



# JOB APPLICATION PACK

## Teaching Assistant



● 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**

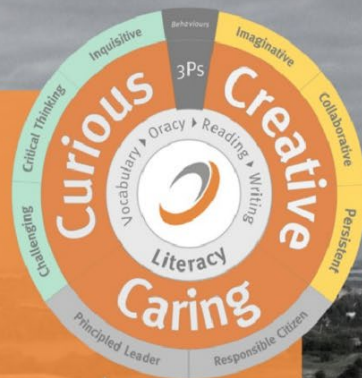
# Our Vision

*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 4 July 2025.

- Email your completed application to [stuarte@ntc.kent.sch.uk](mailto: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. 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 7 July 2025.

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>	Inclusion
<b>Support Staff Team:</b>	Learning Team
<b>Post Title:</b>	<b>Teaching Assistant</b>
<b>Purpose:</b>	To ensure students make progress by identifying individual learning needs and providing support both inside and outside the classroom
<b>Reporting to:</b>	Learning Zone Leader & Director of Learning Support
<b>Key Success Indicators:</b>	<ul style="list-style-type: none"> <li>• Identification of students' needs and progress on RAFTs</li> <li>• Subject reviews show effective use of support in the preparation of resources and student support in class. Lesson observations will show how effective other adults are during lessons</li> <li>• Evidence in the form of a portfolio that demonstrates non qualitative evidence within individual roles</li> </ul>
<b>Liaising with:</b>	Learning Coordinator Leader Specialist Support Assistant (Learning) Specialist Support Assistant (Behaviour) Learning Coaches Class teachers
<b>Working time:</b>	Term Time at 27.5 hrs per week
<b>Salary/Grade:</b>	Grade 3
<b>Main (Core) Duties</b>	
<b>Support individual learning needs</b>	<ul style="list-style-type: none"> <li>• Shadow students on entry to Year 7</li> <li>• Become familiar with prior data for students</li> <li>• Identify those students who have SEN requirements</li> <li>• Implement individual programmes of support</li> <li>• Support the evaluation of learners' progress using a range of assessment techniques</li> <li>• Keep accurate &amp; concise records of support and progress</li> <li>• Ensure parents have up to date information</li> <li>• Liaise with learning coaches and provide information on progress made</li> </ul>
<b>Contribute to lesson planning and delivery</b>	<ul style="list-style-type: none"> <li>• Plan and prepare for role within classroom</li> <li>• Interpret and relate tasks to students</li> <li>• Prepare specialised resources for identified students</li> <li>• Use ICT skills to enhance learning activities</li> <li>• Work with small groups of students as requested</li> <li>• Use effective strategies to promote positive behaviour</li> <li>• Ensure students are kept safe during learning activities</li> <li>• Create &amp; deliver tasks in alternative forms as required by students with SEN or their teachers</li> <li>• Support students to achieve LOs and feedback to teaching staff</li> </ul>
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>• Work alongside all members of staff within the zones to ensure the highest standards in the learning environment is fostered and maintained.</li> <li>• Monitor student behaviour and ensure smooth transition between lessons</li> </ul>

# THE JOB DESCRIPTION

	<ul style="list-style-type: none"><li>• Carry out break and lunch time supervision as requested</li><li>• Support the planning and delivery of community time activities</li><li>• Deliver aspects of the school's Extended Learning Programme</li><li>• Follow school policies and procedures especially those relating to Child Protection and Health &amp; Safety</li><li>• Respect confidential issues linked to students</li><li>• Exam Invigilation</li><li>• Weekly lunchtime &amp; break time duties</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, 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

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	Evidence of securing good or outstanding progress & outcomes when working with others.	✓		A/I/RE/AS	
5	Experience of working with individuals with Special Educational Needs	✓		A/I/AS	
6	Experience of working in an educational setting		✓	A/I	
7	Experience of working in a tutoring role		✓	A/I	
8	Experience of using positive behaviour management strategies to reinforce good learning behaviours		✓	A/I	
Knowledge & Skills		Essential	Desirable	Assessment	
9	Understanding and Knowledge of the workings of an educational setting	✓		A/I	
10	Ability to use detailed knowledge and specialist skills to support learning	✓		A/I	
11	An understanding of how to support individual student needs	✓		A/I	
12	Sound ICT knowledge & ability to demonstrate effective use of ICT to enhance understanding	✓		A/I/AS	
13	Ability to foster and promote good relationships with all stakeholders.	✓		A/I	
14	Ability to contribute to team meetings and share/deliver ideas	✓		A/I	
15	Ability to produce reports & provide feedback	✓		A/I	
16	Knowledge of planning learning programmes and activities	✓		A/I	
17	Monitoring student responses and adapting programmes	✓		A/I	

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

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



# THE JOB ADVERT

## Teaching Assistant

Required for a September 2025 start.

Term time only, 27.5 hours per week. Salary: Grade 3, NTC Range 13, £24,513 FTE, pro-rata £15,473.49

We are seeking a committed and compassionate **Teaching Assistant** to join our inclusive and nurturing school community.

We are looking for someone who:

- Has experience or a keen interest in working with children with diverse needs
- Is patient, adaptable, and proactive in their approach
- Works well as part of a team and values inclusive education
- Is enthusiastic about helping all students reach their full potential

If you feel that you have the aforementioned qualities, Northfleet Technology College is the place for you!

This is a fantastic opportunity for someone with a genuine interest or experience in working with students with a variety of additional needs, including:

- Social, Emotional and Mental Health (SEMH)
- Speech, Language and Communication Needs
- Sensory Processing Difficulties
- Gross and Fine Motor Skills Development

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.