Candidate Information







Employee Benefits



Financial Benefits

We are delighted that we are able to provide you with access to a large range of employee benefits at King James's School.

Access to contributory pension schemes:
Local Government Pension Scheme (18% employer contribution).
Salary sacrifice schemes (e.g. cycle to work, technology and car schemes).
Discount vouchers for the high street, entertainment and supermarket shopping through Vivup.
Subsidised onsite catering facilities.



Well-being support

Health Assured Employee Assistance Programme:
Free, confidential 24/7 support and counselling.



Leave and Perks

Generous annual leave starting at 28 days (non-teaching staff), rising to 34 days plus bank holidays with service.
Free ample onsite parking.
Membership discounts at leisure centres.

Some of these offers are subject to conditions and may change. See provider for full details.

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.

At King James's School, our core values—Ready, Respectful, and Engaged—are at the heart of everything we do, shaping the attitudes and behaviours of our students and staff alike. Guided by our vision "To set no limits on what we can achieve," we foster a culture of high aspiration and continuous growth. As a school grounded in unconditional positive regard, we believe that strong, respectful relationships form the foundation of effective learning and personal development. Our relationship-based approach ensures every student feels valued, supported, and empowered to thrive, while our staff are committed to nurturing an inclusive and inspiring environment where everyone can succeed.

We have plenty of skills and qualities that we consider important, 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 the vast majority are 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 is not just a great place to teach, it is a great place to live.

The extra-curricular life of the school is rich. Most staff who work here involve themselves in 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 collaborative working with other schools. We are proud of the relationships that we have fostered, including taking the lead role within the White Rose Alliance for School Direct. We are also federated with another local school, Boroughbridge High, for whom we provide 6th form provision and some non-teaching support.

Thank you for considering King James's School and we look forward to receiving your application.
Miriam Oakley
Headteacher

KING JAMES'S SCHOOL
KNARESBOROUGH

Consequence Room Supervisor

Immediate start
Full Time 37 hours per week. Permanent.
Term Time Only plus Training Days (39 weeks)
Grade CD SCP 4-6: £22,553 to £23,273 (Actual)
Awarded +4% R&R







King James's School is pleased to offer a rewarding opportunity as a **Consequence Room Supervisor**. You will be an integral part of the school's Pastoral Team, supporting the day-to-day operation of our positive behaviour systems and helping students to reflect on their choices, rebuild positive relationships and successfully re-engage with learning.

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: **8am Wednesday 25th November 2026**

Please note that CV's will not be accepted.

Information on the Pastoral Team

At King James's School, we are committed to creating a calm, safe and inclusive environment where every student can thrive. Our pastoral team plays a central role in supporting students' wellbeing, personal development and positive engagement with school life.

Our approach is underpinned by our core values of **Ready, Respectful and Engaged** and is built on strong relationships, high expectations and unconditional positive regard. We believe that students achieve their best when they feel supported, valued and understood.

The pastoral team works collaboratively with curriculum leaders, teaching staff, families and external agencies to remove barriers to learning and provide targeted support when needed. Through proactive intervention, restorative conversations and consistent routines, we help students to reflect on their choices, develop self-regulation skills and successfully engage with their education.

The **Consequence Room** forms an important part of our behaviour systems. It provides a structured, calm and purposeful environment where students can reflect on their behaviour, complete their learning and prepare for a successful return to lessons. The focus is not solely on sanctions, but on supporting students to understand expectations, make positive choices and rebuild relationships.

Alongside behaviour support, students have access to a highly skilled pastoral team, school nurses and a range of wellbeing services. Where appropriate, we work closely with families and external professionals to ensure that students receive the support they need to succeed both academically and personally.

Our pastoral provision is highly valued and plays a vital role in maintaining the positive culture and inclusive ethos that characterise King James's School

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 Wednesday 25th November 2026**

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

CONSEQUENCE ROOM SUPERVISOR

To work as part of the Pastoral Team to support students who require additional behavioural support. To supervise and support students within the daily Consequence Room, ensuring a calm, structured and purposeful environment, and to assist the Behaviour and Attendance Team in promoting positive behaviour and successful reintegration into lessons.

Line Manager:	• Federation Behaviour & Attendance Manager
Responsible to:	• Federation Behaviour & Attendance Manager

Salary Band :	Grade CD
Full Time/Part Time :	Full-Time (37 hours per week)
Hours:	Monday – Thursday 8.00am – 4.00pm Friday 8.00am-3.30pm *(Includes a 30-minute unpaid lunch break)*
Full Year / Term Time Only:	Term Time Only (incl. Training Days 39 weeks)
Last Review:	November 2026

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 CONSEQUENCE 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 CONSEQUENCE ASSISTANT

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications & Training			
• Relevant NVQ Level 2 qualification or equivalent	✓		2 and 5
• Relevant NVQ level 3		✓	2 and 5
• Appropriate first aid training (Dependent on the schools needs - insert as appropriate)		✓	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	✓		2 and 4
• Good reading, writing and numeracy Skills	✓		2 and 4
• Basic ICT Skills		✓	2 and 4
• An awareness of child/young person's development and learning	✓		2 and 4
• An understanding that children/Young people have differing needs	✓		2 and 4
• Good understanding of child development and learning processes		✓	2 and 4
• Knowledge of Behaviour management techniques		✓	2 and 4
• Knowledge of Child Protection and Health & Safety policies and procedures		✓	2 and 4
• Knowledge of inclusive practice		✓	2 and 4

Personal attributes • Able to motivate others and to adopt a positive approach to education	✓		2 and 4
• Energy , enthusiasm and perseverance	✓		2 and 4
• Reliability and integrity	✓		2 and 4
• Good interpersonal skills	✓		2 and 4
• Positive commitment to individual personal development	✓		2 and 4
• Capacity to work hard, under pressure, to meet deadlines	✓		2 and 4
• Adaptable and amenable with respect to working practices	✓		2 and 4
• Ability to work independently and be a team player	✓		2 and 4
• Creativity		✓	2 and 4
Other requirements • Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice	✓		2 and 4
• A commitment to inclusive education	✓		2 and 4
• Enhanced DBS Clearance	✓		5
• To be committed to the school's policies and ethos	✓		2 and 4
• To be committed to Continuing Professional Development	✓		2 and 4
• Motivation to work with children and young people	✓		2 and 4
• Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		2 and 4
• Emotional resilience in working with challenging behaviours and attitudes	✓		2 and 4
• Ability to use authority and maintaining discipline	✓		2 and 4
Health & Safety • An understanding of health & safety issues	✓		

Assessment:
1. **Test prior to shortlisting (i.e. all applicants)**
2. **From application form**
3. **Test after shortlisting**
4. **Probing at interview**
5. **Documentary Evidence**
6. **OTHER (please specify)**