

Candidate Information



Employee Benefits



Financial Benefits

We are delighted that we are able to provide you with access to a large range of employee benefits at King James's School.

Access to contributory pension schemes:

Local Government Pension Scheme (18% employer contribution).

Salary sacrifice schemes (e.g. cycle to work, technology and car schemes).

Discount vouchers for the high street, entertainment and supermarket shopping through Vivup.

Subsidised onsite catering facilities.



Well-being support

Health Assured Employee Assistance Programme:

Free, confidential 24/7 support and counselling.

Flexible working options and well-being initiatives.



Leave and Perks

Generous annual leave starting at 28 days (non-teaching staff), rising to 34 days plus bank holidays with service.

Free ample onsite parking.

Membership discounts at leisure centres.



Community and Additional Opportunities

Collaborative and supportive staff culture.

Lunch duty opportunities:

Hourly pay of £12.26 plus a free meal.

Some of these offers are subject to conditions and may change. See provider for full details.

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.

Thank you for considering King James's School.

Clare Martin
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

PE Technician & PE Cover Supervisor

Immediate start

27 hours per week

Term Time only (including Training Days)

Permanent

NYC Grade CD - £15,199 - £15,930

We are seeking applications for a self-motivated, enthusiastic and supportive PE Technician and PE cover supervisor. You will work within the PE department to ensure a consistent high delivery of both curriculum and extra-curriculum PE. You will work closely with the Head of PE.

The successful candidate will have a good level of general education and show technical and administrative competence. Training in specific tasks will be provided, however, a specific PE/Sports and/or technical qualification would be an advantage.

The successful candidate will have some understanding of classroom procedures, excellent time management skills, effective communication abilities, and confidence in managing pupil behaviour. All necessary training will be provided.

You will require strong organisational skills, the ability to multi-task, to liaise confidently with teachers and build a good rapport with students to assist the smooth running of the Department.

King James's School believes that Physical Education and school sport is about students learning about themselves: their capabilities, their potential and their limitations. It's about increasing self-confidence, self-esteem and encouraging students to become independent learners, as well as part of a team. Our broad and balanced curriculum, extra-curricular sports clubs and house system provide a platform for all our students to grow and flourish, whatever their ability.

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 and approved references will be 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.co.uk and received by **Monday 9th December 2024, 08.00**



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.

Completed applications must be submitted via email to: recruitment@king-james.co.uk
by: **Monday 9th December 2024, 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

PE TECHNICIAN

<i>Responsible to:</i>	Head of PE
<i>Salary NYC Band:</i>	NYC Grade CD
<i>Full Time/Part Time:</i>	Part time
<i>Hours:</i>	27 hours
<i>Full Year/Term Time Only:</i>	Term Time Only (including training days)

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

King James's School, Knaresborough

JOB DESCRIPTION

POST: PE Technician & Cover supervisor	
GRADE: NYC Grade CD	
RESPONSIBLE TO: Head of PE	
STAFF MANAGED: None	
POST REF:	JOB FAMILY:
JOB PURPOSE:	<p>To work under the supervision and direction of teachers, as part of a technical team to support learning by providing technical assistance, through the preparation and maintenance of teaching areas and equipment's for pupils.</p> <p>To provide short term cover for absent PE staff. This aspect of the role does not involve planning, preparing, delivering lessons or assessing and reporting on the development progress and attainment of pupils. To support learning by providing technical assistance, through preparation and maintenance of teaching areas and equipment for pupils.</p>
JOB CONTEXT:	<p>Required to work within school in supporting teachers with practical lessons in Physical Education. Due to the nature of the role, the postholder may be required to wear protective clothing for their own safety.</p> <p>Enhanced DBS Clearance required</p> <p>Cover should only be used for short term absence on an ad hoc basis. Short-term absence occurs when individuals have a number of absences in relative short spells of time.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Deliver pre-prepared activities and learning, in the absence of the teacher, using a range of strategies to enable continuity of learning. • Provide support and encouragement to pupils, and manage classroom organisation during the cover lesson • Manage the behaviour of pupils through the implementation of the school behaviour policy and practices, and encourage pupils to take responsibility for their own behaviour • Prepare resources/materials/equipment for lessons, as directed • Support practical activities for pupils • Assist in exam classes GCSE, BTEC • Assist colleagues with SEN/difficult groups • Assist with extra-curricular sporting activities/events as required • Assist with Open evenings & rewards evenings • Safely and securely store allocated equipment and materials to prevent unauthorised misuse • Interact with pupils in a supportive way to aid the development of their ability to think and learn • Keep up to date with current procedures and practices through continuing professional development • Undertake record keeping as required • Assist with organising and running of Sports Day and House competitions • Prepare facilities for Home fixtures e.g. nets and corner flags

	<ul style="list-style-type: none"> • Organise kit & transport for away fixtures • Monitor and maintain Fitness Suite e.g. oil machines and report damages. • Monitor changing rooms both at the start and end of lessons
Communications	<ul style="list-style-type: none"> • Establish rapport and respectful, trusting relationships and communicate effectively with pupils • Communicate pupil work as set out by the classroom teacher • Report back as appropriate using agreed referral procedure on the behaviour of the class • Organise fixtures through liaising with staff at other schools. • Communicate effectively with all pupils and colleagues • Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role • Have the ability to use clear language to communicate information unambiguously to others including children, young people, their families and carers • Listen to concerns; recognise and take account of signs of change in attitudes and behaviour • Liaise with site team and outside agencies regarding any facility issues
Resource management	<ul style="list-style-type: none"> • Assist with stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records • Maintain department displays and update when required • Assist with setting up equipment • Maintain sports kits and equipment • Maintain stock of lost property • Assist with routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard • Assist in ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy • Participate in training and other learning activities and performance development as required • Prepare bags for staff for away fixtures, with 1st Aid kit, numbers list and equipment • Assist teachers in lessons with ICT such as cameras and a laptop/ipad
Safeguarding	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with • Have awareness and basic knowledge, where appropriate, of the most recent legislation • Be able to recognise when a child or young person is in danger or at risk of harm and know who to report your concerns to • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Provide feedback to teachers and other professionals as required <p>Participate in staff meetings</p>
Systems and Information	<ul style="list-style-type: none"> • Attend staff meetings and training days by agreement with their Manager
Data Protection	<ul style="list-style-type: none"> • To comply with the King James's School (KJS) and County Council's policies and supporting documentation in relation to Information

	Governance this includes Data Protection, Information Security and Confidentiality
Health and Safety	<ul style="list-style-type: none"> • Complete weekly risk assessment for entire department and facilities • Complete a daily check of areas and equipment for any damage or hazards • Ensure that First Aid kits are stocked and ready for use at all times • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • Work with colleagues and others to maintain health, safety and welfare within the working environment • Under the guidance of other technicians, ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards • Ensure the healthy, safe storage and accessibility of equipment and materials • Perform duties in line with Health & Safety regulations and take actions where hazards are identified
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • KJS provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with KJS and County Council Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • KJS requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • KJS requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values • Understand your own role and its limits, and the importance of providing care or support
Date of Issue:	

PERSON SPECIFICATION

JOB TITLE: PE Technician

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children and young people • Managing student behaviour 	<ul style="list-style-type: none"> • Appropriate experience of working in a school department relevant to the role • Good understanding of child/young people’s development and learning processes • Understanding of classroom/lesson roles and responsibilities • Working knowledge of relevant policies and legislation e.g. child protection and health & safety • Knowledge of behaviour management techniques
<p>Occupational Skills & Knowledge</p> <ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff and pupils. • Good numeracy & Literacy skills 	<ul style="list-style-type: none"> • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 2 qualification or equivalent in Physical Education 	<ul style="list-style-type: none"> • Appropriate first aid training (if required by the school) • Understanding of the requirements of First Aid Kit provision and maintenance
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrable interpersonal and communication skills • Ability to work successfully in a team • Self-motivated to complete required duties • Confidentiality • Good time management and organisational skills 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school's policy and ethos. • To be committed to Continual Professional Development. • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline. <p>Equal Opportunities</p> <ul style="list-style-type: none"> • To assist in ensuring that KJS and NYCC's equalities policies are considered within the school's working practices in terms of both employment and service delivery. 	