



**THE NORTON
KNATCHBULL**
SCHOOL

The Norton Knatchbull School,
Hythe Road, Ashford, Kent, TN24 0QJ
Headteacher: Mr. B. Greene, BA (Hons), NPQH

t: 01233 620045
e: information@nks.kent.sch.uk
www.nks.kent.sch.uk

STUDY SUPPORT SUPERVISOR (TA Apprenticeship at Level 3)

Required September 2025

The Norton Knatchbull School is seeking an organised, professional, positive and resilient apprentice, who has a desire for pursuing a career in the education sector. The successful candidate will support pupils in a range of subjects.

Salary: £19,216 FTE / £15,530.37 pro-rata. (38 weeks paid over 12 months).

08:15 – 15:45 (35 hours per week).

Expected duration: 20 Months.

What you will do in your working day:

- To provide high quality cover for lessons, teaching lessons as outlined by absent teachers.
- To supervise whole classes and give instructions for a lesson as provided for by a teacher.
- Promote good behaviour of students and make sure that pupils engage in the learning activity.
- Respond to students' general questions and provide feedback to the teacher.
- Establish rapport and respectful, trusting relationships with students, setting high expectations.
- Adapting lessons and providing support and intervention to support students' progress and development.
- Use of ICT and other equipment to enable students to achieve the objectives set by the teacher
- A firm commitment to Continued Professional Development.
- Provide knowledge and experience to advise and guide pupils in their learning and promote students' progress.
- Provide student interventions by offering feedback and suggesting methods/strategies for students to use to improve their skills.
- Provide First Aid to students in the absence of the Principal First Aider (Full First Aid Training will be provided).

The training you will be getting:

- Level 3 Teaching Assistant Standard

Benefactorum Recordatio Jucundissima Est

Academy Trust Registered Office: Hythe Road, Ashford, Kent, TN24 0QJ. Company number 07992899



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What to expect at the end of your apprenticeship:

- Potential to complete a Level 4 Higher Level Teaching Assistant (HLTA) apprenticeship.
- After the apprenticeship there is potential to be hired as a permanent member of staff.

Please look on our website www.nks.kent.sch.uk for a Job Description and an application form. Please email your completed application form to Mrs C Dunton (HR Officer) at cdunton@nks.kent.sch.uk.

Deadline for applications: **9am – Friday 6th June 2025**
Interviews will take place as soon as possible thereafter.

We reserve the right to interview prior to this date depending on applications received.

It is important for our students to understand and experience the strength and depth of a diverse community and we aim to create a culture that encourages and values diversity, and that appoints, rewards, and promotes staff based on merit. To show our commitment to this, the school is actively working towards the Race Charter Mark. The Norton Knatchbull is committed to safeguarding and promoting the welfare of children and young people.

Only candidates who are shortlisted will be contacted.

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