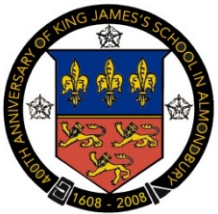
Students who have demonstrated flair and aptitude in Science also have the opportunity to take Science as an option, allowing them to gain individual GCSE qualifications in Physics, Chemistry and Biology.

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 | • Graphics |
| • Business | • History |
| • Classics | • Health and Social Care |
| • Computer Science | • iMedia |
| • Design Technology | • Modern Foreign Languages |
| • Enterprise and marketing | • Music |
| • Food Nutrition | • PE |
| • Geography | • Performing Arts |

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.

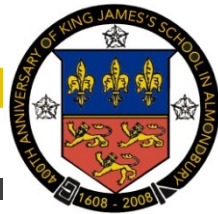
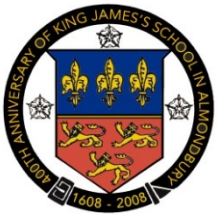


At King James's School we provide a strong network of pastoral care with the core purpose of ensuring that students feel happy, safe and able to achieve. The fostering of respectful relationships between students, their peers and staff allows everyone to feel a sense of pride in their school community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

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



Floreat Schola – May the School Flourish

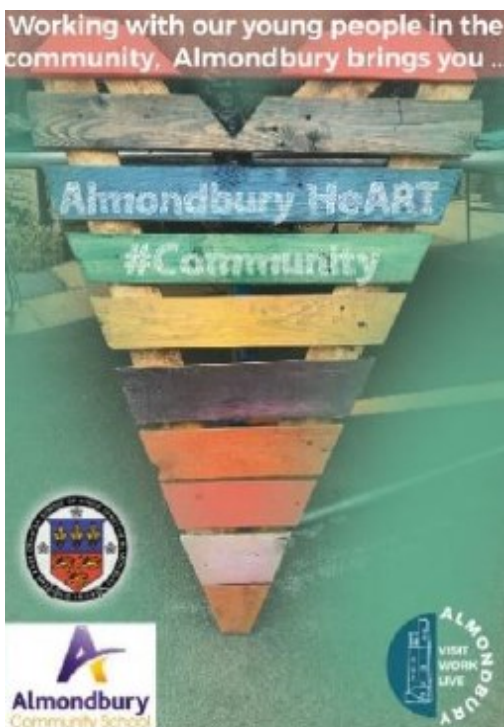


Our Community

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.

Our intake comes predominantly from the priority admission area of Lepton, Kirkheaton and Grange Moor, but as we are a heavily over-subscribed school, we receive a significant number of children from outside the area, particularly from Dalton and Almondbury.

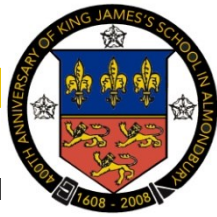
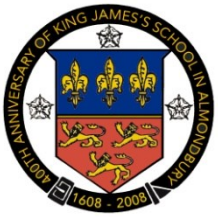
We play an important role in our local community from year group charity efforts to promoting local initiatives.



One Big Family
Helping the
Homeless



Kirkwood
The Hospice for Kirklees



Advert

Pastoral Leader

Grade 10

(Starting salary £31,346 increasing with service to £33,782 pending a pay review)

37 hours per week all year around

Applications are invited for the role of Pastoral Leader at King James's School. You will be responsible for the welfare, progress and discipline of students in a specified year group. You will also provide mentoring for students in order to enhance their learning. Ideally you will have previous experience in a similar role, however applications are welcome from candidates with other relevant experience.

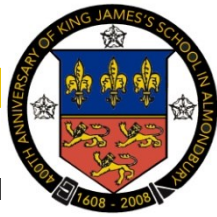
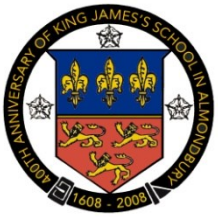
To be successful in this role you will need excellent interpersonal and communication skills as you will work closely with outside agencies, staff, students and parents/carers on a daily basis. You will need to be highly organised and present a professional image at all times.

We are committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. You should refer to the job description for more information on the safeguarding responsibilities of this role. This is a regulated activity and the successful applicant will be subject to an enhanced DBS check. This role is exempt from the Rehabilitation of Offenders Act.

For more information about the school and full details of this vacancy please visit our website – www.kingjames.school.

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 to Tracey by **9:00 on Friday 17th September 2021.**



Job Description

**KING JAMES'S SCHOOL
JOB DESCRIPTION
POST TITLE: PASTORAL LEADER
GRADE 10 (SCP 27-30)**

PURPOSE OF POST

To work as an integral part of the School's Pastoral Team, developing and leading strategies and providing support that will raise academic standards, promote positive behaviour and improve attendance. The post holder is responsible for ensuring the pastoral needs of students in the year group are addressed.

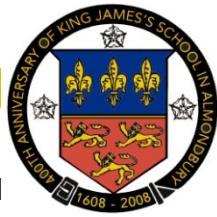
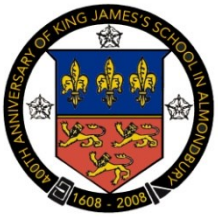
KEY AREAS

1. Student Support and Welfare
2. Attendance and Punctuality
3. Isolation
4. Behaviour
5. Progress and Attainment
6. Leadership and Management of Staff
7. Family Support
8. Year Group Specific Activities
9. Safeguarding
10. General

Duties & Responsibilities

Student Support and Welfare

- Identify and deal with any issues regarding the students in the year group and bring these to the attention of the SLG if necessary
- Discuss sensitive issues with parents/carers
- Promote, encourage and maintain high standards of attainment, attendance, behaviour and dress
- Mentor students to ensure that their academic targets are achieved
- Observe the School's Safeguarding and Child Protection procedures
- Effectively manage and resolve issues using the school's Behaviour Policy
- Supervise students during breaks and lunchtime
- Attend regular Inclusion Panel Meetings including creating/updating minutes, preparing information to share, update decisions and follow up as necessary
- Identify students who need to be placed on Report; implement and monitor as necessary



Job Description

Attendance and Punctuality

- Monitor the attendance and punctuality of the students in your care and, if required, set appropriate targets for improvement
- Ensure that good attendance and punctuality by students is recognised and celebrated
- Monitor the attendance and punctuality of targeted students putting into place appropriate strategies to encourage improvement through liaison with parents and external agencies
- Work with parents of all students in order to ensure that they all have high levels of attendance and punctuality

Isolation

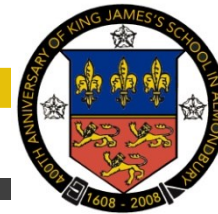
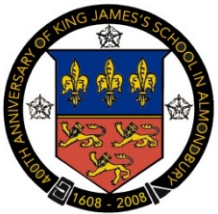
- Be part of the staff rota for Isolation
- Ensure there is appropriate work in place for the students
- Deal with any issues that arise

Behaviour

- Utilise effective interventions to deal with behaviour concerns
- Implement, monitor, evaluate and develop strategies for positive behaviour management
- Provide advice and guidance to staff on how best to manage the behaviour of individual students
- Co-ordinate specific behaviour strategies for individual students and have an oversight of all referrals
- Liaise with the SEND/Inclusion department
- Liaise and develop effective working links with outside agencies and complete appropriate referrals
- Support colleagues with behaviour management
- Work with the families of students who are at risk of fixed or permanent exclusion, putting into place agreed pastoral support plans to help to modify their behaviour
- Reinforce the behaviour policy; addressing any additional needs that students may have

Progress and Attainment

- Analyse academic performance and implement appropriate measures
- Maintain records of interventions with students, meetings with parents and meetings with external agencies
- Organise other activities that are specific to the year group
- Support students following the alternative curriculum including; setting up placements, carrying out safeguarding visits, supporting the students and carrying out any necessary follow up
- Support students studying at alternative provisions and those on Managed Moves including; completion of the Single Point Referral, carrying out welfare visits, supporting the students and carrying out any necessary follow up



Job Description

Leadership and Management of staff

- Lead, organise and contribute to tutor team meetings

Family Support

- Organise and manage effective mediation for families including student and parent(s)/carer(s) and parent/carer and parent/carer
- Sign post families to outside agencies to support with non-school issues
- Carry out home visits as necessary to help resolve issues with parents/carers

Year Group Specific Activities

- Lead on a variety of school events for the year group including assemblies, transition events, work experience and pathways for GCSE
- Attend a variety of school events to represent the year group including presentation evening and GCSE results day

Continuous Personal Development

- Ensure all relevant training is current
- Attend training to enhance knowledge of issues which may be affecting students

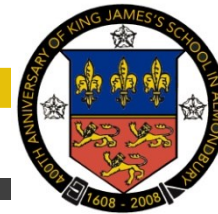
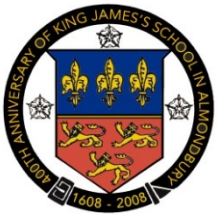
Safeguarding

- Act as a Deputy Designated Safeguarding Lead in school
- Ensure that the school safeguarding and child protection procedures are followed
- Deal with safeguarding concerns from staff accordingly
- Represent the school at meetings with outside agencies e.g. Child Protection meetings, Child in Need meetings and Team Around the Family meetings
- Attend Children who are Looked After (CLA) and Electronic Personal Education Plan (EPEP) meetings
- 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

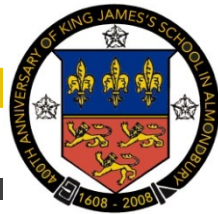
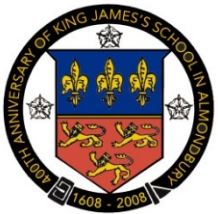
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications.

RESPONSIBLE TO: SENIOR ASSISTANT PRINCIPAL (PASTORAL)



Person Specification

Requirement	Essential	Desirable
Qualifications and Experience		
Experience of working with children aged 11-16 in a school environment	✓	
Experience of mentoring and one to one support with	✓	
Experience of working under own initiative and as part of a team	✓	
Experience of working with children who exhibit challenging and severe behavioural difficulties	✓	
Experience of supervising and coordinating the work of staff		✓
General and specialist knowledge		
Excellent Understanding of Child Protection Procedures	✓	
Excellent understanding of behaviour management strategies	✓	
Good ICT skills in order to write reports and analyse data	✓	
Communication skills		
Ability to communicate effectively with children, parents/carers, school staff and outside agencies.	✓	
Understanding of, and commitment to, Equal Opportunities and how this relates to the duties of the post.	✓	
Ability to build respectful and appropriate relationships with a variety of stakeholders including staff, students and parents/carers	✓	
Ability to relate to children and young people from diverse social backgrounds	✓	
Time management		
Resilience – the ability to manage a varied workload and meet deadlines	✓	
Ability to work under time pressure	✓	
Ability to demonstrate flexibility to meet the needs of the school	✓	



Person Specification

Personal Attributes	Essential	Desirable
Ability to make difficult decisions	✓	
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	✓	