



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. From January 2021 the school formed a Federation 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

PE Technician

Immediate start

25 hours per week

Term Time only (including Training Days)

Permanent

Grade C: £10,517 - £10,942

We are seeking applications for a self-motivated, enthusiastic and supportive PE Technician on a part-time basis. You will assist the Subject Teachers in the delivery of a high standard of education and an effective working environment for our students. 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.

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.n-yorks.sch.uk and received by

Tuesday 16th November 2021, 8am

Please note that CVs will not be accepted.



Information on the PE Department

Our thriving PE Department currently comprises the Head of PE, supported by eight subject teachers and one PE Technician. Lower School Physical Education consists of a broad and balanced programme, which includes dance, gymnastics, health related exercise, athletics, outdoor adventurous activities along with a variety of team games. Within the programme students improve their skills, learn how to adapt and apply skills to different activities, gain the ability to evaluate and improve performances, understand about health and fitness as well as developing their tactics & composition ideas.

In Years 10 and 11, the emphasis is placed on physical activity and students adopting responsibilities within a sporting setting. This equips them with the skills and confidence to lead active and healthy lifestyles after they leave school. Students actively take on the role as fitness coaches, tacticians, skills coaches, officials and organisers in a number of games, fitness and athletics activities. Activities such as touch ball, swimming, golf, world games and cheerleading are introduced to maintain motivation levels and interest. There is also the opportunity to obtain the Junior Sports Leaders Award and to follow one of the highly popular courses such as GCSE Physical Education or BTEC Sport.

The department runs a successful A/S and A Level Physical Education course, which involves theoretical aspects from Skill Acquisition, Anatomy and Physiology, Socio Cultural and practical in Year 12 and Psychology, Historical, Exercise Physiology and practical sport in Year 13

The PE department's extra-curricular programme at lunchtimes, after school and at weekends is extensive. As well as competitive sports, a range of recreational clubs and activities are on offer: depending on the season, students can choose from athletics, badminton, basketball, benchball, cricket, dance, dodgeball, fitness, football on both the grass pitches and 3G floodlit football pitch, gymnastics, hockey, netball, rounders, rugby, tennis and volleyball.

Throughout the school there is a strong emphasis on inclusion, keeping active and having fun. All activities are extremely well attended at all ages and operate very successfully with support from parents, students and staff.

Although there is something for everyone, our competitive teams achieve considerable success in sports fixtures against other schools.



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.n-yorks.sch.uk and be received by **Tuesday 16th November 2021, 8am.**

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

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| <i>Responsible to:</i> | Head of PE |
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| <i>Salary NYCC Band:</i> | Grade C |
| <i>Full Time/Part Time:</i> | Part Time |
| <i>Hours:</i> | 25 hours per week |
| <i>Full Year/Term Time Only:</i> | Term Time Only (including training days) |

Professional Responsibilities

ALL ASSOCIATE STAFF

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| 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

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| POST: PE Technician | |
| GRADE: C | |
| RESPONSIBLE TO: Head of PE | |
| STAFF MANAGED: None | |
| POST REF: ED10136 | JOB FAMILY: 5 |
| JOB PURPOSE: | 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. |
| JOB CONTEXT: | 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. Enhanced DBS Clearance required |
| ACCOUNTABILITIES / MAIN RESPONSIBILITIES | |
| Operational Issues | <ul style="list-style-type: none"> • 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 Sports Presentation evening e.g. certificates and awards • As part of SSP, selecting and assisting students with leadership opportunities • Record observations in an appropriate manner • 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 • Monitor and maintain Fitness Suite e.g. oil machines and report damages. • Assist with sports presentation evening e.g. certificates and awards and 'House Colours' • Monitor changing rooms both at the start and end of lessons |
| Communications | <ul style="list-style-type: none"> • 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 |

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| | <ul style="list-style-type: none"> • 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 • Liaise with School Sports Partnerships organising hosting and participating in events |
| 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 |
| 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 |

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| 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: | April 2016 |

PERSON SPECIFICATION

JOB TITLE: PE Technician

| Essential upon appointment | Desirable on appointment (if not attained, development may be provided for successful candidate) |
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| <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) |
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| <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. | |