



KING JAMES'S SCHOOL
KNARESBOROUGH

Candidate Information



Note from the Headteacher

Thank you for your interest in the Referral Room Supervisor 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 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.

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

Referral Room Supervisor

Immediate start

Part-time. 30 hours per week. Permanent.

Term Time Only plus Training Days (39 weeks)

Grade CD: £17,428 to £18,267 actual

King James's School is pleased to offer a rewarding opportunity as a Referral Room Supervisor. You will be an integral part of the school's Pastoral Team and will assist in the day-to-day running of the school's broader positive behaviour system.

You will co-ordinate and facilitate students that have been unsuccessful within their learning environment and need additional support to manage either their return to their lessons or the space to reflect for a period of time within the school 'Consequence' room.

Working with support of leadership and the pastoral teams, you will organise and manage the room and its resources, giving students the tools and opportunity for reflection, and helping them to regulate their behaviour and therefore succeed within their timetabled lessons.

The Consequence Room caters for a small number of students for up to a day at a time. Your role will be to provide them with structured work packs and to create a calm and supportive environment of consistent high expectations, underpinned with positive regard and personalised support.

You will work proactively as part of our highly valued pastoral team, sharing your knowledge and understanding of individual students, so improve the support we offer them as a team.

You will have energy, enthusiasm, perseverance, be able to motivate others and adopt a positive approach to education. Good interpersonal skills and the capacity to work hard under pressure to meet deadlines is essential along with persuasive and influencing skills to encourage pupils to engage and work effectively.

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: **Monday 20th October 2025, 08.00am**



Please note that CVs will not be accepted.

Information on the Pastoral Team

Visitors to the school, including inspectors, often comment on students' good behaviour in lessons and their co-operative, civilised and responsible manner. The school expects good discipline and high standards of behaviour at all times.

Our policy is to promote an ethos where all students, parents and staff treat each other with respect and positive regard. We insist on polite and civilised relationships. Our aims are incompatible with bullying: all forms of bullying are unacceptable, whether physical, verbal, emotional or cyber-based.

At King James's, we believe that the way students behave is influenced more by the school's atmosphere and expectations than through rigid rules and severe sanctions. Our aim is to foster a tolerant, friendly and purposeful atmosphere. Adults reinforce the aims and values of the school in their relationships with students and other adults, as well as in their expectations of the behaviour of students.

Where needed, we have a highly qualified team of nurses and pastoral support workers who are able to offer emotional support alongside day-to-day welfare support. Students also have access to a local authority nurse who can offer more bespoke counselling. Referral to this service can be made through respective Pastoral Officers.

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 **8am Monday 20th October 2025**

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

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

REFERRAL ROOM SUPERVISOR

To work as part of the Pastoral Team to support pupils who present challenging behavior. To supervise and support pupils in the daily referral room and assist the Inclusion and Referral manager in the implementation of appropriate behavior management. To uphold the aims, policies, procedures and ethos of the school.

<i>Line Manager:</i>	Federation Behaviour & Attendance Manager
<i>Responsible to:</i>	Federation Behaviour & Attendance Manager

<i>Salary Band :</i>	Grade C
<i>Full Time/Part Time :</i>	Part-Time (30 hours per week)
<i>Hours:</i>	Monday – Friday 8.30am – 3.30pm (Includes a 1 hour unpaid lunch break)
<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

INCLUSION AND REFERRAL ASSISTANT		
ACCOUNTABILITIES / MAIN RESPONSIBILITIES		
1.	Supporting Learning & Development	• Work as part of the Pastoral Team to support pupils who present challenging behaviour. • Supervise and support pupils in the daily referral room. • Maintain systems and routines which support pupils time in the referral room. • Help pupils focus in a structured and calm environment. • Assist in the creation, collection and distribution of high quality classwork for pupils. • Seek and build a positive rapport with each pupil and instill confidence in their individual strengths. • Demonstrate positive and respectful behaviours towards pupils, staff, parents and others • To be a role model and positive examples for pupils. • Assist the implementation of appropriate behaviour management.
2.	Communication	• Establish and maintain effective relationships with pupils, parents/carers and with other agencies/professionals • Communicate effectively with all pupils, families, carers and other agencies / professionals, as directed by Inclusion and Referral manager • Use persuasive and influencing skills to encourage pupils to engage and work effectively. • To use different strategies when working with pupils who may have difficulty communicating or have behavioural problems.
3.	Sharing information	• Share information confidentially about pupils with teachers and other professionals as required. • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality. • Participate in staff meetings.
4.	Safeguarding and Promoting the Welfare of Children/Young People	• Be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. • In accordance with the school's Child Protection Policy, report any Child Protection or Safeguarding matters directly to the Assistant Headteacher (Inclusion and Safeguarding).

5.	Administration/Other	- Assist in preparing high quality work and learning areas, and undertake minor administrative duties under the direction of the Inclusion and Referral manager. - Support the use of ICT and adhere to relevant policies. - Participate in Performance Management, CPD and other learning activities.
6.	Health & Safety	- 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
7.	Data Protection	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
8.	Equalities	- Promote inclusion and acceptance of all pupils - 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
9.	Customer Service	- 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

INCLUSION AND REFERRAL ASSISTANT

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications & Training - Relevant NVQ Level 2 qualification or equivalent - Relevant NVQ level 3 - Appropriate first aid training (Dependent on the schools needs - insert as appropriate)	✓	✓ ✓	2 and 5 2 and 5 2 and 5
Experience Experience appropriate to working with children in a learning environment	✓		2 , 4 and 5
Skills & Knowledge - Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers - Good reading, writing and numeracy Skills - Basic ICT Skills - An awareness of child/young person's development and learning - An understanding that children/Young people have differing needs - Good understanding of child development and learning processes - Knowledge of Behaviour management techniques - Knowledge of Child Protection and Health & Safety policies and procedures - Knowledge of inclusive practice	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	2 and 4 2 and 4 2 and 4 2 and 4 2 and 4 2 and 4 2 and 4 2 and 4

Personal attributes • Able to motivate others and to adopt a positive approach to education • Energy , enthusiasm and perseverance • Reliability and integrity • Good interpersonal skills • Positive commitment to individual personal development • Capacity to work hard, under pressure, to meet deadlines • Adaptable and amenable with respect to working practices • Ability to work independently and be a team player • Creativity	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	2 and 4 2 and 4 2 and 4 2 and 4 2 and 4 2 and 4 2 and 4
Other requirements • Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice • A commitment to inclusive education • 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	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		2 and 4 2 and 4 5 2 and 4 2 and 4 2 and 4 2 and 4 2 and 4
Health & Safety • An understanding of health & safety issues	✓		

Assessment: 1. Test prior to shortlisting (i.e. all applicants)
3. Test after shortlisting
5. Documentary Evidence

2. From application form
4. Probing at interview
6. OTHER (please specify)