



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

KS4 Coordinator of Science

September 2020 start

MPS or UPS (Plus TLR2b, currently £4,655)

Full time. Permanent

We are seeking applications for an enthusiastic, imaginative and energetic Teacher of Science to join our highly successful and supportive team within the Science Department. You will be responsible for leading colleagues in the teaching, planning, monitoring and development of Key Stage 4 Science. A Biology or Chemistry specialism is preferred along with the ability to teach at KS5 in either subject.

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 able to motivate and enthuse others to fulfil their potential; lead by example both within the classroom and in the wider team; communicate effectively with all stakeholders including staff, students, parents and governors and evaluate and implement strategies to impact positively on pupil progress.

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.

Full post details and an application form are available via our website. Completed applications must be submitted via email to recruitment@king-james.n-yorks.sch.uk and be received by 8.00am on Monday 24th February 2020.

Please note that CVs will not be accepted.



Information on the Science Department

The Science Department is one of the largest in the school with 13 members of teaching staff and three Science Technicians.

The Science Department benefits from a Head of Science with support from Coordinators for Key Stage 3 and Key Stage 4 and additional staff to coordinate the post 16 science courses. We have 13 specialist laboratories most of which have been refurbished in the last few years along with a dedicated Science staff room/work room.

Science is taught as combined, mixed ability groups in Key Stage 3, the curriculum closely following the Exploring Science scheme of work fully resourced online. Our year 9 students continue to follow Key Stage 3 until Christmas of that year and start Key Stage 4 from then onwards. Key Stage 4 and Key Stage 5 are delivered by specialist teachers.

All students in Key Stage 4 cover AQA Combined Science as per the new specifications and we offer Triple Science as an option, currently we offer a GCSE in Astronomy from Y10. We offer all three Sciences at A' level. In addition, departmental staff deliver the Level 3 Health & Social Care qualification which has curriculum crossover with our Social Science Faculty.

Our aim in Science is to develop and foster a lifelong interest in Science and understanding of the world around us. We encourage students to think for themselves and aim to nurture their study and research skills so that they are able to make sense of the changing technological world and the Science stories in the news that affect our lives.

The Science staff work collectively as a team with encouragement to contribute to the running of the Department whether it is through the running of clubs, revision classes or updating schemes of work. We are a cohesive and mutually supportive team who strive to support and inspire students towards the best levels of achievement and outcomes.

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 and be received by **Monday 24th February 2020, 08.00am.**

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

TEACHER & KS4 COORDINATOR OF SCIENCE

To be accountable for students' attainment and achievement. To ensure all students make progress by promoting, monitoring and supporting the overall learning and personal development of students. To uphold the aims, policies, procedures and ethos of the school.

In addition to the duties of mainscale teacher, the Subject Co-ordinator has overall responsibility for the organisation and delivery of a specified subject in the school.

<i>Line Manager:</i>	Head of Department
<i>Responsible to:</i>	<ul style="list-style-type: none"> • Performance Manager • Head of Department • Head of Year

<i>Salary Grade :</i>	Main Pay Scale Upper Pay Scale
<i>Full Time/FTE :</i>	Full Time

Professional Responsibilities

ALL TEACHING STAFF

1.	Work within the School Teachers Pay and Conditions Document.
2.	Promote the school's stated ethos
3.	Contribute to and implement the annual School Improvement Plan and agreed policies
4.	Teach as directed throughout the school subject to appropriate training
5.	Monitor, expect and improve progress in pupil learning
6.	Participate in the pastoral management of the school as requested
7.	Take part in performance management procedures outlined in an agreed school policy
8.	Take responsibility for their own professional development

Specific Responsibilities**ALL TEACHING STAFF**

1.	Plan and deliver lessons using a range of strategies to meet pupils' individual learning needs.
2.	Have a thorough knowledge and understanding of their subject, its teaching and place in the National Curriculum and that of the school
3.	Set and mark homework according to school and department policies
4.	Mark, assess, record and report on pupils' achievements, setting appropriate targets for improvement
5.	Meet deadlines for reporting, marking, submission of assessment data, coursework, marks and forecast grades.
6.	Prepare pupils for examinations, taking part in standardising and moderating activities required by departments and examination boards
7.	Contribute to the development of schemes of work, school and department policies as appropriate
8.	Attend and contribute to appropriate meetings and professional development activities
9.	Contribute to the process of department self-evaluation and improvement planning.
10.	Undertake whatever other duties might reasonably be requested by the Head or Head of Department.

Specific Responsibilities**FORM TUTORS**

1.	Take responsibility for day to day discipline routines and attendance in the form group
2.	Review and discuss pupils' work and welfare, setting targets as necessary
3.	Promote good behaviour and positive attitudes at all times
4.	Support form, year and school activities as appropriate

Specific Responsibilities	
SUBJECT COORDINATOR	
1.	<p>Curriculum (planning, monitoring and evaluation of teaching and learning)</p> <ul style="list-style-type: none"> To lead the members of the department in the teaching of the subject To keep abreast of new developments in content and teaching style To regularly evaluate the learning journeys and schemes of work (SOW), in light of the Curriculum Pledge and syllabus To ensure that teachers of the subject follow the agreed syllabus, SOW and all aspects of the Curriculum Pledge and other whole school policies To ensure that examination and other suitable methods of assessment are devised and applied at appropriate times (including mock exams and learning cycle assessments). To ensure that all tests, examinations and assessments are based on the agreed syllabus and marked according to a common mark scheme for the whole year group, with standardisation & moderation as appropriate To initiate and organise curriculum enhancement activities related to the subject e.g. trips, guest speakers To complete the Improvement Plan in the Summer term for your subject for the coming year, in line with the whole school improvement plan and in consultation with the Head of Faculty (HOF) To carry out learning walks and work scrutiny for the subject for each learning cycle, in line with the school calendar and use outcomes to inform Self Evaluation Form (SEF). Inform HOF of any issues To complete the Self Evaluation Form for your subject, including an analysis of exam results each Summer and on-going analysis of SISRA and ALPS data for each learning cycle. This should include brief written comments on variances between targets, grades and achievement for cohorts, specific groups and individual students etc. as appropriate.
2.	<p>Staff Management</p> <ul style="list-style-type: none"> To give necessary help and guidance to all teachers of the subject. To be responsible for inducting and supporting ITTs, NQTs and other new staff To help in the selection of teaching staff for subject areas To assist members of the department in discipline matters To ensure that teacher of the subject are familiar with and follow all school and departmental policies, with particular reference to Curriculum Pledge To assist HOF in drafting reports and references on present and past members of the department To promote the professional development of members of the department To alert the Head of Faculty of any complaints/ grievances regarding/from a member of department and discuss strategies for the support of teachers as required
3.	<p>Consultation and Administration</p> <ul style="list-style-type: none"> To meet with Head of Faculty to discuss SEF (and any other issues arising) in September (exam results) and at the end of each learning cycle (student progress), but prior to Head of Faculty's meeting with SLT Link

	<ul style="list-style-type: none"> • To run subject-specific development meetings as indicated in the school calendar (10 hours per year). These must take place after school, in whichever week is indicated on the school calendar but on a day of your choosing to suit the availability of your team • To attend department meetings; keeping members up-to-date with decisions and proposals made by different working groups to seek colleagues views of these
4.	<p>Physical Resource Management</p> <ul style="list-style-type: none"> • To advise HOF about resources and capitation needs for subject areas, and administer resources responsibly • To ensure that the teaching area allocated to the department is kept in good order.

PERSON SPECIFICATION

TEACHER AND KS4 COORDINATOR

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"> Teaching experience at key stage 3-4 Teaching experience at Key stage 5 	✓ ✓		2 , 4 and 5 2 and 4
Skills & Knowledge <ul style="list-style-type: none"> Able to communicate effectively, orally and in writing. Able to demonstrate effective planning and teaching skills Able to present confidently to a large group of students Able to work with others to achieve common goals Able to use / analyse assessment data systems to raise standards Able to provide clear direction and to inspire, motivate and enthuse others Confident in own ability to be effective and to take on challenges Good ICT skills (in Microsoft Word/Excel) 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	2 and 4 2 and 4 2 and 4 2 and 4 2 and 4 2 and 4

Skills & Knowledge (continued) <ul style="list-style-type: none"> • Able to form good working relationships with all staff and students • Effective behaviour management • Able to support staff and students in maintaining high standards • Up to date awareness of the National Curriculum and specifically within their individual specialism • Efficient and effective administrative, organisational and personal management skills 	✓ ✓ ✓ ✓		2 and 4 2 and 4 2 and 4 2 and 4 2 and 4
Personal attributes <ul style="list-style-type: none"> • Able to motivate others and to adopt a positive approach to education • Energy , enthusiasm and perseverance • Reliability and integrity • Good interpersonal skills • Positive commitment to individual personal development 	✓ ✓ ✓ ✓ ✓		2 and 4 2 and 4 2 and 4 2 and 4 2 and 4
<ul style="list-style-type: none"> • Capacity to work hard, under pressure, to meet deadlines 	✓		2 and 4
<ul style="list-style-type: none"> • Adaptable and amenable with respect to working practices 	✓		2 and 4
<ul style="list-style-type: none"> • Ability to work independently and be a team player 	✓		2 and 4
Equal Opportunities <ul style="list-style-type: none"> • Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice • A commitment to inclusive education Health & Safety <ul style="list-style-type: none"> • An understanding of health & safety issues 	✓ ✓ ✓		4 and 5

Assessment:

1. Test prior to shortlisting (i.e. all applicants)
3. Test after shortlisting
5. Documentary Evidence

2. From application form
4. At interview
6. OTHER (please specify)