



# JOB APPLICATION PACK

## Cover Supervisor

northfleet  
technology  
college  
*going beyond...*

● 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**

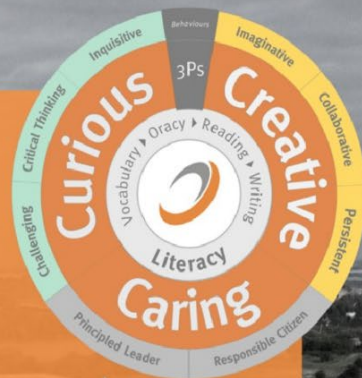
# Our Vision

*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:

- |                 |  |
|-----------------|--|
| <b>Curious</b>  | to learn, use and share knowledge through being inquisitive, thinking critically and challenging.        |
| <b>Creative</b> | in applying learning through being imaginative, collaborative and persistent.                            |
| <b>Caring</b>   | for 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 10am on Friday 15 December 2023

- Email your completed application to [office@ntc.kent.sch.uk](mailto:office@ntc.kent.sch.uk) and mark for the attention of Miss E Stuart or 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 15 December 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.

Interviews will take place during the week beginning Monday 18 December 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](mailto: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

<b>Support staff area</b>	Teaching and Learning
<b>Support Staff Team:</b>	Learning Logistics team
<b>Post Title:</b>	<b>Cover Supervisor</b>
<b>Purpose:</b>	To deliver high quality cover lessons whenever the regular teacher is unable to attend.
<b>Reporting to:</b>	Cover Supervisor Leader
<b>Key Success Indicators:</b>	<ul style="list-style-type: none"> <li>• Subject reviews show cover lessons are of a high quality.</li> <li>• Cover review week shows that all lessons are satisfactory or higher, with 50% good or better.</li> <li>• Evidence in the form of a portfolio that demonstrates non qualitative evidence within individual roles.</li> <li>• Student surveys show that 80% believe they receive a good quality learning experience when their normal teacher is absent.</li> </ul>
<b>Liaising with:</b>	Learning Supervisors, LPD's, teaching staff, DHT (T&L)
<b>Working time:</b>	Term Time at 32.5 hrs per week
<b>Salary/Grade:</b>	Grade 6
<b>Main (Core) Duties</b>	
<b>School organisation</b>	<ul style="list-style-type: none"> <li>• To work alongside all members of staff within the zones to ensure the highest standards in the learning environment is fostered and maintained.</li> <li>• To monitor student behaviour and ensure smooth transition between lessons.</li> <li>• To carry out break and lunch time supervision as requested</li> <li>• To support the planning and delivery of community time activities</li> <li>• To deliver aspects of the school's Extended Learning Programme</li> <li>• Following school policies and procedures especially those relating to child protection and health and safety</li> <li>• Exam Invigilation</li> <li>• Weekly lunchtime &amp; break time duties</li> </ul>
<b>Teacher support</b>	<ul style="list-style-type: none"> <li>• Supervising the students on work left in accordance with the school policy.</li> <li>• Assisting in preparing resources for use in the cover lessons or the learning zone environment.</li> <li>• Collecting any work completed after the lesson and returning it to an agreed person/place.</li> <li>• Feeding back to the class teacher on the progress of students</li> <li>• Supervising entry and departure of students in accordance with school policy</li> <li>• Recording and reporting attendance at lessons in accordance with school policy</li> <li>• Assisting in exam invigilation under the supervision of the examinations officer.</li> <li>• Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.</li> <li>• Respecting confidential issues linked to home/students/teacher/schoolwork and to keep confidences as appropriate</li> </ul>
<b>Student support</b>	<ul style="list-style-type: none"> <li>• Responding to students about the work that has been set.</li> <li>• Assisting with the management of student behaviour to ensure a constructive working environment</li> </ul>
<b>Zone support</b>	<ul style="list-style-type: none"> <li>• Leaving the zone or room in good order at the end of the lesson</li> </ul>

# THE JOB DESCRIPTION

	<ul style="list-style-type: none"><li>• Dealing with any immediate problems or emergencies according to the schools' policies and procedures.</li></ul>
<b>Legislation Compliant</b>	<ul style="list-style-type: none"><li>• To be responsible for promoting and safeguarding the welfare of children and young people within the school</li><li>• Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li></ul>
<b>Other Specific Duties</b>	
<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>	

# THE PERSON SPECIFICATION

Person Specification – Cover Supervisor				
Assessment Key:		A = Application Form	I = Interview	RE – Reference AS - Assessment
Education & Qualification		Essential	Desirable	Assessment
1	Good educational background including a minimum of Level 2 in English & Maths	✓		A
2	Educational qualifications to include NVQ Level 3 or Equivalent		✓	A/I
Experience		Essential	Desirable	Assessment
3	Experience of working within a student/young people dominated environment and having an effective presence	✓		A/I
4	Experience of working within a school or learning environment – classroom or open plan	✓		A/I
5	Working with school curriculum at Key Stage 3, 4 or 5	✓		A/I
6	Evidence of securing good or outstanding progress & outcomes when working with others.	✓		A/I/RE/AS
7	Experience of working in a tutoring role		✓	A/I
8	Experience of working with individuals with Special Educational Needs		✓	A/I
9	Experience of using positive behaviour management strategies to reinforce good learning behaviours		✓	A/I
10	Producing work for a school environment		✓	A/I
Knowledge & Skills		Essential	Desirable	Assessment
9	Ability to interpret cover work and express to students in a meaningful manner	✓		A/I/AS
10	Ability to create meaningful cover work where appropriate			
11	Ability to work with other teachers and support staff in a team teach setting			
12	Understanding and Knowledge of the workings of an educational setting	✓		A/I
13	Ability to use detailed knowledge and specialist skills to support learning	✓		A/I
14	An understanding of how to support individual student needs	✓		A/I
15	Sound ICT knowledge & ability to demonstrate effective use of ICT to enhance understanding	✓		A/I/AS
16	Ability to foster and promote good relationships with all stakeholders.	✓		A/I
	Ability to contribute to team meetings and share/deliver ideas	✓		A/I
17	Knowledge of planning learning programmes and activities	✓		A/I

18	Monitoring student responses and adapting programmes		✓	A/I
19	Knowledge & application of behaviour management strategies		✓	A/I
20	Knowledge of the National Curriculum & KS4 content		✓	I
21	MIS knowledge such as SIMS		✓	A/I
22	Ability and willingness to drive the school minibus		✓	I
23	Level 3 TA Qualification		✓	A/I
24	Ability to assess work against a given specification		✓	A/I
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
25	A reflective practitioner who sets high expectations of themselves	✓		I/AS
26	Honest & reliable	✓		RE
27	Excellent interpersonal and communication skills.	✓		I/RE/AS
28	Can work as part of a supportive team	✓		RE
29	High personal standards in terms of attendance, punctuality and organising workload.	✓		I/RE/AS
30	Professional approach when dealing with all issues, students and staff.	✓		I/RE/AS
31	Commitment to continual School & Personal improvement and challenging norms.	✓		A/I/RE/AS
32	Think creatively and collegiately to solve problems and identify opportunities.	✓		I/AS
33	Positive and enthusiastic approach towards work.	✓		I/AS
34	Willingness to undergo further training and development.			I /R
35	Can seek support and advice when needed	✓		I/AS/RE
36	Ability to motivate colleagues by example		✓	I
37	Can demonstrate commitment to the wider life of the school		✓	I
<b>School Policies</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
38	Support the School's policies on safeguarding and child protection	✓		A/I
39	Commitment to Equal Opportunities; the ability to support and develop the School's Equal Opportunities policies.	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
40	Flexibility of working hours			A/I

## Cover Supervisor

Required for a January 2024 start. Term-time only at 32½ hours per week. NTCS 6, range 18-20. Full time salary £23,801 to £25,262, pro-rata £17,676 to £18,761.

- Do you enjoy working with children and 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 place for you!

This is an ideal opportunity if you are thinking about working within the education sector. A minimum of 1 year contract will be offered and we will provide high quality training.

Support in gaining Qualified Teacher Status may be offered for the right candidate.

This role would be suitable for candidates who have excellent communication skills, who can develop a good relationship with students and staff and be confident to lead classes of up to 25 students.

Experience of working within a Secondary School environment is not essential but would be an advantage as you will be supervising classes for absent teachers using the resources provided. As and when required, you will be asked to invigilate examinations and attend to other administrative tasks.

All positions that involve working with children in regulated activity are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Candidates applying for a vacancy will be asked to complete a Self-Disclosure form on which they will be asked to disclose any relevant convictions, court orders, reprimands, warnings, or other matters which may affect an applicant's suitability to work with children.

In order to apply for this position, please complete and submit the NTC Application Form, CVs will not be accepted.

Appointment will be subject to satisfactory recruitment & vetting checks including 2 references. Our school and all its personnel are strongly committed to safeguarding and promoting the welfare of the children. The post is subject to safeguarding checks including an Enhanced Disclosure application to the Disclosure & Barring Service and in accordance with the requirements of Keeping Children Safe in Education (2022), NTC will undertake an online search via engines and social media platforms of publicly available information concerning all short-listed candidates.