



KING JAMES'S SCHOOL
KNARESBOROUGH



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 up to £12.65 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. 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 courses. Students go on to a wide range of destinations, including Oxbridge, Russell Group Universities, and high-quality apprenticeships and employment.

When joining King James's, you will be warmly welcomed by our dedicated team of colleagues. We have a strong pastoral team across school. However, there is no complacency, and the whole school is committed to being the best they can be. 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 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.

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. A member of our Leadership Team will be your line manager, with whom you can share ideas, discuss challenges, and who will support you personally and professionally.

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.



KING JAMES'S SCHOOL
KNARESBOROUGH

Cover Supervisor

**Full-time. 37 hours. Permanent
Term Time only plus Training Days (39 weeks)
Grade CD from £20,828 to £21,831**

Benefits include: Contributive pension scheme, employee benefits discount scheme, access to fitness suite and on-site parking

We are seeking to appoint a self-motivated Cover Supervisor to cover short-term absence of teaching staff as part of our dedicated delivery team. The team is responsible for a wide range of duties, which include the supervision of students and delivery of work pre-prepared by the subject teacher. As a full-time member of staff you will additionally undertake administrative work as required.

You will have a good understanding of classroom rules and procedures and the ability to manage time and communicate effectively to complete tasks to a high standard. You will have the confidence to manage pupil behaviour.

The job will include:

- registration and supervision of pupils
- delivery of pre-prepared activities and learning as set out by the subject teacher, to enable continuity of learning in their absence
- provision of support and encouragement to pupils, and manage classroom organisation during the cover lesson
- management of pupil behaviour
- collection of any completed work at the end of the lesson, provision of feedback and returning work to the appropriate person
- administrative duties as required

You will be a dynamic and highly motivated individual with the ability to work without supervision. All training will be provided. In return, we offer a competitive salary, access to a contributory local government pension scheme and other additional staff benefits.

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

Completed applications must be submitted via email to: recruitment@king-james.co.uk

and received by: **Wednesday 19th March 2025, at 08.00am**

Please note that CVs will not be accepted.



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.

Your completed application form must be submitted via email to:

recruitment@king-james.co.uk and be received by **Wednesday 19th March 2025 at 8.00am**

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.



KING JAMES'S SCHOOL, KNARESBOROUGH

JOB DESCRIPTION*All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan***Cover Supervisor**

<i>Responsible to:</i>	Cover Manager Director of Business Services
<i>Salary NYCC Band:</i>	Grade CD
<i>Full Time/Part Time:</i>	Full-time
<i>Hours:</i>	37 hours
<i>Full Year/Term-Time Only:</i>	Term Time Only plus Training Days
<i>Job Evaluated Date:</i>	January 2016

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

Children & Young People's Service

King James's School, Knaresborough

JOB DESCRIPTION

POST:	Cover Supervisor
GRADE:	Grade CD
RESPONSIBLE TO:	Cover Manager & Director of Business Services
STAFF MANAGED:	N/A
POST REF:	JOB FAMILY: 7
JOB PURPOSE:	To provide short term cover for absent teaching staff, allocating pre-prepared work, keeping pupils on task and managing the behaviour of pupils during class. The role does not involve planning, preparing, delivering lessons or assessing and reporting on the development progress and attainment of pupils.
JOB CONTEXT:	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. Longer term absence (maternity leave, long term sick leave) should be covered by a teacher. Requires an enhanced DBS Clearance
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<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 • Collect any completed work at the end of the lesson and return it to the appropriate person
Communication	<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
Sharing Information	<ul style="list-style-type: none"> • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Provide feedback to teachers and other professionals as required • Participate in staff meetings
Safeguarding and Promoting the Welfare of Children & Young People	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate • Assist pupils with personal hygiene, first aid and welfare, including physical and medical needs, whilst encouraging independence
Administration / other	<ul style="list-style-type: none"> • Prepare the classroom /resources for lessons, ensuring that resources are

	<p>cleared away at the end</p> <ul style="list-style-type: none"> • Undertake administration and any other duties that might be reasonably required commensurate with the grade of the post • Supervise pupils and provide access arrangements for pupils sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations • Participate in the school's procedures for appraisal, training and other learning activities
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"> • 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 • To work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils • Within own area of responsibility work in accordance with the aims of the equality Statement, treating individuals with respect for their diversity, culture and values
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
Date of Issue:	April 2019

PERSON SPECIFICATION

JOB TITLE: Cover Supervisor

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • Good numeracy / literacy skills 	<ul style="list-style-type: none"> • Good understanding of child/young people’s development and learning processes • Understanding of classroom roles and responsibilities • Working knowledge of relevant policies and legislation e.g. child protection and health & safety • Knowledge of behaviour management techniques
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with pupils of a relevant age in an education environment • Managing student behaviour 	<ul style="list-style-type: none"> • Invigilating internal and external examinations
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 2 qualification or equivalent 	<ul style="list-style-type: none"> • Childcare or supporting learning qualification at Level 2 (or equivalent) • Appropriate first aid training (Dependent on the school’s needs - insert as appropriate)
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively with all children, young people, families and carers • Demonstrable ICT skills 	
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Ability to work successfully in a team. • Willing to learn and develop new skills • Confidentiality 	
<p>Other Requirements</p>	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Enhanced DBS Clearance • To be committed to the school's policies and ethos • To be committed to Continuing 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 • Ability to use authority and maintaining discipline 	