

King James's School Applicant Pack



Attendance Officer

Grade 6 £18,383 increasing to £19,768 with service

St Helen's Gate

Almondbury

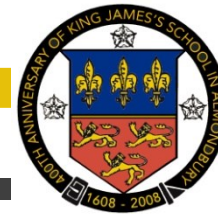
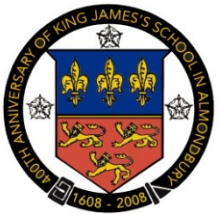
Huddersfield

HD4 6SG

01484 412 990

office@kingjames.school

Principal – Ian Rimmer



Welcome to King James's School

Thank you for taking an interest in joining our school. King James's School is an extremely popular and successful 11-16 mixed comprehensive, serving south-eastern Huddersfield and surrounding villages.

The essence of our school is built around three Hs:

- our distinguished **History**;
- our **Holistic provision**, which develops students both academically and pastorally;
- our **High expectations** and **aspirations**.

Our ethos, summarised in the King James's Way, demands the best from everyone through key values:

- Kindness and compassion,
- Inclusion and tolerance,
- Nurture and innovation,
- Greatness and aspiration.

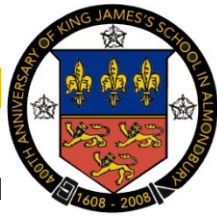
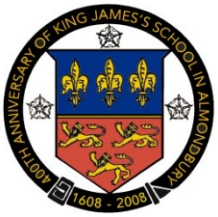
We pride ourselves on being a superb staff team who are highly professional. We all have a passion for learning and are committed to inspire and support all our students to be successful and to develop into confident young adults ready for life after King James's School.

I really hope that once you have read through this information pack that you apply to join our team. Please note the deadline an application is **Monday 27th March 2023 at 09:00**. If you have any queries please contact my PA, Tracey Brook, via email staff.tbroom@kingjames.school.

Ian Rimmer

Principal





Meet the Senior Team

Ian Rimmer - Principal

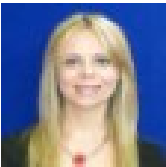
Ian oversees all school activities over both of our sites with the support of the Senior Team. Ian is also one of our Deputy Designated Safeguarding Leads

Philip Coxon - Vice Principal - Quality of Education

Philip is also responsible for the implementation of our curriculum. Phil's remit includes oversight for the quality of Teaching and Learning and development of the Pupil Premium strategy of the school.



Rebecca Walton - Vice Principal - Safeguarding and Inclusion



Rebecca is our Designated Safeguarding Lead and is responsible for the pastoral system within the school including student welfare and behaviour. She also has oversight of the Inclusion provision of the school.

Stephen McNamara - Senior Assistant Principal

Stephen is responsible for the impact of our curriculum. He has oversight of all student progress and attainment data as well as the exams process.



Palwinder Kang - Assistant Principal

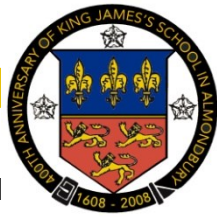
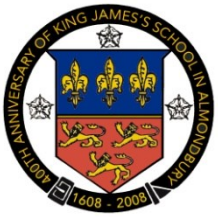


Palwinder is responsible for our curriculum structure and design, Year 9 Pathways and timetabling. She is also the E-Safety lead.

Abbi Terry - Assistant Principal

Abbi is responsible for the personal development of our students including well-being, careers and access to post 16 activities





Our Ethos and Values

At King James's School we are proud of our distinguished history, but we are also continually looking to develop further. As part of this process we spent time reflecting upon what makes King James's special, starting from our traditional roots. Dialogue with all stakeholders led to the creation of a set of core values and commitments, which provide meaning, clarity and shared understanding of the school's ethos and culture.

The King James's Way

At King James's School we value:

Kindness and Compassion

Inclusion and Tolerance

Nurture and Innovation

Greatness and Aspiration

and we make a commitment to be a community which promotes:

Joining together and helping each other

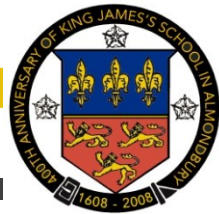
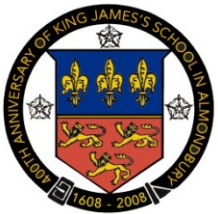
Academic challenge and opportunities

Mutual respect and shared responsibility

Engaging and enriching curriculum

Safe and secure learning environment

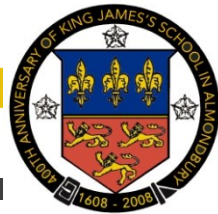
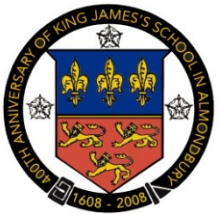
Strong belief in the well-being of everyone in school



Our School in Numbers

Type of School	Converter Academy
Age Range	11 - 16
Number of Students	1057
Number of Staff	124
Percentage of students eligible for Pupil Premium	20%
Percentage of students who are children looked after	0.2%
Percentage of students who require SEND Support	10%
Percentage of students who have an EHCP	1%
Percentage of students from Ethnic Minorities groups	17%
Last Ofsted report	November 2019 'Good'

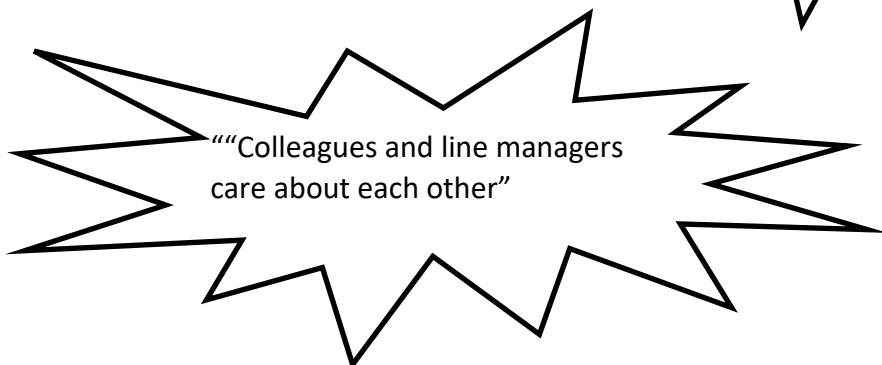


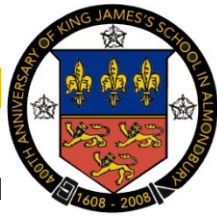
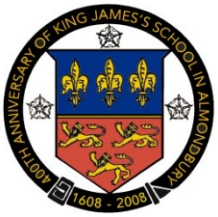


Why Choose King James's School?

A Supportive Workplace	Wellbeing and staff team
<ul style="list-style-type: none">• A supportive working environment• An excellent NQT and RQT programme to ensure you receive the best support and encouragement to allow you to excel in your subject• Employee Assistance programme• Bespoke mentoring for all phases of your career	<ul style="list-style-type: none">• Breakfast supplied on INSET and other notable days• Cycle to work schemes• A chance to take part in many whole school events• An opportunity to be a part of a great team• The opportunity for you to share your views and opinions- we really value your opinions
Working Environment	Development Opportunities
<ul style="list-style-type: none">• An historic building with lots of character• Onsite car parking	<ul style="list-style-type: none">• Development and training opportunities: We will offer you weekly CPD tailored to your individual professional development needs.• The opportunity to developing your skills including teaching and learning and leadership

What do our staff say about working at KJS?





What We Expect From You

We really believe this is a great place to work, which is made possible by the amazing group of colleagues we have. To help us continue to be a great place we expect that all staff will:

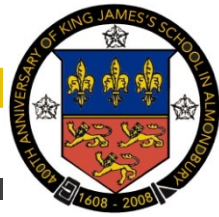
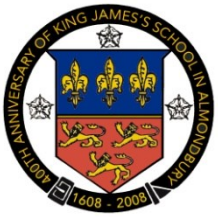
- become fully involved in our school community
- communicate professionally at all times
- act as role models for our students and for each other
- get involved in enrichment activities
- promote our ethos and values
- promote and follow our policies, procedures and professional protocols
- promote team work and respect for others
- have a passion that motivates our students and encourages them to develop and succeed

Our Team

Our staff really make our school a special place to work and learn. We value the contribution of each and every individual in school who help us to provide our students with a safe and stimulating learning environment.

We currently have 120 members of staff (64 teachers, and 64 associate members of staff). We also regularly have student teachers in school, all of these people play an important role in our success.

We are split into 7 faculties; Art, Design and Business, English, Humanities, Maths, Modern Foreign Languages, Performance and Science. We work hard to share best practice within our teams and to provide opportunities for staff to grow and develop whatever their role or career aspirations.



Our Curriculum and Pastoral System

We have a three-year KS3 which provides a broad and balanced curriculum for all our students. All students take courses in English, Mathematics, Science, Design Technology (including Food and Textile Technology), Art, French, History, Geography, Religious Education, Music, Drama, Physical Education, Integrated Studies (personal, social and citizenship education) and Computing.

Students at KS4 will typically be entered for up to 10 GCSEs depending on their 'pathway'.

All students follow GCSE courses in English Language, English Literature, Mathematics, Statistics, and Science. The Science course is worth 2 GCSEs. These subjects are taught in sets.

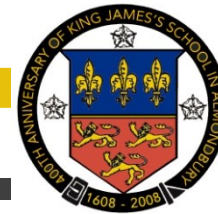
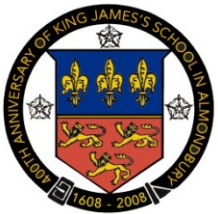
Students who have demonstrated flair and aptitude in Science also have the opportunity to take Science as an option, allowing them to gain individual GCSE qualifications in Physics, Chemistry and Biology.

Students choose further subjects from a range of other GCSE or vocational courses. Some students may require a more personalised learning and may follow fewer subjects dependant on their personalised needs. The full set of courses currently offered this academic year at KS4 are:

- | | |
|----------------------------|----------------------------|
| • Art | • Graphics |
| • Business | • History |
| • Classics | • Health and Social Care |
| • Computer Science | • iMedia |
| • Design Technology | • Modern Foreign Languages |
| • Enterprise and marketing | • Music |
| • Food Nutrition | • PE |
| • Geography | • Performing Arts |

In addition to the above examination courses, all students follow non-examinable courses in Physical Education, Personal and Social Education, Careers and Religious Education.

As a school we offer a wide variety of extra-curricular activities and some of these are designed to support our students in their studies.

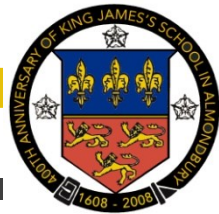
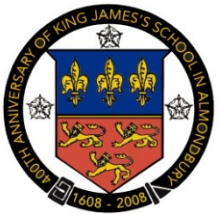


At King James's School we provide a strong network of pastoral care with the core purpose of ensuring that students feel happy, safe and able to achieve. The fostering of respectful relationships between students, their peers and staff allows everyone to feel a sense of pride in their school community and how it develops.

Student support begins with the form tutors who provide the all-important daily contact with the students. They monitor attendance, punctuality and behaviour and generally ensure students are happy and progressing. They are the first point of contact for parents.



Floreat Schola – May the School Flourish

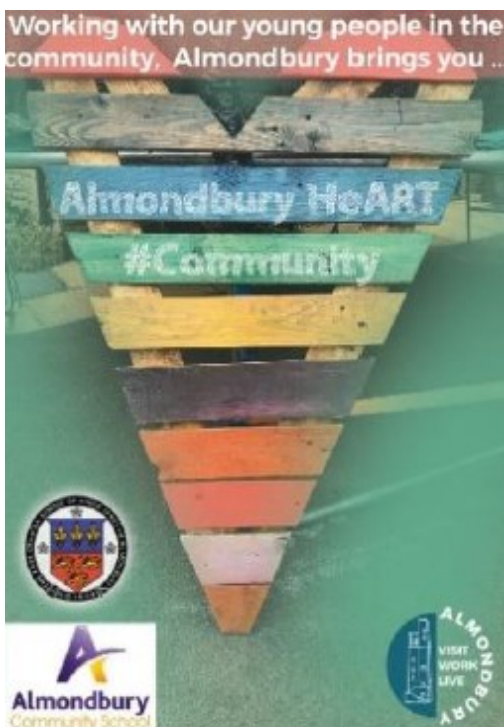


Our Community

Our school is situated approximately 2 miles from the centre of Huddersfield, in a semi-rural position overlooking the Farnley Valley, serving a suburban area and a scatter of villages to the east and south of Huddersfield.

Our intake comes predominantly from the priority admission area of Almondbury, Lepton, Kirkheaton and Grange Moor.

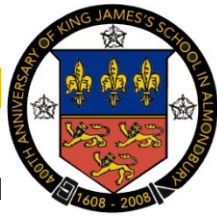
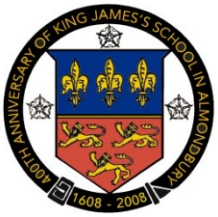
We play an important role in our local community from year group charity efforts to promoting local initiatives.



One Big Family
Helping the
Homeless



Kirkwood
The Hospice for Kirklees



Advert

Attendance Officer

Grade 6 £18,383 increasing to £19,768 with service
35 hours per week in term time + INSET days

Would you like to work within a forward-thinking and supportive school? If so, King James's School could be the place for you!

We are looking to appoint an Attendance Officer to join our team. The successful candidate will be responsible for ensuring all students are accounted for at the start of each lesson, taking appropriate follow up action should this not be the case. The hours for the role are Monday to Friday from 8:00 until 15:30.

We are looking for someone who has excellent IT and communication skills and who wants to be part of a friendly and fast paced team. The role will involve regular contact with other staff, students, and parents/carers. The successful candidate will be able to demonstrate initiative, enthusiasm and flexibility. This is an excellent opportunity for a dedicated colleague to join a successful, progressive and happy school.

'The King James's Way' sets out the values and commitments which lie at the centre of everything we do. Though we are proud of our academic success, we are equally proud of our inclusive approach and first class, wraparound pastoral care.

At King James's School we are proud of our inclusive and supportive working environment. As an organisation that values and nurtures talent, we are committed to helping you fulfil your potential. With a comprehensive training and development programme, tailored to your needs and the requirements of the school, we will enable you to flourish in your role and perform to the very best of your abilities.

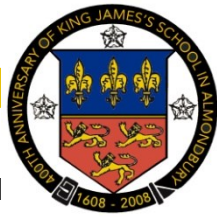
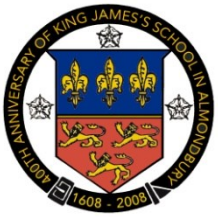
We are committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. All staff will be subject to an enhanced DBS check.

This post involves direct contact with children and is considered to be a regulated activity. This role is exempt for the Rehabilitation of Offenders Act 1974, so most criminal convictions must be disclosed to us. All successful candidates will be asked to undergo an enhanced DBS check, including a Barred List check.

You can find full details of the role and how to apply [here](#).

If you have any questions about the role please call Tracey Brook, PA to the Principal, or email her (staff.tbroom@kingjames.school).

Completed application forms should be submitted by **9:00 on Monday 27th March 2023**. **Interviews will take place on Wednesday 29th March 2023.**



Job Description

POST TITLE: Attendance Officer
GRADE 6 (SCP 7-11)

Purpose of the Post

To ensure all students are accounted for at the start of each lesson and that all attendance records are correct and up to date, taking appropriate action where necessary.

To provide administrative support to the Pastoral function of the school carrying out a variety of administration tasks

Key Areas:

- Attendance
- Student Supervision
- Administration
- Communication
- Safeguarding
- General

Duties & Responsibilities:

Attendance

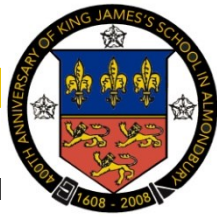
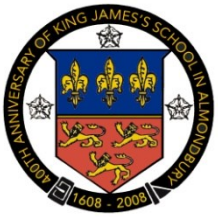
- Ensure all registers are updated in a timely fashion and follow up any absences, carrying out checks as necessary
- Check registers for errors and messages
- Listen to messages on the attendance line and update records for absent students
- Contact parents via our automated system once all registers are completed
- Update student records when parents/carers call in following receipt of automated message
- If a parent/carer calls to say a student should be in school, locate the student in school
- If the student should be in school and is not alert the necessary school staff
- Inform relevant staff of all absent students on a daily basis
- Follow the First Day Calling Procedure to comply with government guidelines
- Liaise with the school staff regarding any known absences from lessons
- Liaise with Kirklees Council and other welfare services on a daily basis to ensure that they have appropriate attendance information
- Provide relevant staff with attendance data, as required

Student Supervision

- Supervise students on the corridors at lesson change over
- Supervise students in a designated area at social times

Administration

- Provide confidential administration support to the Pastoral Team including producing letters, ordering stationery, replenishing reports and other documents, taking/making telephone calls and filing
- in conjunction with the Behaviour Officer act as an initial point of contact for the Pastoral Team



Communication

- Communicate with a variety of stake holders including staff, students, parents/carers and outside agencies verbally and in writing
- Communicate with the Pastoral Team, and other staff, via walkie talkie as necessary

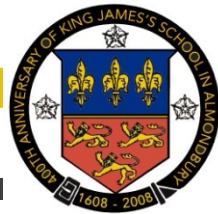
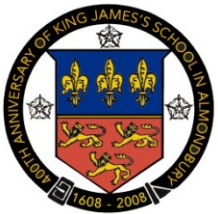
Safeguarding

- Responsible for safeguarding and protecting the welfare of children
- Ensure that safeguarding and child protection procedures are followed
- As part of your wider duties and responsibilities you are required to promote and actively support our responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

General

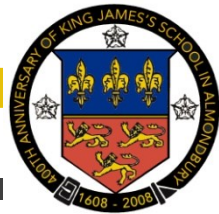
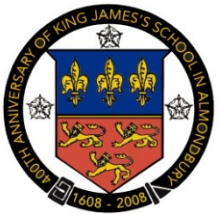
- Take an appropriate role in the life of the school supporting its distinctive ethos and values, and actively promoting our policies and practices
- Carry out any reasonable task as requested
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications

RESPONSIBLE TO: Vice Principal (Inclusion and Pastoral)



Person Specification

Requirement	Essential	Desirable
Qualifications and Experience		
Experience of working with children/young people in a school environment		✓
Experience in a similar role		✓
Experience of working in a busy environment	✓	
Good numeracy and literacy skills in order to produce reports and written correspondence	✓	
General and specialist knowledge		
Awareness of Health and Safety procedures	✓	
Ability to use general IT software, especially Microsoft Office	✓	
Ability to use specialist IT software, e.g. SIMS and InTouch		✓
Communication skills		
Ability to communicate verbally with a wide variety of stakeholder including staff, students and parents/carers	✓	
Ability to produce good quality written correspondence	✓	
Ability to build respectful and appropriate relationships with a variety of stakeholders including staff, students and parents/carers	✓	
Time management		
Resilience – the ability to manage a varied workload and meet deadlines, while maintaining accuracy	✓	
Ability to work under time pressure	✓	
Ability to demonstrate flexibility to meet the needs of the school	✓	



Person Specification

Requirement	Essential	Desirable
Personal Attributes		
Ability to work as part of a team as well as independently	✓	
Ability to work creatively		✓
Ability to make difficult decisions		✓
Responsive to change	✓	
Committed to continued professional development and self-evaluation	✓	
Wider school		
Committed to safeguarding the welfare of students	✓	
Committed to equality	✓	
Willingness to be involved in the wider life of the school	✓	