



KING JAMES'S SCHOOL
KNARESBOROUGH

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 very 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 fill up each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, 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. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward facing school with an open and friendly ethos. 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 20% 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.

We believe in close collaborative working with other schools. We are proud of the relationships that we have fostered, including within the Yorkshire Teaching School Alliance and taking the lead role within the White Rose Alliance for School Direct. We currently work very closely with Boroughbridge High School with whom we share 6th form provision.

Thank you for considering King James's School.

Carl Sugden
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Learning Manager & Qualified Teacher (Teacher from all curriculum areas considered)

September 2019 start
MPS/UPS + TLR2c (Currently £6,645)
Full time Permanent

We are seeking applications for an enthusiastic and well organised Teacher from any curriculum area to join a successful and supportive team. The substantive role is that of Learning Manager.

King James's School is a large 11-18 comprehensive school proud to offer a diverse and rich curriculum and is committed to high quality professional development and career opportunities for all staff. We run a School Direct secondary programme to train the next generation of teachers.

You will be joining a highly community orientated, inspirational and ambitious school. We are seeking an outstanding candidate to support our educational aims who has the vision, drive and interpersonal skills to motivate our students. You will benefit from strong leadership, effective support by colleagues and being part of an ethos that achieves the best possible outcomes for our students.

You will be able to teach your subject specialism across the full age-range, including Sixth Form. In addition to this, the Learning Manager role will include utilising the Learning Cycle data provided by the Data Manager to coordinate appropriate intervention strategies with individual pupils, groups of pupils and classes. This will involve liaison with parents, pupils, class teachers, HODs and members of the Leadership Team as required.

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

An application form is available for download from our school website. Completed applications must be submitted via email to recruitment@king-james.n-yorks.sch.uk and be received by **Monday 18th March 2019, 8.00am.**

Please note that CVs will not be accepted.



Information on the Team

Each year group has a dedicated, highly qualified Learning Manager and Pastoral Officer who work closely to support students throughout their time at King James's and to ensure the smooth running of the school.

Learning Managers are extremely important middle leaders at King James's School, providing strong vision and values as they lead the year group both academically and pastorally.

Learning Managers work very closely with the senior team to ensure students make progress and are well cared for. Communication skills, organisation, hard work and empathy are critical for this role.

How to Apply

Please complete the King James's School 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 by **Monday 18th March 2019, 8.00am.**

Thank you for your interest in this post. If you have not heard from us by the end of March 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

LEARNING MANAGER – YEARS 8-11 (TLR2C)

To utilise the Learning Cycle data provided by the Data Manager to employ appropriate intervention strategies with individual pupils, groups of pupils and classes. This will involve liaison with parents, pupils, class teachers, HODs and members of the Leadership Team as required. Build and maintain a culture of achievement, respect and responsibility within a Year Group. This will include leading assemblies and being a visible presence around the school and in classes.

<i>Post Holder:</i>	Vacancy
<i>Line Manager:</i>	Assistant Head - Pastoral
<i>Responsible to:</i>	<ul style="list-style-type: none"> Assistant Head Director of Key Stage
<i>Team Leader to:</i>	Pastoral Officer – Year Group

<i>Salary NYCC Band:</i>	MPS/UPS plus TLR 2c
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Professional Responsibilities**ALL 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

1.	Utilise the Learning Cycle data to employ appropriate intervention strategies with individual pupils, groups of pupils and classes. This will involve liaison with parents, pupils, class teachers, HODs and members of the Leadership Team as required.
2.	Formulate intervention plans based on LC data.
3.	Use all available information to advise and guide pupils onto appropriate curriculum packages at key option points.
4.	Communicate with parents as necessary to promote pupil progression
5.	Build and maintain a culture of achievement, aspiration, respect and responsibility within a Year Group. This will include leading assemblies and being a visible presence around the school and in classes.
6.	Plan assemblies as required and oversee necessary input from Leadership team, exams officer, outside agencies etc.
7.	Responsible for the daily operational leadership of the tutor team, ensuring that regular learning conversations are taking place and Learning Cycle data is being used effectively by all tutors. Quality assure that all pupils across the Year Group are receiving the same experience and opportunities.
8.	Performance Manage the Pastoral Officer to help ensure effective day to day management of the Year Group.
9.	Have an overview of and an awareness of the needs of pupils from other institutions and the progression of KJS pupils studying elsewhere
10.	Identify and monitor the performance of students who fall within the priority groups. Coordinate intervention and support to ensure outstanding progress. Ensure a log of interventions is maintained and regularly assess impact.

PERSON SPECIFICATION

LEARNING MANAGER

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications & Training <ul style="list-style-type: none"> • Qualified Teacher status • Good Honours degree in related subject 	✓ ✓		2 and 5 2 and 5
Experience <ul style="list-style-type: none"> • Outstanding classroom practitioner within your subject area • Experienced in the concept of target setting and developing/employing criteria for measuring success • Experience of developing systems to monitor and intervene in pupil performance 	✓	✓ ✓	2 and 4 2 and 4 2 and 4
Skills & Knowledge <ul style="list-style-type: none"> • Excellent understanding of achievement and attainment data • A clear and demonstrable understanding of teaching and learning issues • Understanding of effective intervention strategies • Management and leadership • Team player – able to build effective relationships with curriculum and pastoral teams • Commitment to teaching in a school where all students are valued irrespective of their abilities • ICT skills • Commitment to maintaining high standards • Flexible and able to respond to change 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		2 and 4 2 and 4 2 and 4 2 and 4 2 and 4 2 and 4 2 and 4 2 and 4

