



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. Although some pupils need more support, most of our students come to school eager to learn and to contribute to their school community. The local community is supportive of the school, the catchment area is well defined and we have excellent relationships with parents who choose to send their children here. There is 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. The opportunities for your personal development are rich in this school.

Thank you for considering King James's School.

Clare Martin
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Cover Supervisor / PE Technician

Full-time. 37 hours. Permanent

Term Time only plus Training Days (39 weeks)

NYC Grade CD: £19,710 - £20,712 (actual salary)

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

We are seeking to appoint an outstanding, highly motivated, enthusiastic and innovative cover supervisor to join our dynamic and supportive school. You will be a strong, ambitious team player who is passionate about supporting young people to enjoy and succeed in their school life, with an interest in working within the PE department whenever necessary. It is anticipated that 30% of the Cover Supervision will be within PE whilst other cover work will be across a range of subjects within school.

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:

- Provide administrative support to the PE department where required
- Support the PE department with organising and leading sports fixtures and trips where required after school
- Support the PE department in the management of sports equipment and kit.
- Support with risk assessments where required.
- Support and Lead sports clubs at lunchtime and afterschool
- 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

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: **Tuesday 11th June 2024, 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.

Completed applications must be submitted via email to: recruitment@king-james.co.uk and received by: **Tuesday 11th June 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.



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

PE Cover Supervisor

<i>Responsible to:</i>	Cover Manager Head of PE
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<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>	
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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:	PE Cover Supervisor	
GRADE:	Grade CD	
RESPONSIBLE TO:	Cover Manager & Head of PE	
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. To support learning by providing technical assistance, through preparation and maintenance of teaching areas and equipment for 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. Required to work within school in supporting teachers with practical lessons on Physical Education. 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• 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	

	<ul style="list-style-type: none"> • Interact with pupils in a supportive way to aid the development of their ability to think and learn • 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
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 • Organise fixtures through liaising with staff at other schools. • Communicate effectively with all pupils and colleagues • 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
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 cleared away at the end • 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: PE 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 • 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>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 • Appropriate experience of working in a school department relevant to the role
<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 	<ul style="list-style-type: none"> • Level 3 or higher qualification in Physical Education

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