



# CAREER SUPPORT TOOLKIT

SUPPORTING YOU THROUGH YOUR CAREER



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# SUPPORT STAFF

## QUALIFICATIONS TO SUPPORT PROGRESSION

Here are some courses and training offered by gov.co.uk and colleges for support staff. While there's a cost, funding options are available. Completing these programs enhances job performance, opens up career opportunities, and keeps skills current. Keeping a record of training and qualifications demonstrates a commitment to professional development and aids career advancement.

### TEACHING ASSISTANTS

Teaching Assistant Level 3

Teaching Assistant L3

Specialist Teaching Assistant

Supporting Development of  
Independent Skills

Primary TA Package

Secondary TA Package

Supporting Pupils with SEMH

Phonics for Teaching Assistants

Developing Behaviour  
Management

Supporting New Arrivals  
with EAL

LAT Teaching Assistant  
Apprenticeship

### HR

People Practice CIPD Level  
3 Foundation Certificate

People Professional L5

Senior People Professional L7

Recruitment Consultant L3

### Admin

GDPR & Data Protection  
Training

Principles of Business  
Administrator

Managing Pupil Records

### Finance

Diploma in Finance

BSc Accounting and Finance

Business Accounting L3

Payroll Assistant Manager L5

Pensions Administrator

### Business

Business Analytics

Business Administrator L3

Business and Management  
OU Courses

### Facilities and site

Fire Warden Training

Food Hygiene Training

Facilities Manager L4

Manual Handling Training

### Student support

First Aid Awareness

Administering Medication

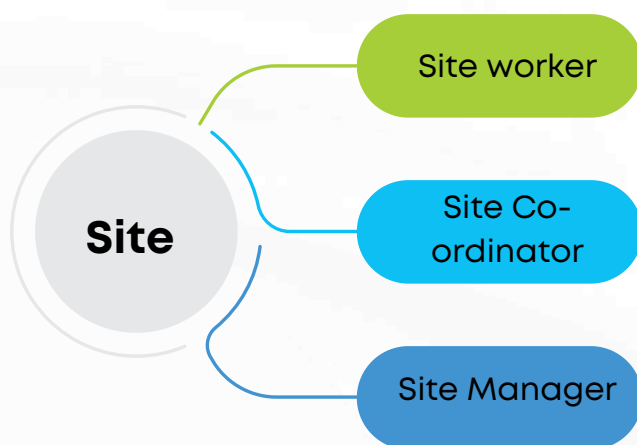
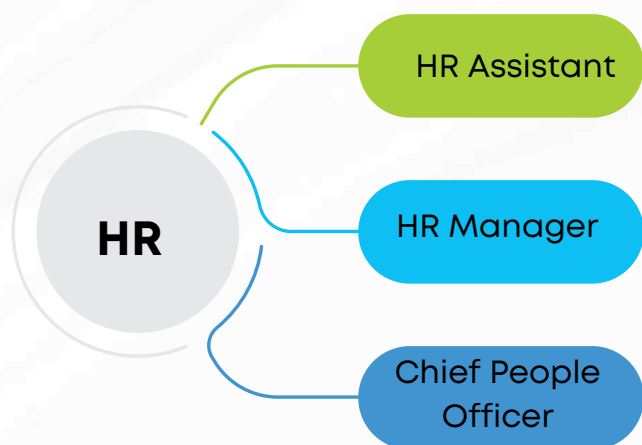
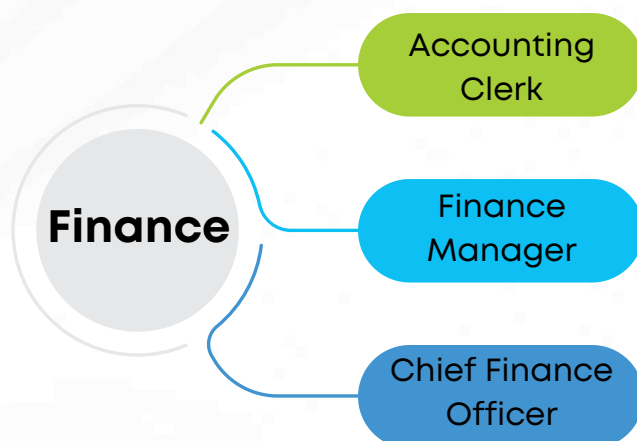
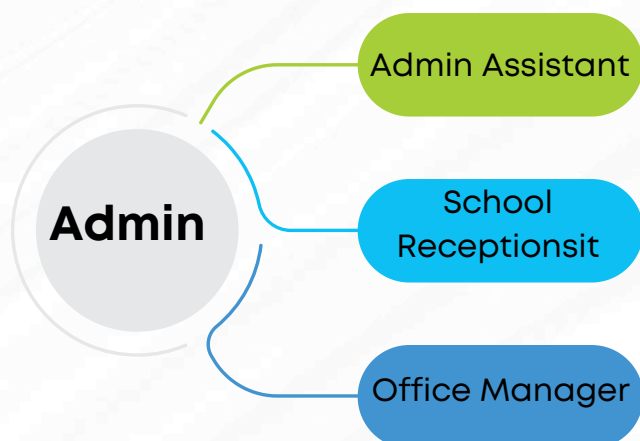
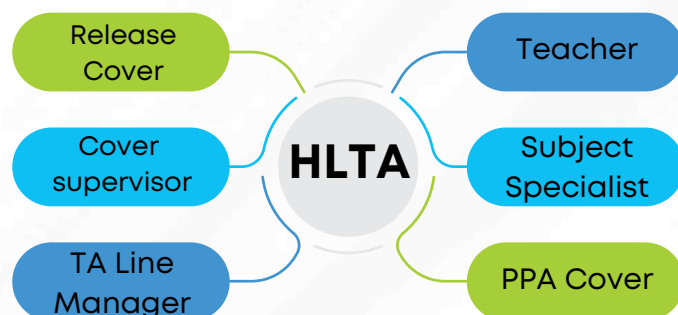
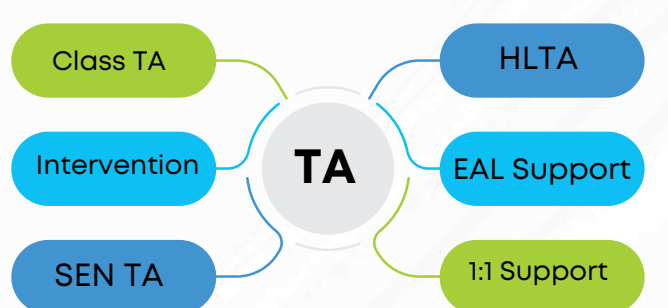
Safeguarding Training

# SUPPORT STAFF

## PROGRESSION WITHIN YOUR FIELD

It is only natural to want to progress throughout your career but sometimes understanding what that can look like can be a challenge. To support you with this, we have a [Career Development Tool](#) available for you to download and edit.

Below, the diagrams aim to show you just some of the options available to you. The green are the entry level positions, the light blue is middle management and dark blue are more senior roles. For more detailed explanations of roles in schools, see our [Career Pathways Leaflet](#).



# ECT SUPPORT

## How to make the most of your ECT years

- ✓ **Build relationships with people** - By spending time getting to know each other – pupils, parents, support staff and everyone else, you will have an incredible network of advice and support to draw on.
- ✓ **Ask for help** - Never be afraid to ask or share when things get tough. Schools are hugely supportive places but can only offer you support if they know what you need.
- ✓ **Find your ‘tribe’** - Surround yourself and spend time with colleagues that energise you. There will be colleagues you find have a similar way of thinking or make you look at things differently. This may even be fellow ECTs you meet on courses.
- ✓ **Learn from lessons** - In fact most lessons won’t be the best you have ever taught – teaching a perfect lesson every time is unsustainable. If a lesson you teach does not go the way you planned – reflect on it, but don’t dwell on it.
- ✓ **Be a magpie** - Wherever possible, take opportunities to watch other teachers. Experienced teachers often make it look effortless – ask them what they did to make it look like that. They were once where you are now.
- ✓ **Enjoy yourself!** - There will be so many ‘moments’ in teaching that give you the buzz and is why you became a teacher. The things pupils say, the lightbulb moments, the laughter in the staffroom, the positive comments from colleagues and parents. Hold on to these!

### Courses providers to support your development in ECT the year

Having a support program for 2 years means that you have more opportunities to develop your skills. Look at some of these course providers for ECTs that may support your development as you grow into your career.

- |                                  |                                      |  |
|----------------------------------|--------------------------------------|--|
| ✓ <b><u>STEM</u></b>             | ✓ <b><u>NEU</u></b>                  | ✓ <b><u>Kent Teaching School Hub</u></b> |
| ✓ <b><u>National College</u></b> | ✓ <b><u>The Education People</u></b> | ✓ <b><u>University of Kent</u></b>       |

Check out our [Career Planner](#) to help you make the most out of your ECT years and to motivate career progression.

# TEACHER SUPPORT

## QUALIFICATIONS TO SUPPORT PROGRESSION

There are many ways to support your professional development from courses to webinars to current educational literature. Here are some of the courses, webinars and pathways from reputable providers that will help you take the next step in your career. Some of these may be able to be funded by your school and show that you are looking to progress.

### Subject Specialist

NPQSL  
Certificate in  
Subject Leadership  
for Primary Schools  
and Academies

### Middle Leader

Role of a Phase Leader  
Effective Middle  
Leadership  
NPQML

### Moderators

KS1 Moderator  
SATS Test marker

### Assessment

Masters in  
Educational  
Assessment  
SIMS courses  
Target Tracker  
courses

### Special Needs

SEND Code of practice  
Mainstream Core  
Standards  
Supporting SEND  
Learners

### ECT Mentor

Coaching Training  
Early Career Framework  
Guidance

## MOVING INTO LEADERSHIP

NPQ in Leading Teacher  
Development  
NPQ in Leading Behaviour and  
Culture  
NPQ in Senior Leadership

OU Step Up to Leadership  
OU Developing Leadership  
Certificate in Understanding  
the Ofsted EIF

# TEACHER SUPPORT

## WHEN IS IT TIME TO MOVE ONTO A NEW ROLE IN SCHOOL?

Whether you are ready for more responsibility, wanting to broaden your experience or teach in a different area, there may be a time when you question if your current school is the right fit. If you are unsure, consider some of the questions below to support your decision.



## APPLY FOR A TEACHING JOB IN KENT

To find a teaching job, you must apply to individual schools. You can search for jobs by location on the [Kent-Teach website](https://www.kent-teach.co.uk).



# LEADERSHIP SUPPORT

## QUALIFICATIONS TO SUPPORT PROGRESSION

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### **NPQ**

**NPQ in Leading Teaching**

**NPQ in Leading Teacher Development**

**NPQ in Senior Leadership**

### **Masters Degree**

**Master's in Education from Canterbury Christ Church University.**

**Masters in Education with Open University.**

**Masters in Professional Practice with University of Kent**

### **DfE Approved Headship NPQ Providers**

**Ambition Institute**  
**Best Practice Network**  
**Church of England**

**Education Development Trust**  
**LLSE**

**National Institute of Teaching**  
**Teacher Development Trust**  
**Teach First**

**University College London (UCL) Institute of Education**

**Early Headship Coaching**

### **Executive Head**

**Executive Leadership**

**School Trust CEO Programme**

### **School Improvement**

**Primary School Improvement**

**Resources**  
**Designing a Powerful Curriculum**

### **OFSTED**

### **Inspector**

**Certificate in the Role of an Ofsted Nominee.**

## **Teaching and Learning**

### **SENCO**

**Leading teacher development**  
**Leading teaching**  
**Leading behaviour and culture**  
**Leading literacy**  
**Leading primary mathematics**

**Curriculum Essentials and the OFSTED Experience**  
**Key Development Updates**  
**Leadership Support**

# LEADERSHIP SUPPORT

## APPLICATION SUPPORT FOR LEADERSHIP

### Tips for Applying for a Headship Vacancy

- 1 **Ensure you specifically comment on aspects of the person specification** and ensure this is tied to the content of each section. Most Headteacher advertisements will have a 'Leadership' section in the personal statement, schools look for different skillsets and ensuring that the personal statement ties back to these points will be advantageous.
- 2 **Keep your personal statement under 2 sides of A4.** Panels may find it difficult to read multiple application forms with personal statements which are very long even if candidates are highly qualified. It is best to keep your personal statement succinct and relevant to the role.
- 3 **Understand the vision and values of the school** and include these throughout the personal statement. Governors know these very well and candidates who appear more aware of the school's values and culture will be at an advantage.
- 4 **Attention to detail goes a long way** in making sure your employment dates line up and that you clearly explain any gaps in your employment history. Another important tip to remember is to ensure your referees are correct.
- 5 **Highlight any recent continuous professional development** as this conveys your genuine passion and interest in education and makes you a more attractive candidate to the recruitment panel.
- 6 **Visit the school and comment on how you fit the school and their values in your application.** Making applications related to the school and values make applications stand out to the recruitment panel. It conveys to the panel that the applicant has thought at length about the application, why they are a good fit and why they would benefit the school, as opposed to it being a generic application sent out en-masse.
- 7 **Include demonstration of impact in your current position.** It means more to governors and the Local Authority that you have made a positive impact in practice at your current school, as opposed to just stating that you have the skills and ability to do so. Doing this helps the governors understand that you have the ability to implement these skills in practice. This could be done using statistics of pupil achievement, budget or staff retention and should include an explanation of how your practice improved these.
- 8 **Understand the school's performance and current status.** Some schools want to continue good growth, some have had poor leadership and need stability and these will be reflected in their Ofsted report. Candidates can also find out key information by visiting and touring the school. By researching and understanding the role thoroughly and commenting on this in your personal statement you will ensure that the governors have confidence, that should you be appointed and that you will be able to "hit the ground running".
- 9 **Finally, it is vital that teachers apply for headship positions that are a good fit for them.** Applicants that are successful have normally tailored their personal statement to the school and understand the vacancy well. You need to ensure that you would be happy at the school you are applying for.