



JOB APPLICATION PACK

Student Support Officer

● 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

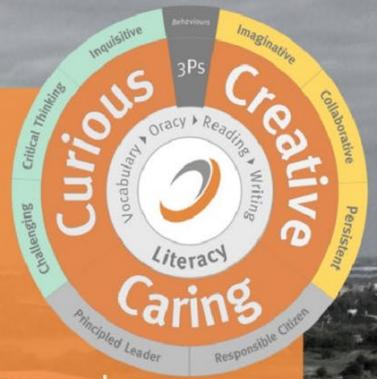
Our Vision

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 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 Monday 26 February 2024.

- Email your completed application to stuarte@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 Monday 26 February 2024, 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 week beginning Monday 26 February 2024..

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:	Inclusion Team
Post Title:	Student Support Officer
Purpose:	To provide administrative support for all inclusion related admin and ensure all administrative tasks and procedures are carried out in a timely and accurate manner. Ensuring all aspects of the student data base is current and accurate, in line with KCC Policy.
Reporting to:	Deputy Headteacher Inclusion
Key Success Indicators:	<ul style="list-style-type: none"> • All medical data and health care plans are maintained and meets government requirements • All delegated administrative tasks and procedures are carried out to a high quality • MIS is kept current and up to date • All aspects of first aid support for students and staff in school are carried out and maintained to a high quality • Regular, current and necessary information is communicated efficiently
Liaising with:	Deputy Headteacher of Inclusion <ul style="list-style-type: none"> • Attendance officer • SENCO • Inclusion Admin Coordinator • Inclusion Support Team • Pastoral Support Team • Community staff • PIAS & External Services • Parents & Students
Working time:	Term Time at 35 hours per week plus an additional 35 hours to be worked outside of School hours.
Salary/Grade:	Grade 4
Main (Core) Duties	
Student Support & Administration	<ul style="list-style-type: none"> • Ensure all aspects of Student Services are carried out to ensure students are fully prepared for learning • To carry out all aspects of student needs tasks across the team to enable all tasks to be completed to the highest standard and that all associated paperwork and record keeping are current and in line with KCC Policy • To ensure that the student data base (MiS) is current and accurate, ready for school census and staff can access archives • Ensure that the student services display board provides current information for students
Health and Safety	<ul style="list-style-type: none"> • In liaison with the H&S lead, organise all aspects of First Aid Procedures: <ul style="list-style-type: none"> ○ Rota updated and communicated ○ Organise First Aid stock and distribution to Zones

<p>Immunisations</p>	<ul style="list-style-type: none"> ○ Produce & distribute to staff an up to date and accurate medical register ○ Ensure all medical records are completed accurately, and in line with legislation ○ Manage medical room and Medication distribution ○ Communicate with Parents when students who sustain an injury during the school day to ensure wellbeing of student and deal with parental concern ○ To ensure all staff and students accidents are recorded, all appropriate parties informed (H&S lead) and summary records made available <ul style="list-style-type: none"> ● Manage all aspects of student immunisations in school <ul style="list-style-type: none"> ○ Communication with Health Services, parents, staff and students ○ Organisation and running of the day ○ Completion of all administration
<p>FSM</p>	<ul style="list-style-type: none"> ● Manage FSM information liaising with KCC, External Agencies, Finance & Parents ● Communicate with Sodexo in all matters pertaining to the cashless catering system & students ● FSM voucher distribution for the holidays and Sodexo allergens information being added ● Liaise with Wondre
<p>Attendance</p>	<ul style="list-style-type: none"> ● Provide all aspects of administrative support in relation to attendance <ul style="list-style-type: none"> ○ Picking up and recording absence calls ○ Printing off fire drill registers ○ Printing and sending of letters ○ Update absence on registers ○ Supporting attendance officer with any attendance related administrable tasks ○ Provide administrative support in meetings as directed ○ Assist with home visits in order to increase parental engagement
<p>General</p>	<ul style="list-style-type: none"> ● Distribute and collate student data collection sheets and ensure they are current on MiS ● Support inclusion admin team by undertaking any administrable tasks associated with behaviour, attendance, admissions, student support ● Liaise and work with all stakeholders (internal & external) to ensure full administrative support. ● Ensure all aspects of student administration is completed and recorded in the correct network area and MiS ● Ensure student files (new & casual) administrative tasks are completed and current: <ul style="list-style-type: none"> ○ Scanning of student files ○ Manage and order swipe cards lanyards and all necessary documentation

	<ul style="list-style-type: none"> ○ Photographs of students taken and uploaded to sims ● To support admissions, lead with new and casual intake and admissions, to include the associated paperwork, interviews, tours, meetings and liaising with other schools as necessary ● To support admissions as requested to carry out administrative tasks for Y6 into Y7 ensuring all aspects of the process are covered ● Fulfil all necessary administrative support as delegated by the Inclusion Team in a timely & accurate manor adhering to all deadlines ● Support all members of the Inclusion Administrative Support Team through flexible job sharing when required
School organisation	<ul style="list-style-type: none"> ● To monitor student behaviour and ensure smooth transition between lessons ● Following school policies and procedures especially those relating to child protection and health and safety ● Respect confidential issues linked to students
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>	

THE PERSON SPECIFICATION

Student Support Officer				
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
3	Level 2 or above qualification in child welfare and safeguarding	✓		A/I
Experience		Essential	Desirable	Assessment
4	Experience of working within a student/young people dominated environment and having an effective, relatable presence	✓		A/I
5	Experience of working with individuals with vulnerable children	✓		A/I/AS
6	Experience of relating to students in a pleasant and sympathetic manner.	✓		I/AS
7	Experience of recognising and working with child safeguarding issues	✓		I/AS
8	Experience of successful event management	✓		A/I/RE/AS
9	Experience of working in an educational setting		✓	A/I
10	Experience of using positive behaviour management strategies to reinforce good learning behaviours		✓	A/I
11	Experience of working within an administration team		✓	A/I
12	Experience of raising attainment in key identified areas		✓	A/I
Knowledge & Skills		Essential	Desirable	Assessment
13	Ability to foster and promote good relationships with all stakeholders.	✓		A/I
14	Ability to work independently using own initiative	✓		A/I
15	Ability to contribute to team meetings and share/deliver ideas	✓		A/I
16	To demonstrate an understanding of the principles of inclusion and a commitment to inclusive education for all.	✓		A/I
17	Sound ICT knowledge & ability to demonstrate effective use of ICT to enhance understanding	✓		A/I/AS
18	Flexibility of working hours	✓		A/I
19	Knowledge & application of behaviour management strategies		✓	A/I
20	MIS knowledge such as Arbor		✓	A/I

21	Knowledge of first aid/health & safety		✓	A/I
Personal Qualities		Essential	Desirable	Assessment
22	A reflective practitioner who sets high expectations of themselves	✓		I/AS
23	Honest & reliable	✓		RE
24	Excellent interpersonal and communication skills.	✓		I/RE/AS
25	Ability to effectively communicate with a wide range of stakeholders verbally and in writing.	✓		A/I/AS
26	Ability to handle personal and confidential information in a professional and sensitive manner.	✓		I
27	Can work as part of a supportive team			RE
28	High personal standards in terms of attendance, punctuality and organising workload.	✓		I/RE/AS
29	Professional approach when dealing with all issues, students and staff.	✓		I/RE/AS
30	Commitment to continual School & Personal improvement and challenging norms.	✓		A/I/RE/AS
31	Think creatively and collegiately to solve problems and identify opportunities.	✓		I/AS
32	Positive and enthusiastic approach towards work.	✓		I/AS
33	Can seek support and advice when needed	✓		I/AS/RE
34	To be passionate about inclusion	✓		I
35	Flexible approach to accommodate the changing needs of the school			
36	Ability to motivate colleagues by example		✓	I
37	Can demonstrate commitment to the wider life of the school		✓	I
School Policies		Essential	Desirable	Assessment
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
40	Ability to document and implement policies to comply with changing legislation			

JOB ADVERT

Student Support Officer

Required for an immediate start.

Term time only, 35 hours per week plus 35 hours outside of term time. Salary: Grade 4, NTC Range 12-14, £17,557 - £18,463 (£21,389 - £22,493 FTE).

- Do you enjoy working with children and young people?
- Are you passionate about working within administration and event management?
- 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!

We are looking to appoint an individual who wants to work within the education sector, supporting the wellbeing of young people in all areas of school life.

This role would be suitable for candidates who have excellent communication skills, who can develop a good relationship with students and staff and who is confident in being the first point of contact for students with first aid or medical issues.

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.