



JOB APPLICATION PACK



General Support Assistant

● Curious ● Creative ● Caring



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

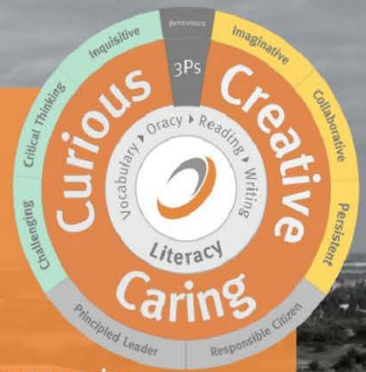
Our Vision

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 12pm on Monday 20 February 2023. Interviews will take place during the week thereafter.

- 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 Tuesday 21 February 2023, 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.

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	Inclusion
Support Staff Team:	Learning Team
Post Title:	General Support Assistant
Purpose:	To ensure students make progress by identifying individual learning needs and providing support both inside and outside the classroom
Reporting to:	Learning Zone Leader & Director of Learning Support
Key Success Indicators:	<ul style="list-style-type: none"> • Identification of students' needs and progress on RAFTs • Subject reviews show effective use of support in the preparation of resources and student support in class. Lesson observations will show how effective other adults are during lessons • Evidence in the form of a portfolio that demonstrates non qualitative evidence within individual roles
Liaising with:	Learning Coordinator Leader Specialist Support Assistant (Learning) Specialist Support Assistant (Behaviour) Learning Coaches Class teachers
Working time:	Term Time at 27.5 hrs per week
Salary/Grade:	Grade 3
Main (Core) Duties	
Support individual learning needs	<ul style="list-style-type: none"> • Shadow students on entry to Year 7 • Become familiar with prior data for students • Identify those students who have SEN requirements • Implement individual programmes of support • Support the evaluation of learners' progress using a range of assessment techniques • Keep accurate & concise records of support and progress • Ensure parents have up to date information • Liaise with learning coaches and provide information on progress made
Contribute to lesson planning and delivery	<ul style="list-style-type: none"> • Plan and prepare for role within classroom • Interpret and relate tasks to students • Prepare specialised resources for identified students • Use ICT skills to enhance learning activities • Work with small groups of students as requested • Use effective strategies to promote positive behaviour • Ensure students are kept safe during learning activities • Create & deliver tasks in alternative forms as required by students with SEN or their teachers • Support students to achieve LOs and feedback to teaching staff
School Organisation	<ul style="list-style-type: none"> • Work alongside all members of staff within the zones to ensure the highest standards in the learning environment is fostered and maintained. <ul style="list-style-type: none"> • Monitor student behaviour and ensure smooth transition between lessons • Carry out break and lunch time supervision as requested • Support the planning and delivery of community time activities

	<ul style="list-style-type: none"> • Deliver aspects of the school's Extended Learning Programme • Follow school policies and procedures especially those relating to Child Protection and Health & Safety • Respect confidential issues linked to students • Exam Invigilation • Weekly lunchtime & break time duties
Legislation Compliant	<ul style="list-style-type: none"> • To be responsible for promoting and safeguarding the welfare of children and young people within the school • Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
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, and professional environment. This applies to all forms of communication including email, internet, text and telephone conversations</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 • Cope with a demanding workload • Enthusiastic • Respond calmly and resolve challenges • Emotionally intelligent • Team player • Role model • Committed to own professional development • 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 • Basic ICT skills to include Microsoft Office and Web browsing • Work creatively and imaginatively • Good numeracy and literacy skills (Level 2 in English and Maths)
	Desirable
	<ul style="list-style-type: none"> • Knowledge and application of behaviour management strategies • Knowledge of the National Curriculum • ICT programmes to include SIMS • Educational qualifications to include (i.e. NVQ Level 3 or equivalent)
Specific Role Requirements	Essential
	<ul style="list-style-type: none"> • Effective presence with students Providing feedback and reports • Using detailed knowledge and specialist skills to support learning • An understanding of how to support individual students needs
	Desirable
	<ul style="list-style-type: none"> • Assisting with organising and managing an appropriate learning environment

	<ul style="list-style-type: none"> • Assisting the teacher to plan learning programmes and activities • Monitoring student responses and adapting programmes • An understanding of how to raise attainment in key identified areas
Experience	Essential
	<ul style="list-style-type: none"> • Experience of working within a student/young people dominated environment
	Desirable
	<ul style="list-style-type: none"> • Experience of working with young people
Other	Essential
	Desirable
<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

General Support Assistant (TA)

Immediate start

Term time only, 27.5 hours per week. Start Salary: Grade 3, Point 11, £12,070 (FTE £19,293).

- Do you enjoy working with children & young people?
- Are you looking for a career which has a great deal of job satisfaction?
- Do you have good levels of numeracy, literacy & ICT skills?

If you feel that 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 in their day to day lessons. This is a great opportunity to gain an insight in to a Secondary educational setting and a stepping stone onto the qualified teacher status route.

All applications must be made on the school application form. CV's will not be accepted.

Our school is committed to safeguarding and protecting the welfare of children and expects all staff to share this commitment. A Disclosure and Barring service at enhanced level will be required for this post. 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 form