

Candidate Information



Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but by and large the classes are filled with well-motivated students willing to learn and to contribute to their school community. The local community is phenomenally supportive of the school, the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We are heavily over-subscribed each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to work, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile to enhance the enrichment opportunities for our students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very modern school with an open and friendly ethos. The students are not restricted by an oppressive regime but there is good order and discipline. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 10% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

Thank you for considering King James's School.

Carl Sugden
Headteacher



KING JAMES'S SCHOOL

KNARESBOROUGH

School Nurse

January 2019 start
Term Time Only, Plus Training Days
32.5 hours per week, NYB09 £17,326-£19,089

We are seeking to appoint a highly motivated, enthusiastic Nurse to provide health care and support to our students with their physical and emotional wellbeing. You will provide an emergency and general first aid service to students and staff on a daily basis.

You will be expected to work from 9am to 4pm, Monday to Friday (to include a 30 minute unpaid break). You must have a relevant nursing qualification along with excellent communication and interpersonal skills, with clear empathy and understanding. Experience of working within an educational environment would be desirable.

King James's School is a large 11-18 comprehensive school and is proud to offer high quality professional development and career opportunities for all staff.

We welcome you to visit our school before applying. For an informal discussion about the role, or to arrange a visit please contact:

Justin Waters (Director of Business Services) on 01423 866061 or email justinwaters@king-james.n-yorks.sch.uk

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS disclosure is required for this post.

For an application form please visit our school website. Completed applications must be submitted via email to recruitment@king-james.n-yorks.sch.uk and received by 10th December 2018, 10.00am.

Interviews for this role will be held on Friday 14 December

Please note that CVs will not be accepted.



The Safeguarding/Pastoral Teams

The Pastoral Officers, Family Support Officer, School Nurse, Directors of Key Stage and Assistant Headteacher for Safeguarding work as a team to offer emotional and day-to-day pastoral support for our students and to meet their safeguarding needs. Students also have access to the Healthy Child Team nurses who can offer more bespoke counselling and support.

At King James's, we believe that the way students behave is influenced more by the school's atmosphere and expectations than through rigid rules and severe sanctions. Our aim is to foster a tolerant, friendly and purposeful atmosphere. Adults reinforce the aims and values of the school in their relationships with students and other adults, as well as in their expectations of the behaviour of students. All students, parents and staff treat each other with respect, we insist on polite and civilised relationships.

King James's School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance. We will always take a considered and sensitive approach in order that we can support all of our pupils.

How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to:
recruitment@king-james.n-yorks.sch.uk and be received by **10th December 2018, 10.00am.**

Thank you for your interest in this post. If you have not heard from us by the end of December 2018 please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.



JOB DESCRIPTION

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

SCHOOL NURSE – SOCIAL & EMOTIONAL ASPECTS OF LEARNING

To manage and support student health issues

<i>Incumbent:</i>	Vacancy
<i>Line Manager:</i>	Assistant Headteacher – Inclusion and Safeguarding
<i>Responsible to:</i>	Assistant Headteacher – Inclusion and Safeguarding

<i>Salary NYCC Band:</i>	NYB09
<i>Full Time/Part Time:</i>	Part Time
<i>Hours:</i>	32.5 per week
<i>Full Year/Term Time Only:</i>	Term Time Only + Training Days

<i>Job Evaluated Date:</i>	
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Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

Specific Responsibilities

SCHOOL NURSE

1.	To provide an Emergency and General First Aid service for pupils and staff on a daily basis.
2.	To maintain school medical records.
3.	Maintain 'Care plans', implementing and assessing student needs on behalf of the school.
4.	To administer medication in accordance with NYCC Guidelines and in regards to pupil's individual medical care plans and liaise with NHS and Healthy Child Team nurses.
5.	To deal with accidents, including recording, reporting and liaising with parents and hospitals /surgeries.
6.	To liaise with National and NYCC School Medical Services, NHS hospital, CAMHS, and the Healthy Child Team.
7.	To work alongside and assist the Pastoral and Safeguarding teams and contribute to student support plans where appropriate.
8.	To ensure secure storage, usage and disposal in the medical rooms.
9.	To ensure practice conforms with the Supporting Students with Medical Conditions Policy and other relevant legislation and NYCC guidelines.
10.	To contribute to the development and delivery of PSHCEE lessons, assemblies, the tutor programme and activities which involve health related issues and medical matters.
11.	To offer individual pastoral support to students.
12.	Deliver and co-ordinate emotional support and plan and organise emotional support training to the staff in the school specifically those in the pastoral system.
13.	To support the Designated Safeguarding Lead to respond to Safeguarding and CP issues, making appropriate referrals, activating appropriate support
14.	To maintain the school's First Aid boxes.
15.	To liaise with the Healthy Child Team to enable them to deliver the vaccination programme in school.

Person Specification

SCHOOL NURSE

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none">• Nursing qualification• First Aid at Work certificate• Driving licence• ICT literate	<ul style="list-style-type: none">• Counselling qualification (or a willingness to be trained)• Safeguarding/Comprehensive Child Protection Pathway qualification.
Experience	<ul style="list-style-type: none">• Experience of working with young people• Experience of working as a health professional• Experience of treating minor illnesses and sporting injuries	<ul style="list-style-type: none">• Experience of working in a secondary school environment• Experience of working one to one with students with special educational needs• Experience of dealing with safeguarding issues.
Occupational Skills / Personal Qualities	<ul style="list-style-type: none">• Ability to work independently without medical back up• A good listener• Excellent communicator with students, parents, staff and outside agencies• Good organisational and social skills• Committed to the students and staff in school and wanting the best for them• Ability to work under pressure• Good team player• Helpful and supportive attitude• Able to show initiative	<ul style="list-style-type: none">• A good working knowledge of safeguarding and Child Protection issues.