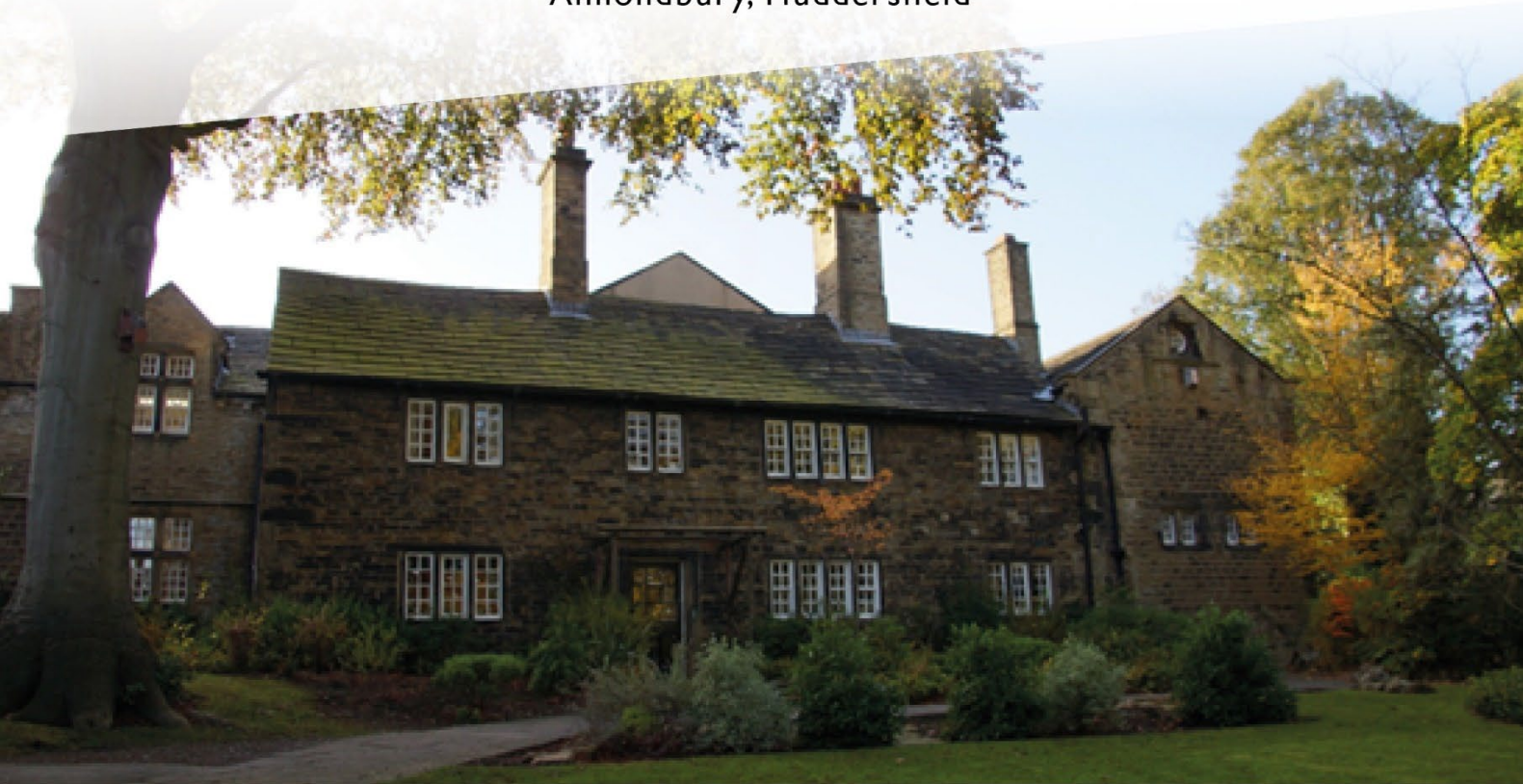


# King James's School

Almondbury, Huddersfield



**Assistant Pastoral Leader**

**Applicant Information Pack**

St Helen's Gate  
Almondbury, Huddersfield, HD4 6SG  
01484 412990

# Welcome to King James's School

Thank you for taking an interest in joining our school. King James's School is an extremely popular & 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.

We are committed to safeguarding our students and this is evident in our recruitment processes. We ask all applicants to provide us with two references, which will be obtained prior to any interview. In addition to this, we will also carry out online searches for all shortlisted candidates as part of our due diligence. Any successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

I really hope that once you have read through this information pack that you apply to lead our team. Please note the deadline an application is 08:00 on Monday 15 June 2026. If you have any queries please contact my PA, Tracey Brook, via email [staff.tbroom@kingjames.school](mailto:staff.tbroom@kingjames.school).

## Comment from the Principal

Thank you for taking an interest in our amazing school. It has been my greatest pleasure to have been part of our incredible journey over recent years. Having joined the school as an Assistant Headteacher in 2004, I became Vice Principal in 2010 and then became the 28<sup>th</sup> Principal in 2015. I am therefore leaving King James's after having spent 22 years in senior management, 11 of those as headteacher.

During this time, our school has undergone substantial transformation; we have had a significant period of success and remain a highly successful and popular school, with enviable traditions dating back more than 400 years.

It is therefore fair to say that King James's is a unique school, and this is a unique opportunity.



# Comment from the Principal Designate







I arrived at King James's School in 2023 as the Vice Principal in charge of Quality of Education. I have completed many years in school leadership in London.



I am honoured and excited to be taking over as Principal in September and I can honestly say King James's is a special school and this is an exciting time to join us.

Special because we are a community, we are ambitious for the best outcomes but we are also invested in people and in the values of a holistic experience for our students. Exciting because after a very successful Ofsted visit in 2025, the school is very well placed to build on and push forward from very strong foundations.

## Meet the Senior Team

<p><b>Ian Rimmer – Principal</b></p> 		
<p><b>Rebecca Walton – Vice Principal - Pastoral and Safeguarding</b></p> 	<p><b>Ben Streets – Vice Principal - Quality of Education</b></p> 	
<p><b>Stephen McNamara – Senior Assistant Principal - Achievement</b></p> 	<p><b>Kirsty Roden – Director of Finance and Operations</b></p> 	<p><b>Abbi Terry – Assistant Principal - Personal Development</b></p> 

# Our Ethos and Values—The King James's Way

<p><b>At King James's School we value:</b></p> <ul style="list-style-type: none"> <li><b>K</b>indness and Compassion</li> <li><b>I</b>nclusion and Tolerance</li> <li><b>N</b>urture and Innovation</li> <li><b>G</b>reatness and Aspiration</li> </ul>	<p><b>and we make a commitment to be a community which promotes:</b></p> <ul style="list-style-type: none"> <li><b>J</b>oining together and helping each other</li> <li><b>A</b>cademic challenge and opportunities</li> <li><b>M</b>utual respect and shared responsibility</li> <li><b>E</b>ngaging and enriching curriculum</li> <li><b>S</b>afe and secure learning environment</li> <li><b>S</b>trong belief in the wellbeing of everyone in school</li> </ul>
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## KING JAMES'S SCHOOL VALUES

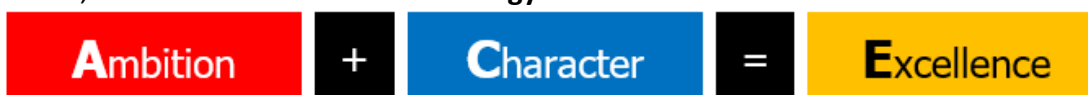


### A SCHOOL FOR OUR COMMUNITY



# Our Culture - ACE

Recent times have provided significant challenges for students. The fallout from the pandemic stretches far beyond lost learning. The very fabric of what students are used to, and their confidence in the structures on which they routinely depend, has been severely shaken, leading to significant impact on emotional wellbeing. In order to address these emotional and learning deficits, we have devised our **ACE strategy**.



## Ambition

By providing high-quality experience/opportunity for all, we aim to create an environment in which all students are encouraged to “think big” in order to raise the level of ambition and establish a schoolwide sense of “why not me?”

## Character

Also, in setting clear standards/routines/behaviour norms expected of all students (and staff) around school during lessons/social times, we aim to make explicit “how we do things around here” in order to raise standards in a fair and supportive way.



This vision will be achieved through the delivery of our *Ambition and Character curriculums*.

### **Ambition – provide high-quality experience/opportunity for all:**

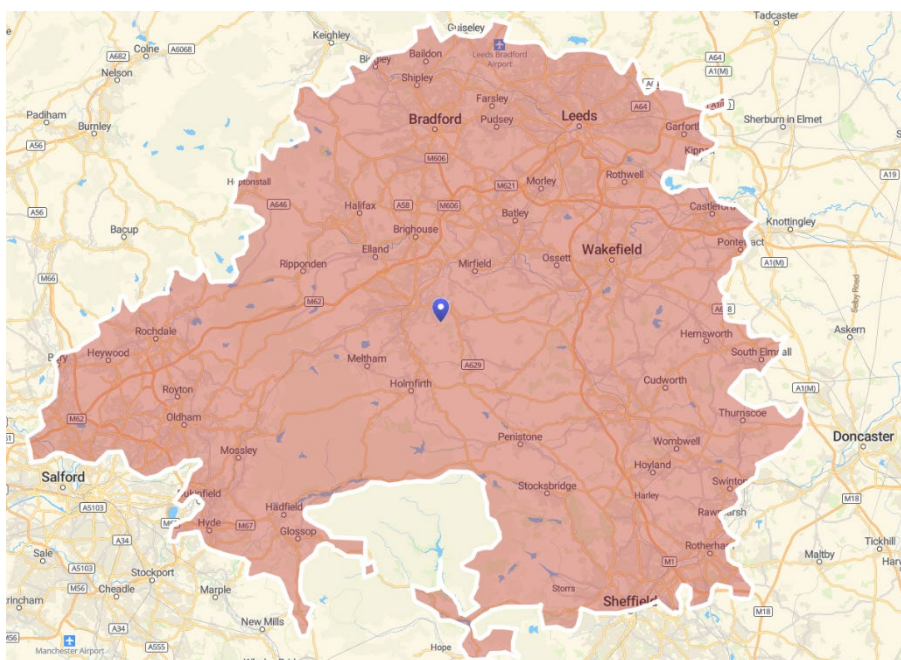
1. Create an environment in which all students are encouraged to **'think big'**, establishing a schoolwide sense of **'why not me'**
2. Expose students to **new experiences** in a variety of contexts
3. Provide students with opportunities which will enable them to become **future leaders**
4. Encourage reflection upon options for **life after King James's** and setting themselves aspirational goals which match their potential

### **Character – establish clear standards/routines/behaviour norms expected of all (staff and students) around school during lessons/social times:**

1. Reflect our core values and ethos, so all stakeholders are clear as to **'how we do things around here.'**
2. Outline the offer we provide to each of our key stakeholders in order to deliver our expectations, routines and the **King James's Way**.
3. Set out the standards, routines, behaviour and character **'norms' we expect of all** our staff and students inside and outside of the classroom.
4. **Set out the standards and routines we expect** from the school community during social times i.e. break and lunches.

# Our Community and Location

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. We are in an excellent location within easy access to a number of places. This map shows all areas within a 45-minute commute of our school.



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

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



# Our School in Numbers

Type of School	Converter Academy
Age Range	11 - 16
Number of Students	1065
Number of Staff	113
Percentage of students eligible for Pupil Premium	30%
Percentage of students who are children looked after	1%
Percentage of students who require SEND Support	15%
Percentage of students who have an EHCP	2%
Percentage of students with English as an Additional Language	7%
Last Ofsted report	February 2025 'Good'



*Floreat Schola – May the School Flourish*

# Why Choose King James's School?

There are many benefits to working at our school including:

## Pay

- Terms and conditions of employment and salaries at least match national pay and conditions within the education sector.
- Our approach to sick pay and maternity/paternity leave meet or exceed national standards.
- Auto-enrolment into a generous pension scheme – helping you plan for the future

## Flexible working

- Term-time only, part-time and other flexible working patterns are available for a significant proportion of roles.

## PPA

- A minimum of 12½ % PPA for teaching staff - giving you more time for planning and marking

## Refreshments

- Complementary refreshments for those attending evening events
- Breaktime refreshments on INSET days
- Access to a canteen

## Wellbeing

- Up to 3 days paid compassionate leave

## Health

- Onsite counselling service – free and confidential
- Free flu vaccines – helping you to try and stay well
- Free eye tests and contribution to your glasses (*if this is appropriate*)

## Finance

- Access to discount sites through *vivup* – making your money go further
- Parking
- Free onsite parking, with some car charging ports

## What do our staff say about working at KJS?

*It is a superb school with so many positive things going for it*

*The staff are amazing*

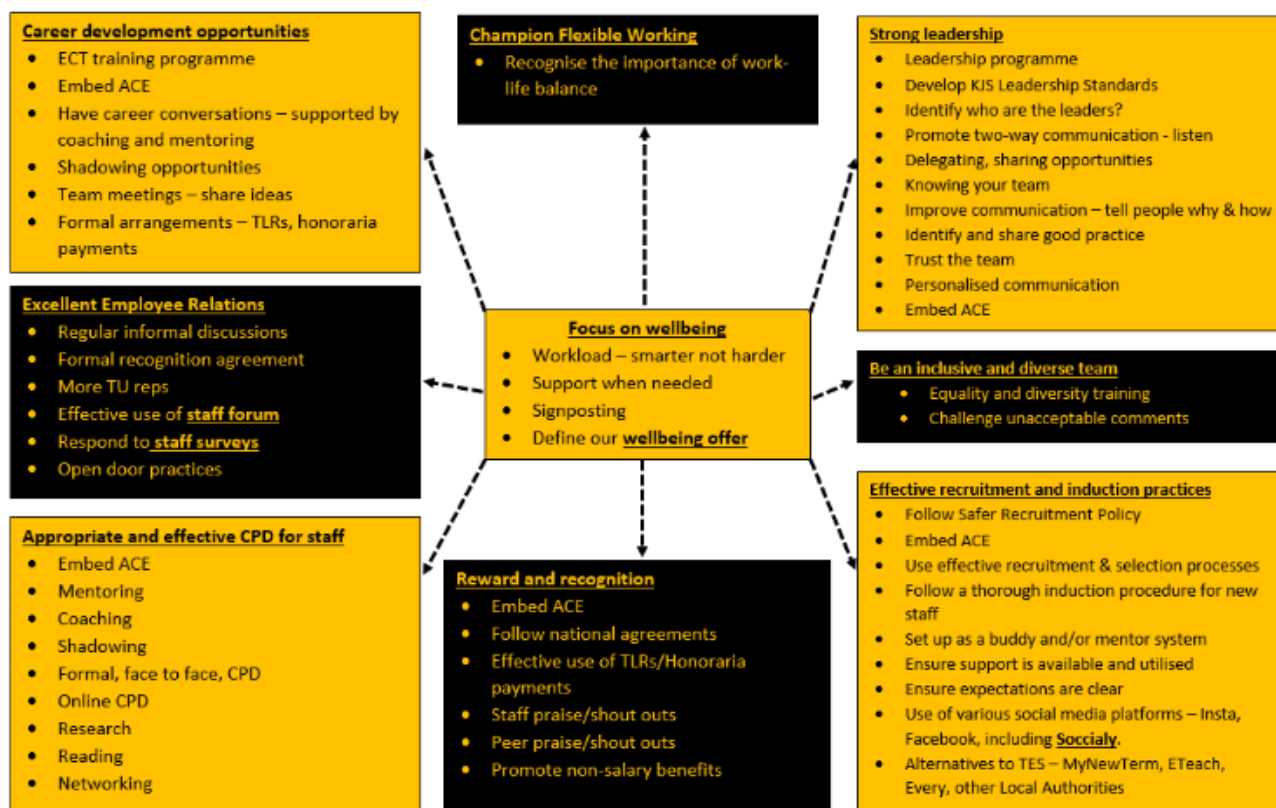
*CPD is available on a wide range of topics to undertake as and when needed*

*A lovely environment to work in*

# King James's School – A Great Place to Work



# What You Can Expect from KJS



## 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 approximately 113 members of staff. We also regularly have student teachers in school, training with our partner organisations such as C&K SCITT and Manchester Nexus SCITT; all of these people play an important role in our success.



We are split into 8 faculties; Business and Computing, Design and Technology, 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, Art, Design Technology (including Food and Textile Technology), French, Spanish, 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 9 GCSEs depending on their 'pathway'.

All students follow GCSE courses in English Language, English Literature, Mathematics and Science. The Science course is worth 2 GCSEs.

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 (Fine Art, Textiles, Graphics)
- Business Studies
- Computer Science
- Food Nutrition
- Geography
- History
- *Health and Social Care*
- *Creative iMedia*
- Modern Foreign Languages (French, Spanish)
- Music
- PE
- *Performing Arts (Drama)*
- Science (Triple)
- Statistics

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.



# Job Advert

## The role

We are looking to appoint an Assistant Pastoral Leader to join our school. This role assists and supports the Pastoral Leaders to develop and lead strategies that will raise academic standards, promote positive behaviour and improve student attendance.

This is a great opportunity to join our successful and supportive pastoral team.

## Us

At King James's School, we are ambitious for the very best outcomes for every one of our students, and we believe that education is more than just examinations and lessons. Our school focuses on providing a holistic experience that inspires curiosity, builds confidence and character in our young people and prepares them for their future by giving them strong foundations and happy memories.

We are a community-focused school built on respect, inclusion and the belief in valuing and developing people. We had a highly successful Ofsted in 2025 that highlighted we are a very good school that should now strive to be a great school, that is our ambition in all senses. This is an opportunity to be part of our school.

## You

To be successful in this role you must have excellent communication skills as you will need to liaise with staff, students, parents/carers and outside agencies on a daily basis. You will need to be able to demonstrate initiative, enthusiasm and flexibility. You will also need to be organised and present a professional image at all times.

## Safeguarding

We are committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. We ask all applicants to provide us with two references, which will be obtained prior to any interview. We will also carry out online searches for all candidates who are shortlisted for interview as part of our due diligence. Any successful candidate will be required to undertake an enhanced Disclosure and Barring Service (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.

## Salary

This post is paid at Grade 7, spinal column points 19-22. You will be paid for 45.3 week per year, which is the equivalent of term time plus one week. The starting salary is £27,930, increasing to £29,162.

## Applications

Completed applications must be submitted by **8:00 on Monday 15 June 2026**.

If you have any questions about the role, please contact Tracey Brook, PA to the Principal, on 01484 412990 or email her ([staff.tbroom@kingjames.school](mailto:staff.tbroom@kingjames.school)).

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# Job Description

## **PURPOSE OF POST**

To work as an integral part of the School's Pastoral Team, to assist and support the Pastoral Leaders in developing and leading strategies and providing support that will raise academic standards, promote positive behaviour and improve attendance.

## **KEY AREAS**

1. Student Support and Welfare
2. Attendance and Punctuality
3. Isolation and Turn Around Room
4. Behaviour
5. Progress and Attainment
6. Leadership and Management of Staff
7. Family Support
8. Year Group Specific Activities
9. Cover for Colleagues
10. Safeguarding
11. General

## **Duties & Responsibilities**

### **Student Support and Welfare**

- Work with, and support, identified students across the year groups in your Key Stage
- Discuss sensitive issues with parents/carers
- Promote, encourage and maintain high standards of attainment, attendance, behaviour and dress
- Mentor identified students to ensure that their academic targets are achieved
- Observe the School's Safeguarding and Child Protection procedures
- Effectively manage and resolve issues using the school's Behaviour Policy
- Supervise students during breaks and lunchtime
- Attend regular Inclusion Panel Meetings including creating/updating minutes, preparing information to share, update decisions and follow up as necessary
- Act as a First Aider

### **Attendance and Punctuality**

- Monitor the attendance and punctuality of identified students and take appropriate action, or escalate as necessary

### **Isolation and Turn Around Room**

- Be part of the staff rota for Isolation and the Turn Around Room
- Ensure there is appropriate work in place for the students
- Deal with any issues that arise

## **Behaviour**

- Utilise effective interventions to deal with behaviour concerns
- Implement, monitor, evaluate and develop strategies for positive behaviour management alongside the Pastoral Leaders
- Support with behaviour strategies for individual students
- Liaise with the SEND/Inclusion department
- Liaise and develop effective working links with outside agencies and complete appropriate referrals as identified with the relevant Pastoral Leader
- Support colleagues with behaviour management
- Reinforce the behaviour policy; addressing any additional needs that students may have
- Be the administrative lead for the behaviour policy; ensuring the detention system works effectively

## **Progress and Attainment**

- Maintain records of interventions with students, meetings with parents and meetings with external agencies
- Organise other activities that are specific to year groups alongside the Pastoral Leaders
- Support students following the alternative curriculum including; carrying out safeguarding visits, supporting the students and carrying out any necessary follow up
- Support students studying at alternative provisions including; carrying out welfare visits, supporting the students and carrying out any necessary follow up

## **Leadership and Management of staff**

- Attend and contribute to tutor team meetings as necessary

## **Family Support**

- Support the Pastoral Leaders in organising and managing effective mediation for families including student and parent(s)/carer(s) and parent/carer and parent/carer
- Sign post families to outside agencies to support with non-school issues
- Carry out home visits as necessary to help resolve issues with parents/carers

## **Year Group Specific Activities**

- Support the delivery of a variety of school events for year groups including assemblies, transition events, work experience and pathways for GCSE
- Attend a variety of school events including Presentation Evening

## **Cover for Colleagues**

- Deputise for colleagues who are absent including; Pastoral Leader, Attendance Officer, Wellbeing Mentor and Welfare and Medical Officer

### **Continuous Personal Development**

- Ensure all relevant training is current
- Attend training to enhance knowledge of issues which may be affecting students

### **Safeguarding**

- Ensure that the school safeguarding and child protection procedures are followed
- Deal with safeguarding concerns from staff accordingly
- Attend meetings with outside agencies e.g. Child Protection meetings, Child in Need meetings and Team Around the Family meetings
- Attend Children who are Looked After (CLA) and Electronic Personal Education Plan (EPEP) meetings
- As part of your wider duties and responsibilities you are required to promote and actively support the School's 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: Senior Pastoral Leader**

# Person Specification

Requirement	Essential	Desirable
<b>Qualifications and Experience</b>		
Experience of working with children aged 11-16 in a school environment	✓	
Experience of mentoring and one to one support with students		✓
Experience of working under own initiative and as part of a team	✓	
Experience of working with children who exhibit challenging and behavioural difficulties	✓	
Administrative experience		✓
<b>General and specialist knowledge</b>		
Solid understanding of Child Protection Procedures	✓	
Understanding of behaviour management strategies	✓	
Good ICT skills in order to write reports and analyse data	✓	
<b>Communication skills</b>		
Ability to communicate effectively with children, parents/carers, school staff and outside agencies.	✓	
Understanding of and commitment to Equal Opportunities and how this relates to the duties of the post	✓	
Ability to build respectful and appropriate relationships with a variety of stakeholders including staff, students and parents/carers	✓	
Ability to relate to children and young people from diverse social backgrounds	✓	

Requirement	Essential	Desirable
<b>Time management</b>		
Resilience – the ability to manage a varied workload and meet deadlines	✓	
Ability to work under time pressure	✓	
Ability to demonstrate flexibility to meet the needs of the school	✓	
<b>Personal Attributes</b>		
Ability to make difficult decisions	✓	
Responsive to change	✓	
Committed to continued professional development and self-evaluation	✓	
<b>Wider school</b>		
Committed to safeguarding the welfare of students	✓	
Committed to equality	✓	
Willingness to be involved in the wider life of the school	✓	