



# JOB APPLICATION PACK



## Information Technology Teacher

● 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**

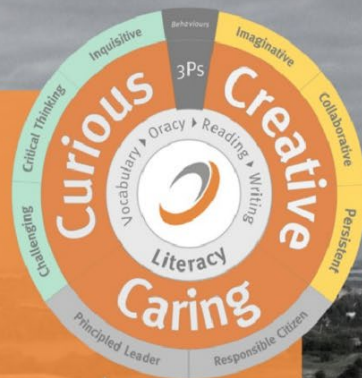
# Our Vision

*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.

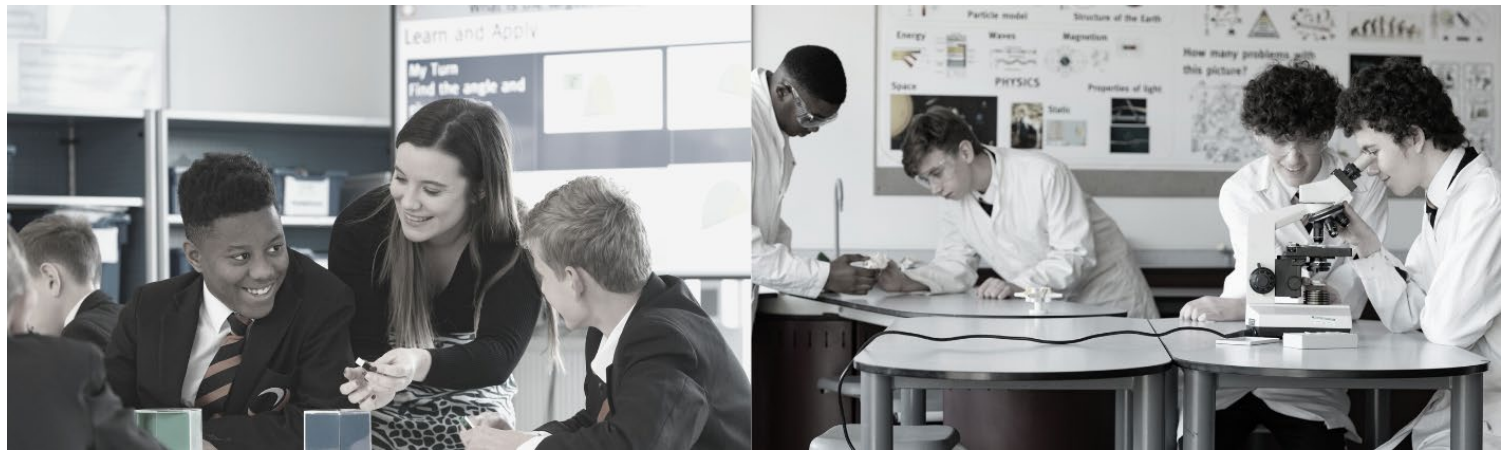
**Creative** in applying learning through being imaginative, collaborative and persistent.

**Caring** 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**





# Information Technology

At Northfleet Technology College, Information Technology is one of the most popular lessons with our students at Key Stages 4 and 5. At Key Stage 5 we deliver BTEC and International Baccalaureate qualifications and are keen to develop this further. Key Stage 3 IT benefits from dedicated curriculum time.

The subject sits within the Business and Computing Faculty, giving an exciting opportunity for staff to develop further their technology and teaching pedagogy within a secure and supportive team. We want you to share with our students your skills and knowledge to create a secure, creative, and focused learning environment. At NTC we focus on developing our learners to be independent, resourceful learners' and to develop their personal skills and attributes to be valued members of the local and wider community.

Information Technology gives the opportunity to develop creative solutions to technology situations. The subject area opens many discussions surrounding the practical applications, programmed solutions and the potential for technology to do good.

We have excellent IT facilities, being fully wireless and with Year 9 and above having their own laptops. We also have a wealth of resources that are available for use in lessons and technical support to aid its use in and out of the classroom. We encourage debating activities and 'learning outside the box' to enable our students to follow our ethos of Curious, Creative and Caring learners.

Teamwork is a key part of IT and, therefore, you would be joining a very dedicated and efficient technologically focused team to work with. As a team, we teach across all three key stages, each one offering a different level of intensity in knowledge and application and a range of computing and IT related subject topics.

At Key Stage 3, we aim to develop the basic knowledge for our students surrounding how computers work, use of applications and programming. We look at the skills required and develop students' research and investigative skills. At Key Stage 4, we study the BTEC Level 2 IT assessed through a blend of examined and coursework components. Students will bring their foundation skills from KS3 to support their development towards completing their Key Stage 4 courses and moving into KS5. At Key Stage 5 we study the BTEC Level 3 Information Technology and International Baccalaureate Digital Society Diploma. This involves independent and taught component study skills to be able to develop a successful website, repair computer systems, work with databases and investigate ethical issues created through using technology. The computing and IT team are also heavily involved in our award-winning Nature Reserve where technology is used to monitor and manage the flora and fauna on our school site.

# 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 Tuesday 22 April 2025.

- 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. 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 beginning Monday 21 April 2025.

We reserve the right to close this advertisement early and interview ahead of the closing date, if we receive sufficient applications for the role.

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>Post Title:</b>	<b>Early Career Teacher</b>
<b>Purpose:</b>	Teachers make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.
<b>Reporting to:</b>	Head of Faculty
<b>Key Success Indicators</b>	<ul style="list-style-type: none"> <li>Regularly meet the <i>Teachers' Standards</i>.</li> <li>Teaching quality is rated as <i>Secure</i> or better.</li> <li>Positive progress for all classes across KS3-5 is achieved.</li> </ul>
<b>Responsible for:</b>	Teaching and Learning
<b>Liaising with:</b>	Teaching and non-teaching colleagues
<b>Working time:</b>	Part and Full time
<b>Salary/Grade:</b>	M1-M2
<b>Main (Core) Duties</b>	
<b>Teachers' Standards Part One – <i>Teaching</i></b>	
<b>Section 1 – Expectations</b>	<ul style="list-style-type: none"> <li>Establish a safe and stimulating environment for students, rooted in mutual respect.</li> <li>Set goals that stretch and challenge students of all backgrounds, abilities, and dispositions.</li> <li>Demonstrate consistently the positive attitudes, values and behaviour which are expected of students</li> </ul>
<b>Section 2 – Student Progress</b>	<ul style="list-style-type: none"> <li>Be accountable for students' attainment, progress and outcomes.</li> <li>Be aware of students' capabilities and their prior knowledge, and plan teaching to build on these.</li> <li>Guide students to reflect on the progress they have made and their emerging needs.</li> <li>Demonstrate knowledge and understanding of how students learn and how this impacts teaching.</li> <li>Encourage students to take a responsible and conscientious attitude to their own work and study.</li> <li>Proactively support Faculty strategies to improve progress at all Key Stages.</li> </ul>
<b>Section 3 – Subject Knowledge</b>	<ul style="list-style-type: none"> <li>Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students' interest in the subject, and address misunderstandings.</li> <li>Demonstrate a critical understanding of developments in the subject and curriculum areas and promote the value of scholarship.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.</li> <li>• To have a good working knowledge of how to develop students independent learning and literacy skills, applying these effectively in the classroom.</li> </ul>
<b>Section 4 – Planning</b>	<ul style="list-style-type: none"> <li>• Impart knowledge and develop understanding through effective use of lesson time.</li> <li>• Promote a love of learning and children's intellectual curiosity.</li> <li>• Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired.</li> <li>• Reflect systematically on the effectiveness of lessons and approaches to teaching.</li> <li>• Contribute to the design and provision of an engaging curriculum within the relevant subject area(s)</li> <li>• Share planning to ensure a consistent curriculum is delivered across all teaching groups in a year group.</li> <li>• Take an active part in <i>Lesson Delivery</i> sessions so that all team-taught lessons are effectively delivered.</li> <li>• Take an active part in planning Community Hour sessions/days so that the time is used effectively to develop students personal and social skills.</li> <li>• Ensure all lessons follow NTC lesson expectations.</li> </ul>
<b>Section 5 – Responding to Needs</b>	<ul style="list-style-type: none"> <li>• Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively.</li> <li>• Have a secure understanding of how a range of factors can inhibit students' ability to learn, and how to best overcome these.</li> <li>• Demonstrate an awareness of the physical, social and intellectual development of children, and how to adapt teaching to support students' education at different stages of development.</li> <li>• Have a clear understanding of the needs of all students, including those with special educational needs; those of high ability, those with English as an additional language, those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.</li> </ul>
<b>Section 6 – Assessment</b>	<ul style="list-style-type: none"> <li>• Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.</li> <li>• Make use of formative and summative assessment to secure student's progress</li> <li>• Use relevant data to monitor progress, set targets, and plan subsequent lessons.</li> <li>• Give students regular feedback, both orally and through accurate marking, and encourage students to respond to feedback.</li> <li>• Ensure all written feedback follows the NTC Assessment, Feedback and Reporting policy.</li> </ul>
<b>Section 7 – Student Behaviour</b>	<ul style="list-style-type: none"> <li>• Have clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour both in classrooms and around school in accordance with the DWD behaviour policy.</li> <li>• Have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.</li> <li>• Manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them.</li> <li>• Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.</li> </ul>

	<ul style="list-style-type: none"> <li>Proactively model and maintain behaviour standards and protocols across the school site.</li> </ul>
<b>Section 8 – Wider professional Responsibilities</b>	<ul style="list-style-type: none"> <li>Make a positive contribution to the wider life and ethos of the school.</li> <li>To act as a learning coach for a group of students, monitoring progress, offering guidance and support and acting as a point of liaison for parents.</li> <li>Develop effective professional relationships with colleagues, knowing how and when to draw on advice and professional support.</li> <li>Take part in activities which share good practice around members of staff in the school.</li> <li>Deploy support staff effectively.</li> <li>Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.</li> <li>Communicate effectively with parents with regard to students' achievements and wellbeing.</li> <li>Attend CPD, meetings, parents' evenings and other-directed time activities as shown in the school calendar.</li> </ul>
<b>Teacher standards Part two – Personal and Professional Conduct</b>	
<b>Demonstrate consistent high standards of personal and professional conduct</b>	<ul style="list-style-type: none"> <li>Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.</li> <li>Have due regard for the need to safeguard students' well-being, in accordance with statutory provisions.</li> <li>Show tolerance and respect for the rights of others.</li> <li>Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs</li> <li>Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.</li> <li>Have proper and professional regard for the ethos, policies and practices at NTC and maintain high standards of attendance and punctuality.</li> <li>Have an understanding of, and always act within, the statutory frameworks which set out professional duties and responsibilities</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>Role of the Learning Coach</b>	
Ensure a consistent and high quality approach to pastoral support by modelling regulation of personal behaviours, maintaining standards (e.g. being punctual) and champion every student by supporting them both academically and pastorally.	
<b>Administration</b>	<ul style="list-style-type: none"> <li>Take the register timely and accurately.</li> <li>Deliver all notices, information and letters to students.</li> <li>Discuss absence and complete action plans to support improved attendance (take in absence notes and deliver to the attendance officer).</li> <li>Check equipment, laptops and other resources required.</li> </ul>



	<ul style="list-style-type: none"> <li>• Undertake uniform checks and follow up.</li> <li>• Check achievement and behaviour points weekly and implement appropriate support (phone call, report, parental meeting)</li> <li>• Administer LC reports effectively to ensure students on report are supported to be successful and follow up with the sanctions needed as a result of the report in line with school policy, ensuring at all times parent is kept fully informed.</li> <li>• Take parents telephone calls or email enquiries and respond initially and /or refer to the relevant person in the pastoral team, within a reasonable time period as outlined in the communication protocols for students, staff and parents. Referring to your HoC for support as necessary.</li> </ul>
Wellbeing	<ul style="list-style-type: none"> <li>• Conduct structured conversations with students based upon the Northfleet Technology College Art of Brilliance, 3 C's and 3 P's, and support the development of their self-regulation via the Zones of Regulation program</li> <li>• Enquire about students' wellbeing, encouraging them and discussing what steps they need to take to 'stay well' and 'study well'.</li> <li>• Raise the importance of good punctuality and attendance. Discuss attendance and punctuality problems, referring to your HoC where necessary for further support.</li> <li>• Use LC time and community time to observe students and notice any perceived changes in students' physical or mental wellbeing. Refer any concerns to the HoC and/or the Designated Safeguarding Lead.</li> <li>• To create a strong community ethos, building the LC group 'team' through all school focused activities.</li> <li>• To be the first point of contact for parents.</li> </ul>
Coaching	<ul style="list-style-type: none"> <li>• Get to know every student in the LC group including specific needs such as SEN and HAG and develop positive relationships between members of the LC 'team'.</li> <li>• Refer any major concerns that arise from knowledge of each student's emotional and physical wellbeing to the HoC and pastoral support manager as well as recording on 'My Concern' as per school policy.</li> <li>• Congratulate students on good effort and organisation and discuss problems with homework, negative comments about work in lessons, referring to the HoC where he or she deems it necessary for rewards and/or further intervention.</li> </ul>

#### Other Specific Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment for visitors and telephone callers.

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.

<b>Post Title:</b>	<b>Qualified Teacher</b>
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<b>Purpose:</b>	Teachers make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.
<b>Reporting to:</b>	Head of Faculty
<b>Key Success Indicators</b>	<ul style="list-style-type: none"> <li>• Regularly meet the <i>Teachers' Standards</i>.</li> <li>• Teaching quality is rated as <i>Secure</i> or better.</li> <li>• Positive progress for all classes across KS3-5 is achieved.</li> <li>• Evidence of a positive impact in developing other staff members in raising attainment, developing resources, or improving T&amp;L.</li> </ul>
<b>Responsible for:</b>	Teaching and Learning
<b>Liaising with:</b>	Teaching and non-teaching colleagues
<b>Working time:</b>	Part and Full time
<b>Salary/Grade:</b>	M3 & over
<b>Main (Core) Duties</b>	
<b>Teacher standards Part one – teaching</b>	
<b>Section 1 – Expectations</b>	<ul style="list-style-type: none"> <li>• Establish a safe and stimulating environment for students, rooted in mutual respect and supporting less experienced teachers in team taught lessons.</li> <li>• Promote collective responsibility of high expectations across the school.</li> <li>• Set goals that stretch and challenge students of all backgrounds, abilities and dispositions.</li> <li>• Demonstrate consistently the positive attitudes, values and behavior which are expected of students.</li> </ul>
<b>Section 2 – Student Progress</b>	<ul style="list-style-type: none"> <li>• Be accountable for students' attainment, progress and outcomes.</li> <li>• Be aware of students' capabilities and their prior knowledge, and plan teaching to build on these.</li> <li>• Guide students to reflect on the progress they have made and their emerging needs.</li> <li>• Demonstrate substantial knowledge and understanding of how students learn and how these impacts on teaching, sharing this knowledge with colleagues to ensure students make progress across the Faculty.</li> <li>• Encourage students to take a responsible and conscientious attitude to their own work and study.</li> <li>• Develop an active understanding of the progress of the subject towards targets and your role in achieving those targets through your own classes and supporting others.</li> <li>• Work with other members of the subject team to develop strategies to raise attainment.</li> <li>• Make a positive contribution to the development of other teachers in the Faculty or across the school, including the adaptation of work to suit students' individual needs.</li> </ul>

<b>Section 3 – Subject Knowledge</b>	<ul style="list-style-type: none"> <li>• Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students’ interest in the subject, and address misunderstandings.</li> <li>• Demonstrate a critical understanding of developments in the subject and curriculum areas and promote the value of scholarship.</li> <li>• Use subject knowledge to write high quality SoW and resources that can be used by all appropriate teachers.</li> <li>• Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher’s specialist subject</li> </ul>
<b>Section 4 – Planning</b>	<ul style="list-style-type: none"> <li>• Impart knowledge and develop understanding through effective use of lesson time.</li> <li>• Promote a love of learning and children’s intellectual curiosity.</li> <li>• Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired.</li> <li>• Reflect systematically on the effectiveness of lessons and approaches to teaching.</li> <li>• Contribute to the design and provision of an engaging curriculum within the relevant subject area(s)</li> <li>• Share planning to ensure a consistent curriculum is delivered across all teaching groups in a year group.</li> <li>• Take an active part in <i>Lesson Delivery</i> sessions so that all team-taught lessons are effectively delivered.</li> <li>• Take an active part in planning Community Hour sessions/days so that the time is used effectively to develop students personal and social skills.</li> <li>• Ensure all lessons follow NTC lesson expectations.</li> <li>• Plan and implement, where appropriate, enrichment activities which support learning and engage students.</li> </ul>
<b>Section 5 – Responding to Needs</b>	<ul style="list-style-type: none"> <li>• Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively.</li> <li>• Have a secure understanding of how a range of factors can inhibit students’ ability to learn, and how to best overcome these.</li> <li>• Demonstrate an awareness of the physical, social and intellectual development of children, and how to adapt teaching to support students’ education at different stages of development.</li> <li>• Have a clear understanding of the needs of all students, including those with special educational needs; those of high ability, those with English as an additional language, those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.</li> <li>• Take an active role in the development of Faculty/school policies with regard to students’ welfare and learning.</li> </ul>
<b>Section 6 – Assessment</b>	<ul style="list-style-type: none"> <li>• Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.</li> <li>• Take an active role in shaping the effectiveness of marking and assessment in the Faculty.</li> <li>• Make use of formative and summative assessment to secure students’ progress</li> <li>• Use relevant data to monitor progress, set targets, and plan subsequent lessons.</li> <li>• Give students regular feedback, both orally and through accurate marking, and encourage students to respond to feedback.</li> <li>• Ensure all written feedback follows the NTC Assessment, Feedback and Reporting policy.</li> </ul>

<b>Section 7 – Student Behaviour</b>	<ul style="list-style-type: none"> <li>• Have clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour both in classrooms and around school in accordance with the DWD behaviour policy.</li> <li>• Have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.</li> <li>• Manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them.</li> <li>• Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.</li> <li>• Support other teachers with behaviour issues and maintaining a positive learning environment at all times.</li> <li>• Proactively model and maintain behaviour standards and protocols across the school site.</li> </ul>
<b>Section 8 – Wider professional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Make a positive contribution to the wider life and ethos of the school.</li> <li>• Organise school visits and external visitors as appropriate to enhance the curriculum and learning experience for students.</li> <li>• Develop effective professional relationships with colleagues, knowing how and when to draw on advice and professional support.</li> <li>• Contribute to the professional development of other staff through coaching mentoring and joint professional development.</li> <li>• Deploy support staff effectively and liaise with LPD on any issues.</li> <li>• Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.</li> <li>• Communicate effectively with parents with regard to students' achievements and wellbeing.</li> <li>• Attend CPD, meetings, parents' evenings and other-directed time activities as shown in the school calendar.</li> </ul>
<b>Teacher standards Part two – Personal and Professional Conduct</b>	
<b>Demonstrate consistent high standards of personal and professional conduct</b>	<ul style="list-style-type: none"> <li>• Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.</li> <li>• Have due regard for the need to safeguard students' wellbeing, in accordance with statutory provisions.</li> <li>• Show tolerance and respect for the rights of others.</li> <li>• Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs</li> <li>• Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.</li> <li>• Have proper and professional regard for the ethos, policies and practices at NTC and maintain high standards of attendance and punctuality.</li> <li>• Have an understanding of, and always act within, the statutory frameworks which set out professional duties and responsibilities</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>

Role of the Learning Coach	
Ensure a consistent and high-quality approach to pastoral support by modelling regulation of personal behaviours, maintaining standards (e.g. being punctual) and champion every student by supporting them both academically and pastorally.	
Administration:	<ul style="list-style-type: none"> <li>• Take the register timely and accurately.</li> <li>• Deliver all notices, information and letters to students</li> <li>• Discuss absence and complete action plans to support improved attendance (take in absence notes and deliver to the attendance officer).</li> <li>• Check equipment and SIMS/online platforms for homework and comments.</li> <li>• Undertake uniform checks and follow up.</li> <li>• Check achievement and behaviour points weekly and implement appropriate support (phone call, report, parental meeting)</li> <li>• Administer LC reports effectively to ensure students on report are supported to be successful and follow up with the sanctions needed as a result of the report in line with school policy, ensuring at all times parent is kept fully informed</li> <li>• Take parents telephone calls or email enquiries and respond initially and /or refer to the relevant person in the pastoral team, within a reasonable time period as outlined in the communication protocols for students, staff and parents. Referring to your HoC for support as necessary.</li> </ul>
Wellbeing	<ul style="list-style-type: none"> <li>• Conduct structured conversations with students based upon the Northfleet Technology College Art of Brilliance, 3 C's and 3 P's, and support the development of their self-regulation via the Zones of Regulation program</li> <li>• Enquire about students' wellbeing, encouraging them and discussing what steps they need to take to 'stay well' and 'study well'.</li> <li>• Raise the importance of good punctuality and attendance. Discuss attendance and punctuality problems, referring to your HoC where necessary for further support.</li> <li>• Use LC time and community time to observe students and notice any perceived changes in students' physical or mental wellbeing. Refer any concerns to the HoC and/or the Designated Safeguarding Lead.</li> <li>• To create a strong community ethos, building the LC group 'team' through all school focused activities.</li> <li>• To be the first point of contact for parents.</li> </ul>
Coaching	<ul style="list-style-type: none"> <li>• Get to know every student in the LC group including specific needs such as SEN and HAG and develop positive relationships between members of the LC 'team'.</li> <li>• Refer any major concerns that arise from knowledge of each student's emotional and physical wellbeing to the HoC and pastoral support manager as well as recording on 'My Concern' as per school policy.</li> <li>• Congratulate students on good effort and organisation and discuss problems with homework, negative comments about work in lessons, referring to the HoC where he or she deems it necessary for rewards and/or further intervention.</li> </ul>
Other Specific Duties	
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	



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.

Employees are expected to be courteous to colleagues and provide a welcoming environment for visitors and telephone callers.

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# THE PERSON SPECIFICATION

<b>Assessment Key:</b>		A = Application Form	I = Interview	RE – Reference	AS - Assessment
<b>Education &amp; Qualification</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>	
1	Qualified Teacher Status.	✓		A	
2	Good educational background including a good Honours Degree or equivalent.	✓		A	
3	Evidence of continuing professional development.		✓	A/I/R	
<b>Experience</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>	
4	Excellent classroom practitioner.	✓		A/I/RE/AS	
5	Excellent subject knowledge.	✓		A/I/AS	
6	Experience of working in at least one key Stage	✓		A/I/AS	
7	Experience of curriculum planning and delivering fun, engaging and challenging lessons	✓		A/IAS	
8	Experience of working successfully with students with Special Educational Needs	✓		A/I/AS	
9	Evidence of securing good or outstanding progress & outcomes for whole cohorts, individuals or groups		✓	A/I/RE/AS	
10	Sound ICT knowledge relating to class teaching, able to demonstrate effective use of ICT to enhance teaching and learning	✓		A/I/RE/AS	
<b>Knowledge &amp; Skills</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>	
11	Sound knowledge of the National Curriculum or Development Matters documentation	✓		A/I/AS	
12	An understanding of curriculum and pedagogical issues relating to learning and teaching	✓		I/AS	
13	Knowledge of effective strategies to include, and meet the needs of all students, in particular underachieving groups of students, students with EAL and SEN	✓		I/AS	
14	Familiarity with KS3 and 4 assessments.		✓	I	
15	Evidence of both curricular and pastoral responsibilities.	✓		A/I/AS	
16	Understanding of and commitment to teaching standards.	✓		A/I	
17	Ability to foster and promote good relationships with all stakeholders.	✓		A/I/RE	
18	Ability to contribute to team meetings and share/deliver ideas	✓		A/I/RE	

19	Able to use assessments of students' learning to inform future planning	✓		A/I/RE
20	Ability to plan and work collaboratively with colleagues	✓		A/I/RE
21	Experience of using positive behaviour management strategies to reinforce good learning behaviours	✓		I/RE
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
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	Can work as part of a supportive team			RE
26	High personal standards in terms of attendance, punctuality and organising workload.	✓		I/RE/AS
27	Professional approach when dealing with all issues, students and staff.	✓		I/RE/AS
28	Commitment to continual School & Personal improvement and challenging norms.	✓		A/I/RE/AS
29	Think creatively and collegiately to solve problems and identify opportunities.	✓		I/AS
30	Clear, fully inclusive, educational philosophy.	✓		A/I
31	Positive and enthusiastic approach towards work.	✓		I/AS
32	Willingness to undergo further training and development.	✓		I
33	Can seek support and advice when needed	✓		I/AS/RE
34	Ability to motivate colleagues by example		✓	I
35	Can demonstrate commitment to the wider life of the school		✓	I
<b>School Policies</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
36	Support the School's policies on safeguarding and child protection	✓		A/I
37	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>
38	Flexibility of working hours	✓		A/I

**Date:** ..... **Signed:** .....

# THE JOB ADVERT

## Information Technology Teacher

Required for September 2025. Salary M1-UPS3 dependent on experience: £31,650 - £49,084 (This role would be well suited to an Early Career Teacher).

- Are you a passionate about developing students understanding of IT?
- Do you believe in inspiring young minds to be curious, creative & caring?
- Are you looking for a school that supports long term leadership development?
- Are you able to use information technology to further students learning experience?
- Are you committed to ensuring all students can achieve their very best?

If you feel that you can answer 'Yes' to all of the above, Northfleet Technology College is the school for you! We are seeking a creative and caring practitioner to join our passionate team. We have excellent resources and a forward thinking ethos, with the aim for all students to achieve the highest standards. This is delivered from Key Stage 3 through to the International Baccalaureate at Key Stage 5.

An exciting opportunity has arisen for an inspirational teacher to join our Information Technology Team. We are looking for a person to take on this exciting role who can demonstrate the following:

- Qualified Teacher Status (with an appropriate degree or desire to train)
- The ability to set high expectations for students behaviour & achievements
- The capacity to work collaboratively in a team.
- A secure knowledge and understanding of the curriculum and pedagogy.
- An enthusiasm to develop student's skills beyond the classroom.

If you relish the opportunity to work with a diverse & exciting teaching environment, with highly motivated students and a supportive Leadership Team, then Northfleet Technology College would welcome your application. This post has safeguarding responsibilities that require you to be engaged in regulated activity and contact with children.

All positions that involve working with children 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.