



JOB APPLICATION PACK



Specialist Support for Technologies

● Curious ● Creative ● Caring




Ofsted
Good School

2022

WELCOME

to

Northfleet Technology College

Thank you for your enquiry about joining Northfleet Technology College, I am delighted to provide an application pack for this post. I hope, the information provided will help you in taking your application forward. If you have any questions or require any further information, do not hesitate to contact us.

Northfleet Technology College (NTC) is a truly unique school. Our collaborative and collegiate approach to teaching and learning lends itself to a real sense of camaraderie between students and staff. NTC's vision of 'going beyond' is at the heart of everything we do, our expectations are exceedingly high - mediocre is not accepted. With outstanding facilities, hugely talented staff and students, NTC is a popular choice in the community we serve.

Our state of the art, purpose-built school was designed to deliver an innovative educational experience. The mix of large learning zones, open spaces and traditional classrooms encourages collaborative working, teamwork and oracy development. As a technology college, we benefit from excellent ICT resources and technology related equipment with all students have access to their own school laptop. In addition, we have a Drama studio, Music suite with recording studio, fully-equipped DT space, first-class sports hall, climbing wall, multiple sports pitches, MUGA, dedicated Sixth Form area and nature reserve!

We are incredibly proud of our school and our caring nature; great importance is placed on the personal wellbeing of our staff and students. We seek to appoint like-minded professionals who share our commitment to making a positive difference to the lives of the young people under our care and guidance. Working at NTC is demanding and everyone works hard; including new colleagues. Your hard work will be appreciated, you will be provided with excellent support, continuous professional development and all resources required for your role. We are an ambitious, forward-thinking school with an exciting future.

If you do decide to apply for this role, I appreciate your investment in time and effort. Whatever the outcome, I wish you every success in the future.

Yours sincerely

Steve Gallears
Headteacher

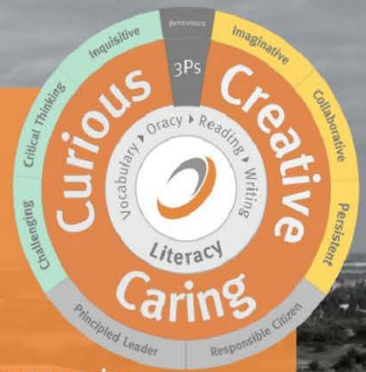
Our Vision

Going beyond with our learning to make a difference

NTC strives to reach the highest standard to foster aspirational learners who understand the value of education in creating a better future, by providing high quality teaching and learning experiences for all.

NTC will:

- Inspire and engage learners who are curious, creative and aspire to achieve.
- Develop respectful and responsible people who make a positive contribution to the community and wider society.
- Nurture confident young people whose resilience enables them to live safe, happy, healthy and fulfilling lives.
- Provide a vibrant, inclusive, supportive and secure environment with open-minded young people who celebrate diversity.
- Promote opportunities that support students in deciding and fulfilling their future aspirations.
- Provide opportunities for young people to develop individual interest and talents for lifelong learning.



ETHOS

at

Northfleet Technology College

We will develop students who are:

Curious to learn, use and share knowledge through being inquisitive, thinking critically and challenging.

Creative in applying learning through being imaginative, collaborative and persistent.

Caring themselves, others and the world around through being a principled leader and taking responsibility.

Boys are actively encouraged to be 'curious, creative and caring.' Clear routines and systems contribute significantly to pupils' good behaviour and ensure they are 'prepared, polite and productive.'

Ofsted, 2022

THE INTERVIEW PROCESS

at

Northfleet Technology College

The best way to get a feel for our school is to visit and have a guided tour of the site.

The deadline for applications will be 10 am Monday 20 February 2023

Email your completed application to office@ntc.kent.sch.uk and mark for the attention of C Storkey of post your application to her attention and ensure it arrives before the deadline.

- In your personal statement, give your reasons for applying for this post and say why you believe you are suitable for the position.
- Read the job description and person specification, describe any skills and experience you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.
- Our governors are keen to ensure our staff model and uphold the vision and ethos of our school. Explain how you will achieve this.

The selection panel will shortlist from the applications received, candidates will be informed soon after. If you have not heard from us by Friday 16 December, please assume you have been unsuccessful on this occasion.

Please note: C.V.s will not be accepted, you must complete the NTC application form.

Interviews will take place during the week commencing Monday 20 February 2023.

Each task will be scored, those with the highest score will be offered the post. We will inform you at interview of when candidates will be informed of the outcome. We welcome future applications from you.

Interviews are a two-way process, please ask as many questions as you can and make sure you feel our school is a good fit for you.

To arrange a tour of the site or to ask any further questions, please contact office@ntc.kent.sch.uk.

Leaders have exceedingly high expectations. They know their staff and pupils well. They are ambitious and supportive of all.'

Ofsted, 2022

THE JOB DESCRIPTION

Support Staff Area	Teaching and Learning
Support Staff Team:	Learning Logistics Team
Post Title:	Specialist Support for Technologies
Purpose:	To support all stakeholders with the innovative and effective use of ICT equipment and services as part of teaching, learning and enrichment.
Reporting to:	M Jones
Key Success Indicators:	<ul style="list-style-type: none"> • Staff and students report high levels of satisfaction with the support they receive when using ICT in the classroom • Examples of innovative ICT to support Teaching and Learning are regularly published through social media channels • ICT resources are well managed, with up to date asset registers, damage and service reports, and sufficient spares are provided to reduce downtime to the absolute minimum.
Liaising with:	ICT Network Team Quality of Learning Team Curriculum Enrichment Coordinators Teaching teams
Working time:	37 hours per week (Term Time only plus 74 hours)
Salary/Grade:	Grade 6
Main (Core) Duties	
School Organisation	<ul style="list-style-type: none"> • Following school policies and procedures especially those relating to child protection and health and safety. • Support and advise on the use of school ICT equipment • Keep abreast on new technologies to assist teaching and learning. • Support, advise and develop the use of current and future ICT technologies for classroom use. • Audit and maintain curriculum technology resources as directed • To provide support and training (either face to face, online or pre-recorded) to staff, students and parents as required on the use of ICT systems • To monitor student behaviour and ensure smooth transition between lessons • To deliver aspects of the school's clubs programme • Support the answering of tickets in the event of absence of members of the Technical Team.
Support	<ul style="list-style-type: none"> • To be available and bookable during the school day to provide in-class support in the use technology • Advise, setup and support the use of technology in the classroom as required • To provide technical support with software and hardware • To maintain appropriate storage and booking of classroom technologies • Taking responsibility for, attending and participating in open evenings and school events which promote the school and technology. • To support the delivery of Computing across the curriculum • To work with local primaries to develop relationships through technology

	<ul style="list-style-type: none"> To create digital guides to deployment of software and hardware in the classroom and wider school environment
Innovation	<ul style="list-style-type: none"> Research potential new software and hardware that can improve learning or administrative functions Advise the curriculum team on best practice in the use of technology to improve student outcomes Support the Deputy Headteacher (Curriculum) in proactively seeking opportunities to train and support staff in effective use of ICT Research funding streams, write bids and produce reports that support the use of innovative technology Working with the Quality of Learning Team, evaluate the impact of ICT to support Teaching and Learning, and recommend improvements Monitor use of and continue to develop best practice in our use of technologies. Research and develop the use of computer focused hardware and software. Advising staff on the application of this across all subject areas.
Legislation Compliant	<ul style="list-style-type: none"> Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
Other Specific Duties	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers</p> <p>This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

Date: _____

Signed: _____

THE PERSON SPECIFICATION

Person Specification	
Personal Qualities	Essential
	<ul style="list-style-type: none"> • Proactive and autonomous • Well organised • Patient and good humoured • Effective presence with students • Cope with a demanding workload • Enthusiastic • Respond calmly and resolve challenges • Emotionally intelligent • Team player • Role model • Professional demeanour and attire • Self-reflective
	Desirable
	<ul style="list-style-type: none"> • Committed to own professional development
Knowledge & Skills	Essential
	<ul style="list-style-type: none"> • Good standard of general education • Self management skills • Creative approach to problem solving • Time management skills • Effective communication skills • Understand and comply with all school policies and procedures • Understanding of general ICT Products such as Microsoft Office, Google Workspace, Microsoft Windows, Mac OS and Google ChromeOS
	Desirable
	<ul style="list-style-type: none"> • Knowledge/experience of advanced ICT Products and resources that can support learning • Experience teaching others in the use of ICT resources • Knowledge and application of behaviour management strategies. • Experience of working with young people • First Aid Trained.
Specific Role Requirements	Essential
	<ul style="list-style-type: none"> • An understanding of the fundamental workings of ICT Hardware, including PCs and Laptops. • Methodical approach to troubleshooting issues with equipment • ICT programmes to include Office, SIMs, Online Testing systems and Google workspace.
	Desirable

	<ul style="list-style-type: none"> • Knowledge of Microsoft Server Operating Systems and Services, including Server 2016/19, Hyper-V and SQL. • Knowledge of Linus distributions • Knowledge of automates Microsoft Windows setup procedures
Experience	Essential
	<ul style="list-style-type: none"> • Building and troubleshooting of ICT Equipment • Supporting teams to problem solve challenges through the use of IT
	Desirable <ul style="list-style-type: none"> • Working with children • Liaising with staff and students in an educational setting.
<p>It is an essential criterion for all staff to understand their safeguarding responsibilities:</p> <ul style="list-style-type: none"> • To be responsible for promoting and safeguarding the welfare of children and young people within the school • To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. 	

Date:

Signed:

THE JOB ADVERT

Specialist Support for Technologies

Immediate start, Full Time, 37 hours per week. (Term Time only +74 hrs)

Salary: Grade 6 , Point 18-20, £18,604 – 20,306 (£21,806 - £23,262 FTE)

We are seeking a proactive and enthusiastic IT specialist for this new role, which aims to promote innovative use of technology that supports learning in the classroom and beyond.

As a Technology College, we have invested for many years in technology that enhances the learning experience. We seek a member of staff who can take this to the next level, working alongside teachers and students to ensure technology is used to maximum impact. You will work with and inspire our subject teams and students towards new and innovative approaches to its use across all the schools work.

- Do you enjoy working with young people?
- Do you have a creative approach to the use of technology?
- Can you inspire others to experiment with technology?
- Do you want to work with forward thinking colleagues shape new approaches to learning?

If you can answer 'Yes' to all of the above, Northfleet Technology College is the school for you!

We are looking to appoint an individual who wants to work within the education sector supporting young people and staff with developing their use of technology to enhance learning. This includes its use beyond the classroom as part of our growing environmental work. The post holder will also work with the Leadership Team to develop the schools IT strategy and procurement priorities.

CVs will not be accepted. Our school and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service and successful references. Appointment will be subject to a satisfactory safeguarding and vetting checks including references and a DBS (Fully Enhanced CRB). If you are shortlisted, an online search will be conducted in line with keeping children safe in education.

If you would like to visit the school prior to making an application, please do not hesitate to contact us to arrange this. Please email office@ntc.kent.sch.uk for an application pack.