

King James's School



Cover Supervisor Applicant Pack

St Helen's Gate

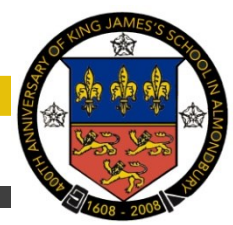
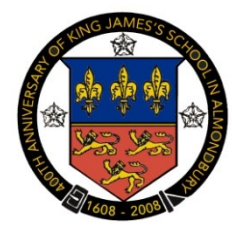
Almondbury

Huddersfield

HD4 6SG

01484 412 990

office@kingjames.school



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.

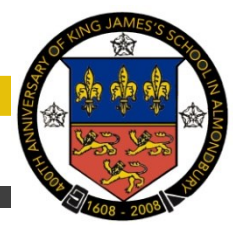
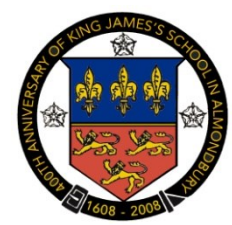
We pride ourselves on being a superb staff team who are highly professional. We all have a passion for learning and are committed to inspire and support all our students to be successful and to develop into confident young adults ready for life after King James's School.

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 Monday 14th February 2022 at 09:00. Interviews are expected to take place later that week.

If you have any queries please contact my PA, Tracey Brook, via email staff.tbroom@kingjames.school.





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.

Rebecca Walton - Vice Principal (Safeguarding and Inclusion)

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.



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.

Palwinder Kang - Assistant Principal

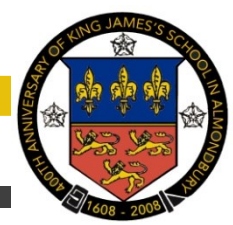
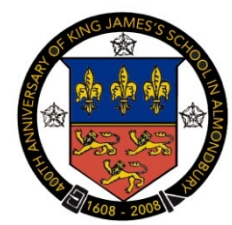
Palwinder is responsible for the intent of our curriculum and for the transition of students to our school.



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

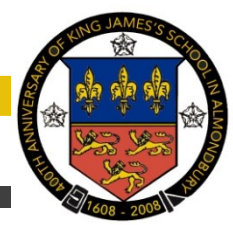
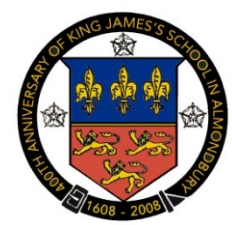
Academic challenge and opportunities

Mutual respect and shared responsibility

Engaging and enriching curriculum

Safe and secure learning environment

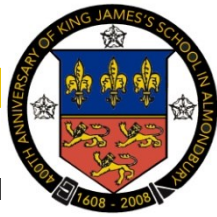
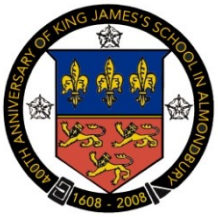
Strong belief in the well-being of everyone in school



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' |

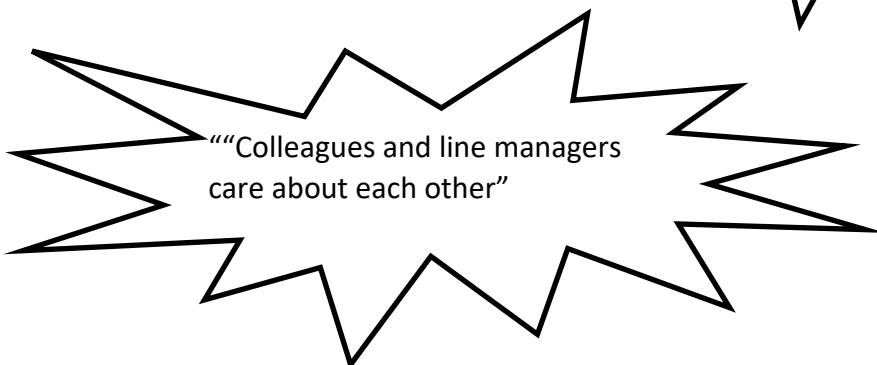


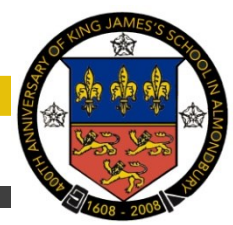
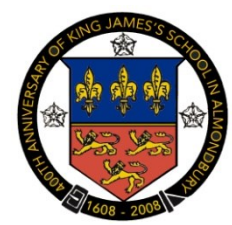


Why Choose King James's School?

| | |
|--|--|
| 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?





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:

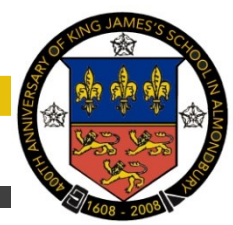
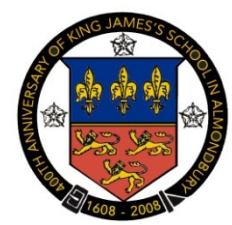
- become fully involved in our school community
- communicate professionally at all times
- act as role models for our students and for each other
- get involved in enrichment activities
- promote our ethos and values
- promote and follow our policies, procedures and professional protocols
- promote 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.

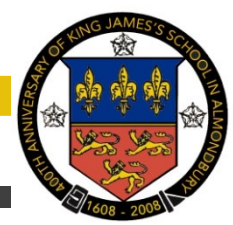
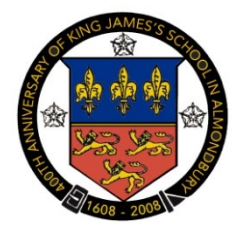
Students who have demonstrated flair and aptitude in Science also have the opportunity to take Science as an option, allowing them to gain individual GCSE qualifications in Physics, Chemistry and Biology.

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
- Business
- Classics
- Computer Science
- Design Technology
- Enterprise and marketing
- Food Nutrition
- Geography
- Graphics
- History
- Health and Social Care
- iMedia
- Modern Foreign Languages
- Music
- PE
- 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.

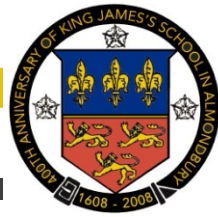
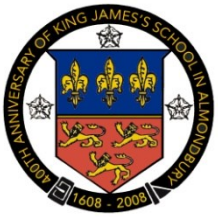


At King James's School we provide a strong network of pastoral care with the core purpose of ensuring that students feel happy, safe and able to achieve. The fostering of respectful relationships between students, their peers and staff allows everyone to feel a sense of pride in their school community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

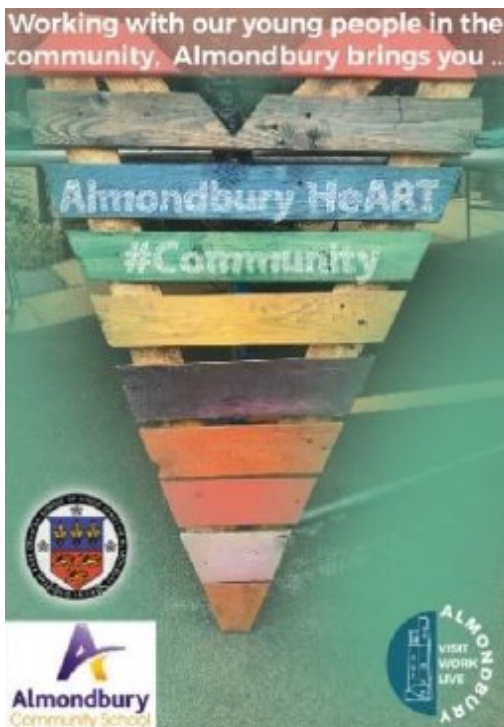


Our Community

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.

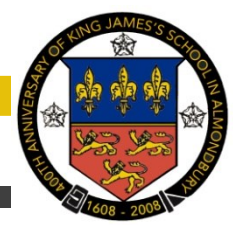
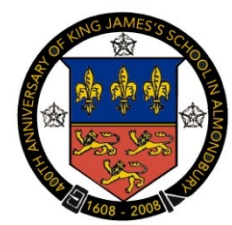
We play an important role in our local community from year group charity efforts to promoting local initiatives.



One Big Family
Helping the
Homeless



Kirkwood
The Hospice for Kirklees



Advert

Cover Supervisor

Grade 7

(Starting Salary £17,583 increasing to £18,658 with service)

32.5 hours per week in term time + 5 INSET days

Would you like to work within a forward-thinking and supportive school? If so, King James's School could be the place for you!

We are seeking to recruit a suitably qualified and experienced Cover Supervisor. In the absence of the class teacher the Cover Supervisor will ensure that students are engaged in previously set learning activities, managing behaviour and ensuring a safe learning environment.

Excellent communication skills are essential to this role along with experience of working with secondary school students. The successful candidate will be able to demonstrate initiative, enthusiasm and flexibility as well as experience in a similar role. This is an excellent opportunity for a dedicated and ambitious colleague to join a successful, progressive and happy school.

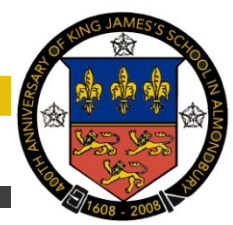
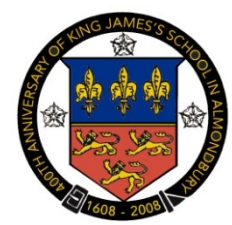
'The King James's Way' sets out the values and commitments which lie at the centre of everything we do. Though we are proud of our academic success, we are equally proud of our inclusive approach and first-class, wraparound pastoral care.

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.

For more information about the school please visit our website – www.kingjames.school. Full details of the vacancy can be found in the 'About Us' section.

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 **09:00 on Monday 14th February 2022.** Interviews are expected to take place later that week.



Job Description

POST TITLE: Cover Supervisor

GRADE: 7 (SCP 14 – 17)

PURPOSE OF POST

To work as part of a team including teachers and other support staff to support the learning and welfare of all students.

To provide practical support for learning, educational activities, and for securing students physical and emotional wellbeing.

To provide short term cover in the absence of a classroom teacher.

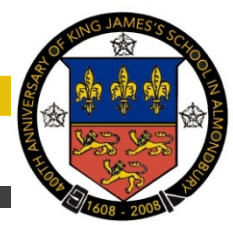
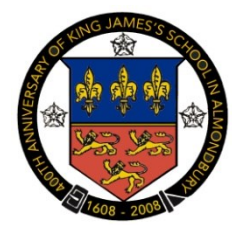
KEY AREAS

1. Teaching and Learning Support
2. Student Support/Supervision
3. General
4. Safeguarding

DUTIES AND RESPONSIBILITIES

Teaching and Learning Support

- To undertake short term cover in the absence of the class teacher administering pre-planned activities to whole classes
- To assist in training new and temporary members of the team, particularly on behaviour management strategies
- To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring that appropriate evidence is available
- To deal with any immediate problems or emergencies in accordance to the schools policies and procedures
- To report back, as appropriate, on the behaviour of students and any issues arising



Student Support/Supervision

- To liaise with appropriate staff, to supervise students during the mid-day break
- To manage the behaviour of students whilst they are undertaking their work and to ensure there is a constructive environment in the lesson
- To respond to any question from students about the work procedures they are doing

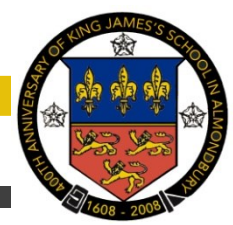
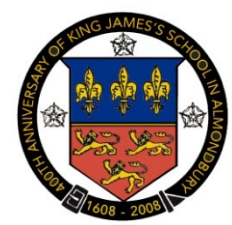
Safeguarding

- 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

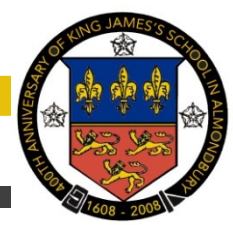
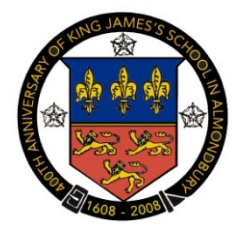
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications.

RESPONSIBLE TO: Associate Principal



Person Specification

| Requirement | Essential | Desirable |
|---|-----------|-----------|
| Qualifications and Experience | | |
| 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 support students with their work | ✓ | |
| Teaching Assistant experience or qualification(s) | | ✓ |
| General and specialist knowledge | | |
| Awareness of Health and Safety procedures | ✓ | |
| Ability to use IT software to support students with their learning | ✓ | |
| Understanding of the National Curriculum and other learning programmes | ✓ | |
| Understanding of child development and learning | ✓ | |
| Ability to undertake cover in the absence of the class teacher | ✓ | |
| Communication skills | | |
| Ability to communicate verbally with a wide variety of stakeholder including staff, students and parents/ carers | ✓ | |
| Ability to work with students exhibiting difficult behaviour | ✓ | |
| Ability to build respectful and appropriate relationships with a variety of stakeholders including staff, students and parents/carers | ✓ | |



Person Specification

| | | |
|---|---|---|
| Time management | | |
| Ability to work under time pressure | ✓ | |
| Ability to demonstrate flexibility to meet the needs of the school | ✓ | |
| Personal Attributes | | |
| Ability to work as part of a team as well as independently | ✓ | |
| Ability to work creatively | | ✓ |
| 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 | ✓ | |