



KING JAMES'S SCHOOL  
KNARESBOROUGH

# Candidate Information



# Note from the Headteacher

Thank you for your interest in the Head of English 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 courses, including English Literature and English Language – both of which are very popular and successful. 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. The English department itself is staffed by experienced subject experts whose results have been excellent over time. However, there is no complacency, and the whole department is committed to being the best they can be. Your colleagues will support you to identify areas for improvement and work together, under your leadership, to put in place developments.

As Head of English, 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 Central Leadership Team, inputting your views and ideas to shape the future direction of the school and contribute to strategic developments. This year the CLT groups have been working on the themes: Reading; Artificial Intelligence; Positive Behaviour; Wellbeing.

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. A member of our Senior Leadership Team will be your link leader, with whom you can share ideas, discuss challenges, and who will support you personally and professionally, as well as practically, such as by helping with quality assurance activities in English.

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

# Head of English

September 2024 start  
Permanent. Full time.

**MPS or UPS with TLR 1c (currently £13,172)**

**Do you have the drive, determination and desire to lead our English department? Are you an existing leader or someone who is ready and willing to take the next step in their career?**

**We are seeking applications for an enthusiastic, imaginative and energetic Head of English to join our highly successful and supportive team within the English Department. You will be required to teach across all Key Stages.**

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 leadership role; communicate effectively with all stakeholders including staff, students, parents and governors and evaluate and implement strategies to impact positively on pupil progress.

The English Department is high performing and teaches through to Key Stage 5. At GCSE we use AQA for both Language & Literature. For A level we use AQA (Language), Media (OCR) and Edexcel (Literature).

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. This position is subject to an enhanced DBS check and approved references.

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](mailto:recruitment@king-james.co.uk) and received by **Tuesday 30<sup>th</sup> April 2024 by 08.00am.**

*Please note that CVs will not be accepted.*



# Information on the English Department

Dear prospective applicant,

I am delighted to be Head of Faculty for a highly successful English Department which over recent years has been progressing from strength to strength. In 2019 89% of our student achieved 9-4 and we were delighted that our Grade 9s was significantly above the national average for the third year in a row; the department's results have gone from strength to strength in recent years and the entire team are very proud of what our students have achieved. Sustained improvement within the department has been brought about by detailed and effective schemes of work at Key Stages 3 and 4, along with consistent development in the teaching and learning of English for all pupils of all abilities. There is still work to do in improving our outcomes at GCSE and of course ensuring that we deliver a recovery curriculum that supports those students who have gaps in their learning as a result of the pandemic; this is a challenge the department are excited by and we have enjoyed the opportunity to refresh our teaching and make sure all students are fully prepared for their exams.

The capacity to have such a sharp focus on effective teaching and learning is made possible by the tremendous students at King James's. It is a comprehensive school with an intake of pupils from all backgrounds but by and large our classes are filled with well-motivated students willing to improve their English learning and contribute to their school community.

I am fortunate to lead a team of staff who have a wide range of backgrounds, expertise and experiences. We work as an innovative team - sharing ideas which we then embed into our practice. We are fortunate in the structure of our English responsibilities, having members of staff who hold TLRs for A level English Language, A Level Media and A level Literature as well as a Second in Department with responsibility for Key Stage 3. We also have a lead practitioner who plays an integral role in driving teaching and learning within the department. Through a recent curriculum change at all key stages, the department have been excited by the opportunity to innovate. Research based teaching and learning is at the heart of everything we do in the English department.

You will be supported in your teaching by detailed schemes of work and resources developed and shared across the department. We hope to appoint someone willing to teach across all key stages; key stage 5 leaders are happy to provide additional guidance to those new to teaching A-level literature, language or media.

We are open to applicants of all levels of experience. Should we appoint an ECT, the school offer an extensive induction programme and you would have a mentor within the department to guide you through your first year of teaching. As well as thorough schemes of work, shared resources and systems to support classroom management, you will have your own classroom, Smartboard and iPad. CPD is a vital part of our approach to teaching and learning at King James's School. We use department meeting and development time to ensure we reflect on our lessons and share good practice as well as exploring the latest innovations in education; we believe that English lessons should be exciting and engaging and we aim to be at the cutting edge in the classroom.

Finally, I would say that if you decide to apply I appreciate your investment of time and whatever the outcome, I wish you well in the future.

Yours sincerely,

Sophie Cunningham  
Head of English Faculty

# 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](mailto:recruitment@king-james.co.uk) and received by **Tuesday 30<sup>th</sup> April 2024 by 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*

## HEAD OF ENGLISH

To monitor and support the overall progress and development of students as a curriculum leader and as a form tutor. To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in accordance with the aims and policies of the school. To develop and enhance the teaching practice of others

<i>Line Manager:</i>	<b>Headteacher</b>
<i>Responsible to:</i>	<ul style="list-style-type: none"> <li><b>Head Teacher</b></li> </ul>

<i>Salary Grade :</i>	<b>MPS/UPS plus TLR</b>
<i>Full Time/FTE :</i>	<b>Full Time</b>

## KEY RESPONSIBILITIES

### TEACHING

1.	To fulfil all the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment for teachers
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### CURRICULUM

1.	To raise student achievement against school and national benchmarks
2.	To lead the strategic and operational development of the curriculum area in conjunction with the agreed aims and policies of the school
3.	To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies within the curriculum area at key stage 3, 4 & 5 in line with school objectives
4.	To monitor actively and respond to curriculum development and initiatives at national, regional and local levels
5.	To ensure key assessments are embedded in each learning cycle
6.	To maintain a subject-based student and staff area on ItsLearning
7.	To support the development of the application of ICT in the curriculum area
8.	To keep up to date with national developments in the subject area and teaching practice and methodology

9.	To model outstanding teaching & learning, feedback and assessment with your own teaching groups
10.	To support and promote whole-school literacy/communication across the curriculum

### **STAFFING, STAFF DEVELOPMENT, RECRUITMENT/DEPLOYMENT OF STAFF**

1.	To work with the Deputy Heads to ensure that staff development needs are identified and addressed with best practice shared
2.	To contribute to Performance Management processes, acting as Team Leader for staff within the curriculum area
3.	To hold regular meetings of the curriculum team, promoting teamwork and effective working relations
4.	To liaise fully in the creation and maintenance of the timetable, ensuring suitable deployment of staff within the curriculum area
5.	To be fully involved in relevant recruitment and leaving procedures, including writing references as necessary
6.	To ensure the effective and efficient deployment of classroom support
7.	To participate in the school's ITT programme

### **SELF-EVALUATION AND PLANNING**

1.	To implement school self-evaluation procedures and to maintain a SEF (Self-Evaluation Form) for the curriculum area
2.	To assist in setting targets within the curriculum area and to work towards their achievement
3.	To help to establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning in-line with whole-school policy
4.	With the department, to develop portfolios of exemplar student work
5.	To contribute and adhere to the school procedures for lesson observation
6.	To seek and implement modification and improvement where required within the curriculum area and to maintain and implement a departmental improvement plan

### **MANAGEMENT INFORMATION**

1.	To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system
2.	To monitor and follow up relevant data on student progress through the use and analysis and evaluation of performance data
3.	To oversee and produce student reports for the curriculum area in line with school learning cycles
4.	To assist in the production of reports on examination performance, including the use of value-added data

### **COMMUNICATIONS**

1.	To help ensure that all members of the curriculum area are familiar with its aims and objectives and those of the school
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2.	To work effectively with the senior leadership team link, other core heads of department, learning managers and link governors to ensure effective strategies for improving pupil progress
3.	To ensure effective communication as appropriate with the parents of students
4.	To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
5.	To hold regular, minuted meetings of the curriculum area
6.	To contribute to the school's website as required
7.	To contribute to the collection of material for press releases and marketing activities
8.	To contribute to the development of effective subject links with partner schools, external agencies and the community; attending necessary liaison events in partner schools and to promote the curriculum area at Open Days/Evenings and other events in the wider community
9.	To promote extra-curricular activities which stimulate an interest in the curriculum area

### **MANAGEMENT OF RESOURCES**

1.	To assist the Deputy Heads and Business Manager to identify resource needs and to contribute to the efficient /effective use of physical resources
2.	To oversee the fabric and displays in classrooms and ensure good library provision

### **PASTORAL SYSTEM**

1.	To be responsible for promoting and safeguarding the welfare of children and young people in the school
2.	To monitor students' progress, performance and attendance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
3.	As Form Tutor, to be responsible for day-to-day administration in the form
4.	To contribute to PSHCE, citizenship and enterprise activities
5.	To implement and adhere to the school's Behavior Management policies
6.	To support form, year and school extra-curricular activities as appropriate

### **ADDITIONAL DUTIES**

1.	To be aware of and implement health and safety responsibilities as an employee of the school
2.	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

# PERSON SPECIFICATION

## HEAD OF ENGLISH

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Qualifications &amp; Training</b> <ul style="list-style-type: none"> <li>Qualified Teacher status</li> <li>Good Honours degree in related subject</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		<p style="text-align: center;">2 and 5</p> <p style="text-align: center;">2 and 5</p>
<b>Experience</b> <ul style="list-style-type: none"> <li>Teaching experience at key stage 3-4</li> <li>Teaching experience at Key stage 5</li> <li>Leadership responsibility</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">2 , 4 and 5</p> <p style="text-align: center;">2 and 4</p> <p style="text-align: center;">2 and 4</p>
<b>Skills &amp; Knowledge</b> <ul style="list-style-type: none"> <li>Able to communicate effectively, orally and in writing.</li> <li>Able to demonstrate effective planning and teaching skills</li> <li>Able to present confidently to a large group of students</li> <li>Able to work with others to achieve common goals</li> <li>Able to use / analyse assessment data systems to raise standards</li> <li>Able to provide clear direction and to inspire, motivate and enthuse others</li> <li>Confident in own ability to be effective and to take on challenges</li> <li>Good ICT skills (in Microsoft Word/Excel)</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">2 and 4</p> <p style="text-align: center;">2 and 4</p> <p style="text-align: center;">2 and 4</p> <p style="text-align: center;">2 and 4</p> <p style="text-align: center;">2 and 4</p> <p style="text-align: center;">2 and 4</p> <p style="text-align: center;">2 and 4</p> <p style="text-align: center;">2 and 4</p>
<b>Skills &amp; Knowledge</b> (continued)			

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