



# JOB APPLICATION PACK

Assistant Headteacher

● 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**

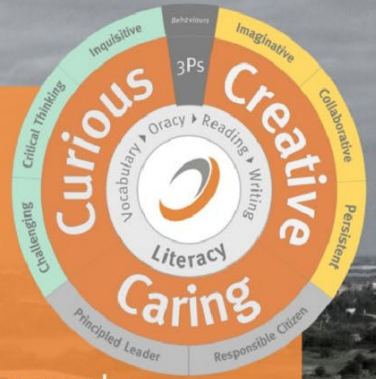
# Our Vision

*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**



## Assistant Headteacher

Due to a recent retirement, we are now seeking to appoint a passionate educator to join us as **Assistant Headteacher**. We are looking to further strengthen our Leadership Team by recruiting a talented leader who will drive forward our culture of high expectations. There will be a teaching commitment to this, but the subject specialism is not relevant to the application process.

The person appointed to this role will join a supportive, collaborative and committed leadership team, who have a shared responsibility for all aspects of our school community. The Senior Leadership Team is well established and highly successful, delivering school to school support both within Northfleet and across the region. Teaching and Learning is at the heart of all that we do. We are at the forefront of educational developments and consider ourselves lifelong learners.

This Assistant Headteacher position is not area specific and applications are welcome from candidates with the following specialisms:

- Attendance
- Behaviour for learning (culture and aspirations)
- Inclusive Pastoral Leadership and line management
- Relationships with External Agencies & Bids
- Whole school STEM strategy

The successful applicant will need to:

- Establish policies, procedures and processes to enable these priorities, aims and objectives to be achieved.
- Monitor progress towards the achievement of the school's aims and objectives.
- Lead by example, providing inspiration and motivation.
- Have high expectations, deliver high standards and command credibility.
- Communicate the school vision in a compelling manner and assist the Headteacher in the strategic leadership of the school.
- Work with the Headteacher and SLT to drive school improvement through the motivation of staff and the school community.
- Contribute to the SIP, SEF and other whole school documentation.
- Strategically lead staff to ensure that students have exceptional Behaviour, Attendance, Safeguarding.
- The successful candidate should expect to lead in areas agreed with the Headteacher

We offer an incentive package which includes:

- A comprehensive induction programme for new staff to the school.
- Ongoing investment into your career development through appropriate CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Full use of an employee wellbeing programme where a positive work/life balance is encouraged.

- On-site parking.
- Flexible working pattern.
- Support from the Northfleet Co-Operative Trust and Gravesham Learning Partnership.

We are committed to providing an aspirational, challenging and supporting environment where each student is expected to aim for the highest standard in all aspects of school life and beyond. We work in partnership with students, parents and carers to improve outcomes, but we are equally passionate about the personal and social development of students outside of the classroom and encourage students to take part in a range of extra-curricular programmes and opportunities to develop as lifelong learners.

# THE INTERVIEW PROCESS

Assistant Headteacher

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 9 am on Wednesday 24 April 2024.

- Email your completed application to [office@ntc.kent.sch.uk](mailto:office@ntc.kent.sch.uk) and mark for the attention of E Stuart or post your application to her attention and ensure it arrives before the deadline.
- In your personal statement (no more than 2 sides of A4), 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.
- 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. The School reserves the right to interview before the application deadline.

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 29 April 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

## Job Description

<b>Post Title:</b>	<b>Assistant Headteacher</b>
<b>Purpose:</b>	<p>To take an active role on the school Senior Leadership team, supporting the Headteacher to lead and manage the school. Ensuring that:-</p> <ul style="list-style-type: none"> <li>• All actions reflect and develop the school ethos, values and support the overall school direction, ensuring highest possible standards of teaching and learning and achievement for all.</li> <li>• Mechanisms are in place for the monitoring, evaluation and review of the areas over which this post holder has responsibility ensuring effectiveness.</li> <li>• All necessary steps are taken to maintain good relationships and positive behaviour at all levels</li> </ul>
<b>Reporting to:</b>	Headteacher
<b>Key Success Indicators:</b>	<ul style="list-style-type: none"> <li>• In addition to specific responsibilities, all AHTs will ensure:</li> <li>• 80% of students make at least expected progress.</li> <li>• All staff in faculties deliver lessons at least to a good standard.</li> <li>• Subject targets are SMART, regularly monitored and relate both to the SIP and subject issues.</li> <li>• Behaviour and Attendance of students in the Learning Community is in line with school expectations.</li> <li>• All KS4 students within the community attain target grades</li> </ul>
<b>Responsible for:</b>	<p>In addition to the specific areas of responsibilities outlined on the Leadership Team Grid each Assistant Head teacher will be responsible for:</p> <ul style="list-style-type: none"> <li>• Line management of a faculty, taking an active role in supporting the faculty leader and providing monitoring and evaluation information to the head teacher</li> <li>• Supporting Learning Communities by ensuring high quality community activities which build a sense of belonging, camaraderie and mutual support across year groups.</li> <li>• Leading on innovation and development in all relevant areas</li> </ul>
<b>Liaising with:</b>	<ul style="list-style-type: none"> <li>• Other Senior Leaders</li> <li>• Leaders and colleagues within the Faculties and Communities</li> <li>• Any other staff as appropriate to leadership responsibilities</li> </ul>
<b>Working time:</b>	Appropriate for member of Leadership Team, ensuring correct work/life balance
<b>Salary/Grade:</b>	Leadership (Range 14-18)
<b>Main (Core) Duties</b>	
<b>Operational / Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To be a member of the Senior Leadership Team (SLT).</li> <li>• To advise upon and support the further development of the school.</li> <li>• To ensure high quality teaching and learning through effective curriculum development and implementation of appropriate national initiatives</li> <li>• To be responsible for the drafting, implementation, monitoring, evaluation and review of aspects of the School Improvement Plan as directed by the Headteacher.</li> <li>• To support the Directors and Faculty Leaders to ensure that the Quality Assurance Plans (QA) are drafted, implemented, monitored, evaluated and reviewed in light of SIP and the latest Subject Review</li> </ul>

	<ul style="list-style-type: none"> <li>• To monitor and review the implementation of current policies relevant to the post holder's role and be responsible for the drafting of any future policies.</li> <li>• To ensure strategies are in place to ensure appropriate student behaviour through a system of rewards and sanctions, which are regularly reviewed and adhered to by all staff.</li> <li>• To ensure that the performance management targets of all members of staff within your team are in line with the school strategic plan and meet the developmental needs of the individual</li> </ul>
<b>Curriculum provision and development</b>	<ul style="list-style-type: none"> <li>• To support the implementation and monitoring of curriculum developments, evaluating them in order to identify areas for improvement and ensuring continuity between the various strands.</li> <li>• To ensure all students are given access to the most appropriate curriculum to meet their needs.</li> <li>• To play a lead role in creating and maintaining an environment which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline.</li> <li>• To provide effective quality assurance. This will include monitoring teaching standards across the subjects by supporting the Directors and Faculty Leaders to put in place a structured programme of classroom observations, inspecting schemes of work and regular book sampling.</li> <li>• To monitor and review progress towards the individual and subject learning stage targets both with the subjects and the community and ensure appropriate strategies are implementing to maximise levels of attainment, including booster classes and mentoring programmes for fallen behind students.</li> <li>• To identify areas of good practice and ensure these are disseminated.</li> <li>• To ensure that all staff are aware of, and are influenced by, good practice promoted by external groups and agencies, including the DfE and LA.</li> </ul>
<b>Staff Leadership, Inc. recruitment, deployment and development</b>	<ul style="list-style-type: none"> <li>• To communicate to colleagues the vision, expectations and the corporate identity of the school</li> <li>• To work with members of the Senior Leadership Team (SLT) and middle leaders to ensure appropriate staff induction and development programmes are designed to meet individual needs.</li> <li>• To set, monitor and review targets, including Performance Management (PM) targets, for the leaders in your team.</li> <li>• Inform the Headteacher of any issues surrounding staff, within subjects, not achieving PM targets.</li> <li>• To maintain an audit of staff strengths and development needs</li> <li>• To be involved in recruitment of staff</li> <li>• To ensure the effective efficient deployment of staff assigned to the post holder's areas of responsibility including support staff.</li> <li>• To promote teamwork and ensure effective working relations across all areas</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Provide effective information, objective advice and support to the SLT, and the Governing Body, to enable the school to meet its responsibilities for improved standards of attainment, and for achieving efficiency and value for money.</li> <li>• To set up and implement quality control systems.</li> <li>• To be ensure systems are in place for the monitoring and evaluation of all subject areas in line with agreed school procedures to ensure consistency.</li> </ul>



	<ul style="list-style-type: none"> <li>• As a member of the SLT ensure the quality and accuracy of the annual review of each subject</li> <li>• Ensure written subject reports are in line with school guidelines, of a high standard and targets set are SMART ensuring consistency across the school</li> </ul>
<b>Management information</b>	<ul style="list-style-type: none"> <li>• To ensure systems are in place for data collection and collation on the SIMS system.</li> <li>• To ensure system are in place to record student targets and monitor progress</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To foster excellent relationships with all parents</li> <li>• To ensure parents are informed of important curriculum events and ways they can support their children's education.</li> <li>• To communicate progress to both students and parents</li> <li>• To respond to parents' concerns</li> <li>• To ensure school reports are completed to the highest standards</li> </ul>
<b>Marketing and liaison</b>	<ul style="list-style-type: none"> <li>• Liaise with outside agencies.</li> <li>• Maintain links with other education institutions as relevant to the post</li> </ul>
<b>Management of resources</b>	<ul style="list-style-type: none"> <li>• To advise the Headteacher on appropriate priorities for expenditure in the operation and development areas of the post holders' responsibility</li> <li>• To be support the Directors and Faculty Leaders to ensure subject budgets used to fulfil need and ensure best value mechanisms are in place.</li> <li>• To ensure that appropriate training is undertaken and evaluated with mechanisms to cascade best practice.</li> <li>• To take responsibility for the designated budgets</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>This Job Description outlines the general roles of an Assistant Head. The additional roles specific to each post holder are outlined on the SLT Responsibilities grid with additional task outlines as needed.</p> <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 Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

**Person Specification – Assistant Headteacher (AHT)**

**Assessment Key:**    A = Application Form    I = Interview    RE – Reference    AS - Assessment

Education & Qualification		Essential	Desirable	Assessment
1	Qualified Teacher Status.	✓		A
2	Good educational background including a good Honours Degree or equivalent.	✓		A
3	PGCE or Equivalent	✓		A
4	NPQSL		✓	A
Experience		Essential	Desirable	Assessment
5	Experience of leading a subject, curriculum area or year group(s)	✓		A/I/AS
6	Evidence of successful teaching at examination level	✓		A/I
7	Evidence of raising student achievement	✓		A/I
8	Leading Teaching & Learning in a subject area or year group	✓		A/I
9	Experience of working with effective strategies to include, and meet the needs of disadvantaged, EAL and SEN students	✓		A/I
10	Experience of leading a team	✓		A/I
11	Experience of managing students in large numbers as well as on a single basis	✓		A/I
12	Experience in more than one school		✓	A/I
13	Experience of working with a high proportion of less able students in a school setting		✓	A/I
Knowledge & Skills		Essential	Desirable	Assessment
15	Ability to communicate and gain support for a vision of excellence	✓		I/AS
16	Ability to hold others to account	✓		A/I
17	To have a strong and visible presence impacting on the behaviour and attitudes of staff and students	✓		I/AS
18	Be able to model excellence in SEND/EAL support and leadership	✓		A/I/AS
19	Ability to contribute to the strategic development of the school	✓		A/I/AS
20	Be committed to collective responsibility	✓		A/I
21	Ability to manage whole school developments.	✓		A/I
22	Be highly organised	✓		A/I
23	Ability to assess and promote students' progress in a variety of ways	✓		A/I

24	Ability to write clear, concise reports	✓		A/AS
25	Ability to foster and promote good relationships with all stakeholders.	✓		A/I/AS
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
26	A reflective practitioner who sets high expectations of themselves	✓		I/AS
27	Honest & reliable	✓		RE
28	Excellent interpersonal and communication skills.	✓		I/RE/AS
29	Can work as part of a supportive team	✓		RE
30	High personal standards in terms of attendance, punctuality and organising workload.	✓		I/RE/AS
31	Professional approach when dealing with all issues, students and staff.	✓		I/RE/AS
32	Commitment to continual improvement and challenging norms.	✓		A/I/RE/AS
33	Think creatively and collegiately to solve problems and identify opportunities.	✓		I/AS
34	Clear, fully inclusive, educational philosophy.	✓		A/I
35	Positive and enthusiastic approach towards work.	✓		I/AS
36	Willingness to undergo further training and development both in and out of the school day if necessary.	✓		I
37	Can seek support and advice when needed	✓		I/AS/RE
38	Ability to motivate colleagues by example	✓		I
39	Can demonstrate commitment to the wider life of the school	✓		I
40	Willing to be fully adaptable in light of the changing needs of the school	✓		I
41	Ability to work to deadline, prioritising ever changing workload	✓		I
<b>School Policies</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
42	Support the School's policies on safeguarding and child protection	✓		A/I
43	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>
44	Flexibility of working hours	✓		A/I

## Assistant Headteacher

Required for September 2024. Salary Grade Leadership 14-18 £65,010 - £71,729

Do you want to make a difference by working in a school that puts students and teaching & learning at the centre of all it does?

Northfleet Technology College is looking for an ambitious and passionate educator to join their Leadership Team as an **Assistant Headteacher** this September. The successful candidate will work within the large, experienced senior leadership team to further strengthen whole school strategic development and the leadership of the school.

As a member of the Senior Leadership Team, you will be centrally involved in the overall leadership and management of the school and be working to establish a school culture that is based around developing curiosity, creativity and care throughout the Community.

Five reasons to work for Northfleet Technology College:

- An innovate and forward-thinking school always seeking new ideas.
- A reflective and supportive leadership team determined to make a difference.
- Competitive salary with an emphasis on a work life balance
- Commitment to the professional development of leadership are all levels
- Access to a professional coach to support your individual development.

On joining Northfleet Technology College, you will become part of the Northfleet Cooperative Schools Trust where you will have a variety of development opportunities by working across different educational phases.

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 an Enhanced Disclosure application to the Disclosure & Barring Service.

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.

To apply for this position, please complete and submit the NTC Application Form, CVs will not be accepted. The School reserves the right to interview before the application deadline.

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.