



KING JAMES'S SCHOOL
KNARESBOROUGH

Candidate Information



Note from the Headteacher

Thank you for your interest in the Associate Assistant Headteacher role at King James's School.

Our school is a fantastic community, and I am sure that taking on this role would be a hugely fulfilling step on your career journey.

We are most proud of our ethos. We place students at the heart of all we do, and King James's students are delightful! The school is the heart of the community, physically located at the centre of this historic and beautiful market town. It is the school of choice for local residents, with most students walking to school, and those from surrounding villages who are fortunate to gain a place here, travel in on short bus journeys.

We have a truly comprehensive intake which brings a great vibrancy to the school. Our ethos is supported by clear values of 'Ready, Respectful, Engaged' which is demonstrated by the good behaviour and positive relationships enjoyed by staff and students throughout the school. Students are eager to be involved in all aspects of school life, including the many extra-curricular opportunities and visits that take place; the House events; and the Student Council. Parents are committed to supporting the school and there is a genuine feel of common purpose, with staff, students and parents all working in partnership to ensure that school is a happy place, with lots of opportunities, ensuring that students achieve well and go on to have great prospects.

We have a thriving sixth form where most of our students continue their education. We provide a wide range of Level 3. Students go on to a wide range of destinations, including Oxbridge, Russell Group Universities, and high-quality apprenticeships.

When joining King James's you will be warmly welcomed by our dedicated team of colleagues.

You will also have chance to work together with other middle and senior leaders to drive forward school improvement on our journey from Good to Outstanding. You will be a key member of our Leadership Team, inputting your views and ideas to shape the future direction of the school and contribute to strategic developments.

We are committed to developing all staff and offer a range of professional development opportunities both within school and through networking with other local schools, with whom we have close relationships. We welcome new ideas and initiatives and recognise that, as a highly experienced colleague, you will be an excellent teacher with much to share with others across the school.

We are part of a federation with Boroughbridge High School and there will be chance to work with colleagues in both schools; for your own professional development and with the aim of improving education across both schools, to benefit young people in the area, and not just in Knaresborough. This year we had a joint training day which looked at engaging teaching, with colleagues from both schools sharing resources and discussing ways to inspire students and fuel a love of learning.

Our commitment to staff includes the offer of a range of benefits, including access to discounts at major retailers, employee assistance programs, and wellbeing initiatives such as cycle-to-work schemes. We do all we can to ensure every member of our team feels supported, valued, and empowered in their roles.

We have high expectations of one another, believing that our community deserves nothing less than excellence, but that comes with all the support you need to be successful and grow. The leadership team is a genuine team –

we discuss, challenge one another, collaborate, and support each other wholeheartedly. You would be welcomed into the team and your contributions would be highly valued by all.

We are committed to deeply safeguarding and are keen to ensure that all our staff embody our values and promote the welfare of children. We therefore seek candidates with the right character and disposition as well as with the understanding of their responsibility to support the ongoing culture of vigilance in our organisation. Every member of staff will be undertaking Positive Regard training in September so that we have a common understanding of our culture.

I do hope you are as excited to join our school as we are to appoint the right candidate. If you would like to discuss any aspects of the role, or visit the school, please do not hesitate to contact me. I look forward to receiving your application and hope to meet you in person in due course.

Clare Martin
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Associate Assistant Head Teacher (Director of Key Stage)

Leadership Scale: L8 – L11 (currently £56,082 - £60,488)

September 2024 Start
Permanent. Full Time

We are seeking applications for an enthusiastic and energetic Associate Assistant Head Teacher (Director of Key Stage) who will have responsibility for a Key Stage. You will be joining a highly successful and supportive leadership team.

The post holder will be one of three Associate Assistant Headteacher's in the main school, responsible for leading either Transition and Year 7; Years 8 & 9; or Years 10 & 11. You would lead a team of up to two Year Managers per year group to ensure that students have the support needed to flourish as well-rounded characters with great academic success.

As the figurehead for these year groups you will lead the;

- Ethos
- Progress and achievement
- Pastoral support
- Behaviour and attendance
- Personal development & wellbeing
- Parental engagement
- Safeguarding

You will also contribute to the strategic development of the school through membership of the Extended Leadership Team.

You will be joining a highly community orientated, inspirational and ambitious school. King James's School is a large 11-18 comprehensive school with a long history of success. We are proud to offer a diverse



and rich curriculum. Our employees are our greatest asset, and we are committed to providing high quality professional development and career opportunities for all. You will be given every opportunity to continue your development and to contribute to our professional learning community.

We have a thriving Sixth Form, led by an Assistant Headteacher and an Associate Assistant Headteacher who are both part of our leadership team. Our post-16 students are great role models who are involved in leading younger students through activities such as our School Council.

We are seeking an outstanding candidate to support our educational aims who has the vision, drive and interpersonal skills to motivate our students. As a teacher, you will model best practice to colleagues and create an excellent learning experience for students. As a leader you will have high expectations of all and demonstrate our positive ethos in the way you support our whole community to achieve the best possible outcomes.

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.

We look forward to your application. We understand that time is tight, but hope you will find the time for this exciting role! Application forms are available for download from our school website and should be submitted via email to recruitment@king-james.co.uk and be received by **Wednesday 22nd May, 08.00am.**

Interviews will be held on Friday 24th May 2024

Please note that CVs will not be accepted.

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.co.uk by **Wednesday 22nd May, 08.00am.**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date 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

ASSOCIATE ASSISTANT HEAD, DIRECTOR OF KEY STAGE

<i>Post Holder:</i>	
<i>Line Manager:</i>	Assistant Head (s)
<i>Responsible for:</i>	<p>Responsible for identified year group's in terms of overseeing their:</p> <ul style="list-style-type: none"> • Progress and achievement • Pastoral support • Behaviour and attendance • Personal development & wellbeing • Parental engagement • Safeguarding <p>Contributing to the strategic development of the school through membership of the Extended Leadership Team.</p>
<i>Team Leader to:</i>	Year Managers – relevant Year Group(s)
<i>Salary NYCC Band:</i>	L8-11

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

SENIOR LEADERS	
1.	As a member of the Extended Senior Leadership Team, contribute to the strategic development of the school by involvement in decision-making, development and implementation of the School Development Plan.
2.	Prepare and present relevant documentation for governors and external agencies (e.g. LA, Ofsted) including by attending meetings as appropriate.
3.	Support the general development of the Federation by sharing best practice and working collaboratively with colleagues from Boroughbridge High School.
4.	Line manage identified staff and undertake Performance Management processes in accordance with school policy.
7.	Support the professional development of staff by coaching and modelling and providing additional support to identified colleagues as necessary.
8.	Be a high-profile presence around the school site, supporting staff and students, maintaining a positive ethos and good student conduct.
9.	Undertake duties and support school events as part of the Senior Leadership Team.
10.	Any other duties commensurate with being a member of the Senior Leadership Team.

Specific Responsibilities
ASSOCIATE ASSISTANT HEAD, DIRECTOR OF KEY STAGE

1.	Contribute to the strategic development of the school through contributions at Leadership Team meetings and leading an aspect of the School Development Plan.
2.	Build and maintain a culture of achievement, aspiration, respect and responsibility within a Year Group(s). This will include leading assemblies and being a visible presence around the school and in classes.
	Behaviour & Attitudes
1.	Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
2.	Establish and sustain high expectations of behaviour for students, built upon our values of Ready, Respectful and Engaged.
3.	Lead the Year Team of Year Managers and form tutors to foster a positive ethos and ensure students are well supported.
4.	Manage the team of Year Manager(s) to help ensure effective day to day management of the Year Group and support of the behaviour system (duties, detentions, behaviour spaces).

5.	Build positive relationships with parents and work in partnership with them to ensure students are supported to make good progress and they are behaving in line with the school's values of Ready, Respectful and Engaged.
6.	Ensure students' positive contribution and attitude to learning is recognised by co-ordinating year group rewards and managing the associated budget.
7.	Monitor students' involvement in extra-curricular activities and promote engagement to widen participation.
Raising Achievement	
1.	Support the Quality Assurance process by helping monitor the quality of teaching and/or tutoring and provide support and challenge for teachers as necessary.
2.	Use Learning Cycle data to identify students who are underachieving and work with Heads of Department to put in place intervention strategies and monitor their impact.
3.	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.
4.	Assist with curriculum decision-making, options processes, grouping and with the design and monitoring of any bespoke curriculum packages for students.
5.	Work with colleagues and parents to put in place and communicate suitable adjustments for students who need them and monitor their effectiveness.
6.	Provide regular reports to SLT about the progress of your year group(s) and actions taken to raise achievement.
7.	Support the organisation of internal and external exams and/or assessments.
Attendance & Transitions	
1.	Monitor students' attendance and work with the Assistant Head Behaviour & Attendance and Attendance Officer to put in place strategies for improvement, including working with parents and external agencies as appropriate.
2.	Organise and support students on managed moves or behaviour placements, or who join the school at points within the school year.
3.	Support transitions to other year groups, and / or other providers. Monitor destinations as appropriate for your year group.
Safeguarding and Child Protection	
1.	Maintain a culture of safeguarding and act as a Deputy Designated Safeguarding Lead for your year groups.