



KING JAMES'S SCHOOL  
KNARESBOROUGH

# Candidate Information



# Note from the Headteacher

Thank you for your interest in the General Teaching Assistant 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. 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 Pastoral department itself is staffed by experienced team members. 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. 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 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.

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

# General Teaching Assistant

Term-time only (including Training Days)

Permanent. 30 hours per week.

Up to **£23,114** full-time equivalent

(Up to £16,246 actual)

King James's School is offering an exciting and rewarding opportunity to work as a General Teaching Assistant within the heart of our vibrant, modern school. You will be joining a highly committed and supportive Learning Support team. This is a term-time only (including training days), part-time contract.

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 are seeking a committed candidate to support our educational aims who has the vision, drive and interpersonal skills to motivate our students. GCSE equivalent level of education or NVQ Level 2 qualification is required for this role in addition to the desire to work with children in a positive learning environment. Full training will be provided – no previous experience is necessary.

The Learning Support Department is central to our school's fully inclusive mainstream model of provision. We provide additional support for students with a wide range of special educational needs across all age ranges, including the 6<sup>th</sup> form. We encourage that all of our students with SEND attend timetabled lessons and are not taught separately. We believe in the promotion of social interaction for our students and provide the additional support required for them to embrace the broader developmental experiences gained from attending mainstream school.

We offer a competitive salary, generous holidays, access to a contributory local 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. An Enhanced DBS disclosure is required for this post.

Full details and an application form are available via our website.

Completed applications should be submitted by email to:

[recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk)

by Wednesday 7<sup>th</sup> August 2024, 08.00am



# Information on the Learning Support Department

The Learning Support Department lies at the heart of teaching and learning within King James's School. The department aims to create a safe and inclusive learning environment where all students gain a sense of achievement and are enabled to reach their full potential during their time at King James's School, both academically and pastorally.

The department has a long-standing policy of enabling students to access a broad and balanced academic and pastoral curriculum. Students are supported to become part of the wider King James's community and participate in a full range of sports, clubs, extra-curricular activities, charity events and residential trips.

The Learning Support Department is one of the largest departments within King James's School and is housed in a modern hub. The department has dedicated teaching rooms, including specialist rooms for delivery of interventions and a Reduced Sensory Stimulation Room primarily for use by students with ASD. The department has a wide range of resources including a literacy library, intervention packs and iPads for targeted students.

The SENCO is supported by a non-teaching Assistant SENCO. Learning Support teaching staff deliver lessons to the Student Support Group - a specialist part of our provision for those students with the highest level of learning need. A Senior Advanced Teaching Assistant is attached to KS4, and at KS3, an Advanced Teaching Assistant is attached to each year group. A Senior Teaching Assistant specialising in ASD works across all key stages. They act as a key liaison between the SENCO, teaching staff, students and parents. The department is further staffed by Teaching Assistants who work primarily within a year group and teams or within core subject departments.

The Learning Support Department offers a comprehensive range of support, which compliments the wider support network within the school, enabling students' access to a wide ranging and varied curriculum. The support offered varies from in class support, small group work and 1:1 mentoring, through to targeted interventions and personalised timetables. Some students are part of our Student Support Group which provides a tailored learning package for our most vulnerable learners. Every student is individually assessed, with the level of support then tailored to the needs of that individual. Once at King James's School, student progress is regularly monitored and assessed. This information is then used to inform further support requirements.

Over the years we have established strong links with our feeder primary schools so that we can make full use of the information provided by Year 6 teachers. Our team runs a full programme of transition events and activities both at King James's and at our feeder primaries. We are proud of our track record of successful transition for our students including those with very complex needs.

# 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 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) by **Wednesday 7<sup>th</sup> August 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. 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

## GENERAL TEACHING ASSISTANT

To be accountable for students' attainment and achievement. To ensure all students make progress by promoting, monitoring and supporting the overall learning and personal development of students. To uphold the aims, policies, procedures and ethos of the school.

<i>Line Manager:</i>	SENCo
<i>Responsible to:</i>	<ul style="list-style-type: none"> <li>• SENCo / Line Manager</li> <li>• Deputy Head</li> </ul>

<i>Salary Grade :</i>	Grade CD (Scale points 3-4)
<i>Full Time/Part Time :</i>	Part Time
<i>Hours:</i>	30 hours
<i>Full Year / Term Time Only:</i>	Term Time Only (incl. 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

## GENERAL TEACHING ASSISTANT

ACCOUNTABILITIES / MAIN RESPONSIBILITIES		
1.	<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>• Support pre-planned learning activities as directed by the teacher</li> <li>• Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning</li> <li>• Provide feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students</li> <li>• Assist teachers in the implementation of teaching &amp; learning strategies and appropriate behaviour management</li> <li>• Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs</li> <li>• Assist in escorting and supervising pupils on educational visits and out of school activities</li> <li>• Participate in internal school events and activities</li> </ul>
2.	<b>Communication</b>	<ul style="list-style-type: none"> <li>• Under the general direction of the SENCo and Assistant SENCo participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals</li> <li>• Communicate effectively with all pupils, families, carers and other agencies / professionals, as directed by the SENCo / Assistant SENCo</li> </ul>
3.	<b>Sharing information</b>	<ul style="list-style-type: none"> <li>• Share information confidentially about pupils with teachers and other professionals as required</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>• Participate in staff meetings</li> </ul>
4.	<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>• Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence</li> <li>• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate</li> </ul>
5.	<b>Administration/Other</b>	<ul style="list-style-type: none"> <li>• Assist in preparing classroom materials and learning areas, and undertake minor clerical duties under the direction of the SENCo / Assistant SENCo</li> <li>• Support the use of ICT and adhere to relevant policies</li> <li>• Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations</li> <li>• Participate in Performance Management, training, co-coaching and other learning activities</li> </ul>



6.	<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>
7.	<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
8.	<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Promote inclusion and acceptance of all pupils</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values</li> </ul>
9.	<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul>



<p><b>Personal attributes</b></p> <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> <li>• Capacity to work hard, under pressure, to meet deadlines</li> <li>• Adaptable and amenable with respect to working practices</li> <li>• Ability to work independently and be a team player</li> <li>• Creativity</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>2 and 4</p> <p>2 and 4</p> <p>2 and 4</p> <p>2 and 4</p> <p>2 and 4</p> <p>2 and 4</p> <p>2 and 4</p> <p>2 and 4</p> <p>2 and 4</p>
<p><b>Other requirements</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> <li>• Enhanced DBS Clearance</li> <li>• To be committed to the school’s policies and ethos</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes</li> <li>• Ability to use authority and maintaining discipline</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>2 and 4</p> <p>2 and 4</p> <p>5</p> <p>2 and 4</p> <p>2 and 4</p> <p>2 and 4</p> <p>2 and 4</p> <p>2 and 4</p> <p>2 and 4</p>
<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• An understanding of health &amp; safety issues</li> </ul>	<p>✓</p>		

**Assessment: 1. Test prior to shortlisting (i.e. all applicants)**

**2. From application form**

3. Test after shortlisting
5. Documentary Evidence

4. Probing at interview
6. OTHER (please specify)