

**KEMNAL  
TECHNOLOGY  
COLLEGE**

# APPLICANT PACK



## INTERVENTION ASSISTANT

*April 2026*

WE ARE SAFE, WE ARE RESILIENT, WE ARE COMPASSIONATE



[www.kemnal-tkat.org](http://www.kemnal-tkat.org)

0208 300 7112



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## WELCOME FROM THE HEADTEACHER

It is with immense pride that I introduce myself as the Headteacher of Kemnal Technology College, a role I began in April 2025.

I believe that every child should receive the highest quality of education regardless of their starting point in life. That is why we care for, challenge and nurture our students providing them with the skills to develop into adults who make a positive and lasting impact on society. We are seeking likeminded professionals to join us and contribute to this journey of excellence.

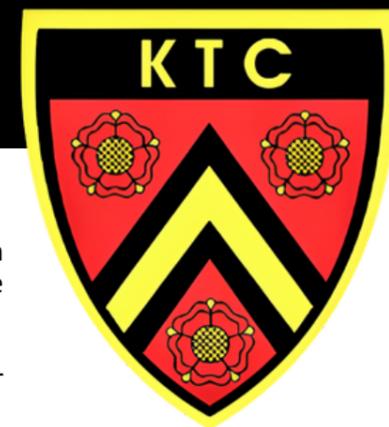
The positive changes already taking root is student attendance. We have seen a massive improvement, clearly demonstrating that our students are engaged and motivated to be present. Our behaviour framework, recognised as 'good' by DfE RISE advisors, is based on a firm but fair approach that consistently celebrates achievement and guides students toward excellent choices.

I make no apology for leading a small school, it is an intentional strength. This allows staff to personally get to know every student on roll, fostering an environment of high expectations where each child can achieve their full personal and academic potential and actively contribute to the College and community. Working together, we will make Kemnal Technology College a place where every student feels safe, resilient and compassionate in order to achieve their very best.

We are seeking a dedicated and hardworking Intervention Assistant to join our team. We welcome applications from both aspiring mentors looking to begin a career with young people or experienced professionals seeking a new challenge. To learn more about this role or to arrange an informal chat or tour, please contact my PA, Margo Sweeney, on 020 8300 7112.

**MR ANDY LAZENBY**  
*NPQH*





## WHY WORK FOR KTC?

At the heart of everything we do, we do for our students. Our staff are appointed for their passion, enthusiasm and imagination in communicating with students to ensure that every single child in their class is engaged, excited and challenged by the learning experience at all times.

We have focused our teaching on exploring more active and engaging ways to motivate our students to instil a passion for learning so that confidence can be built and this has resulted in students achieving the best performance in their exams.

We are so very proud of how Kemnal is growing and we very much hope that you want to be a part of that journey, as well as our success.



## ABOUT TKAT

Kemnal Technology College belongs to TKAT (The Kemnal Academies Trust) one of the UK's leading & largest Multi-Academy Trusts. The Trust is led by a team of educationalists and is a family of 45 primary and secondary academies welcoming and empowering learning environment for students and their staff.

Driven by a desire to ensure every child, no matter their background, gets a high-quality education. This is a place of purpose, vision vision and ambition for both our 22,500 learners and our 3,500 employees.

## FLEXIBLE WORKING

TKAT recognises the value of enabling our employees to develop their career and balance this with their commitments and interests outside of work. In TKAT we promote flexible working practices and opportunities to promote a positive work life balance.

## OUR COMMITMENT - EQUITY, INCLUSION, DIVERSITY AND BELONGING

At TKAT, we are committed to Equity, Inclusion, Diversity, and Belonging. We embrace and celebrate differences, value individual experiences, aspirations, and achievements, and continuously learn how to grow better together. We actively encourage applications from candidates of all backgrounds, as we believe diversity strengthens our community and drives us forward.

## ACCESS TO INTERVIEW

Be Who You Are at TKAT - should you be selected and invited to interview please let us know if you require us to adapt the recruitment process to enable you to participate as your authentic self. We want applicants to be able to engage with us in ways that support who they are and we are committed to making adjustments within the recruitment process and within the workplace.



## JOB OVERVIEW

<b>SALARY:</b>	NJC Scale 14 -17 (£29,432 to £29,854) <i>pro rata</i>
<b>JOB TYPE:</b>	Term Time Only (includes Inset Days) and 31 hours a week
<b>START DATE:</b>	as soon as possible
<b>APPLY BY:</b>	20 March 2026

Kemnal is a co-educational secondary school situated on the Bromley/Sidcup borders with close access to the A20 and renowned locally for our iconic windows and Grade II Listed Building status.

We are looking for an Intervention Assistant who prefers a "family" atmosphere over a corporate one and that being a small school is our greatest strength. We are seeking a dedicated Intervention Assistant who wants to be a vital part of our community where every child is known, valued and supported.

Why you'll love it here:

- True Impact: In our small classes, you'll see the direct result of your support every single day.
- A Supportive Staffroom: We aren't just colleagues; we're a team that looks out for one another.
- Holistic Focus: We value the "whole child" and give our Intervention Assistants the autonomy to be truly creative in their support.

We are looking for: a nurturing individual with a "can-do" attitude who thrives on building strong relationships with pupils and parents alike.#

### WE ARE LOOKING FOR AN INDIVIDUAL WHO IS:

- Patient: The ability to remain calm and encouraging, even when a child is struggling with the same concept for the twentieth time.
- Empathetic: Sensing when a child is "off" or anxious.
- Inclusive: A genuine belief that every child, regardless of their starting point or neurodiversity, deserves to succeed.
- Approachable: Having a "warm" presence that makes children feel comfortable asking for help.

### WHAT WE OFFER:

- The opportunity to work alongside an amazing supportive friendly SEN team.
- A collaborative working environment.
- Professional development opportunities.
- Ongoing CPD and training programs
- Friendly and supportive environment, where everyone is committed to a work life balance
- Access to Trust resources and materials
- Cycle to work scheme
- TKAT Widerwallet discount program with a wealth of discounts
- Free eye tests
- Employee Assistance Programme - free & confidential advice on a variety of subjects ranging from physical and mental health to financial help

**(WE ENCOURAGE EARLY APPLICATIONS, AS THIS ADVERT WILL CLOSE UPON THE APPOINTMENT OF A SUCCESSFUL CANDIDATE)**

For an informal discussion about the role, please contact Margo Sweeney, Head's PA, [admin@kemnal-tkat.org](mailto:admin@kemnal-tkat.org) or 020 8300 7112.



## JOB DESCRIPTION

<b>ACCOUNTABLE TO:</b>	SENCO/Inclusions Officer	<b>SCALE:</b>	NJC
<b>PURPOSE OF ROLE:</b>	<p>Support individuals and/or groups of students with additional needs in the classroom or such other learning environment as may be required.</p> <p>Support teachers in the implementation of the Code of Practice as it applies to particular individuals or groups of students in enabling all students to have full access to the National Curriculum.</p>		
<b>KEY RESPONSIBILITIES:</b>	<p>To provide support to the classroom teacher with individual students or groups of students. Carry out all duties and responsibilities in accordance with College policies and procedures and statutory requirements.</p> <p>Work under the instruction/guidance of teaching staff and/or Inclusions Officer to provide intervention and support for students with additional educational needs in a variety of learning environments. To monitor students as required.</p> <p>To liaise regularly with the other key staff, informing them of progress and providing relevant feedback.</p> <p>To establish productive working relationships with students, acting as a role model and setting high expectations.</p> <p>To communicate effectively with parents/carers.</p> <p>To bring to the attention of key staff any problems, concerns, achievements and other factors relevant to the learning of any student.</p> <p>To ensure accurate records and observations are kept so that students receive the maximum benefit from their education.</p> <p>Carry out any other duties as directed by the Head Teacher commensurate with the general level of responsibility of the post.</p> <p>Be committed to safeguarding and promoting the welfare of children and young people. To undertake safeguarding training, be aware of Child Protection guidance and act with vigilance to ensure all students are safe.</p> <p>To ensure full compliance with TKAT's policies.</p>		
<b>AREAS OF ACCOUNTABILITY AND DISCRETION:</b>	<p>To take, and be accountable for, all decisions made within the parameters of the individual job description.</p> <p>All College staff are expected to:</p> <ul style="list-style-type: none"> <li>• Work towards and support the College's vision and the objectives.</li> <li>• Support and contribute to the College's responsibility for safeguarding students.</li> <li>• Work within the College's Health and Safety Policy to ensure a safe working environment for staff, students and visitors.</li> <li>• Work within the College's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>• Maintain high professional standards of attendance, punctuality, appearance conduct and positive courteous relations with students, parents and colleagues.</li> <li>• Engage actively in the performance review process.</li> <li>• Adhere to College policies and procedures as set out in the staff handbook or other documentation available to all staff.</li> <li>• To attend and take part in all whole school CPD sessions.</li> </ul>		



## PERSON SPECIFICATION

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Able to read fluently, use correct grammar when speaking and have a solid grasp of spelling and punctuation	✓	
A firm grasp and understanding of "everyday" Maths. This includes addition, subtraction, multiplication, division, fractions and decimals	✓	
<b>Knowledge</b>		
An understanding of the varied needs of children as they develop socially and academically	✓	
A knowledge of behaviour management techniques that support school and classroom practices		✓
<b>Experience</b>		
Experience of coaching young people		✓
Experience working within a school setting		✓
Experience of using strategies to manage challenging behaviour		✓
Experience of supporting young people of all abilities		✓
Experience of developing and delivering consistently effective monitoring and tracking		✓
<b>Skills</b>		
Competent using ICT, especially Excel, including data inputting skills	✓	
Ability to explain a complex idea in a "child friendly" language	✓	
Ability to maintain accuracy at all times	✓	
Ability to prioritise workload whilst working under pressure	✓	
Resilience and an ability to work in difficult situations, including dealing with conflict	✓	
Ability to build effective working relationships with all stakeholders, including professionals, students and parents.	✓	
Ability to understand and analyse data to inform progress and intervention	✓	
Ability to work on own initiative and as part of a team	✓	
Ability to remain calm and courteous	✓	
Ability to work as an integral part of a team	✓	
Ability to remain professional at all times	✓	
Ability to maintain confidentiality at all times	✓	
Effective organisational skills	✓	
<b>Equal Opportunities and Safeguarding</b>		
An understanding of and commitment to Equal Opportunities	✓	
An up to date knowledge of current Safeguarding Policies and Procedures		✓
<b>Other</b>		
Pro-active in developing new, more efficient ways of working		✓
Willingness to take part in appropriate training and personal and professional development	✓	



## **SAFEGUARDING**

Kemnal Technology College fully recognises its responsibilities for Child Protection. We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We have regard to the statutory guidance issued by the Department for Education “Keeping Children Safe in Education 2025” and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. All required pre-employment checks will be undertaken, and offers of employment are subject to satisfactory outcomes. These include an enhanced DBS check with Children’s Barred List information, identity checks, online checks, and verification of professional qualifications and references. Further details are available in [Keeping Children Safe in Education \(KCSIE\) 2025](#).

This role involves regulated activity and is therefore subject to:

- An Enhanced DBS Check including the Children’s Barred List
- Verification through the DfE’s Check a Teacher’s Record (for applicable roles)

**IT IS A CRIMINAL OFFENCE TO APPLY FOR THIS ROLE IF YOU ARE BARRED FROM WORKING WITH CHILDREN.**

### **WHAT IS SAFEGUARDING?**

- Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.
- Safeguarding is the responsibility of all adults, especially those working or volunteering with children.
- The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

### **STAFF:**

- are advised to maintain an attitude of ‘it could happen here’ as far as safeguarding is concerned;
- should always act in the best interest of the child.

### **WHAT IS CHILD PROTECTION?**

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full safer recruitment process, including an enhanced disclosure and barring service check.



## CONDITIONS OF EMPLOYMENT

### NO SMOKING POLICY

Kemnal Technology College operates a no smoking policy.

### PRE-EMPLOYMENT VETTING CHECKS

It is a condition of employment at Kemnal Technology College that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

### DRESS CODE

Staff are expected to wear smart business dress and conform to the Kemnal Technology College's Dress Code. These norms are relaxed during school holiday time and INSET days.

### DATA PROTECTION AND CONFIDENTIALITY

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

### ADDITIONAL WORKING

There is a requirement for attending the Open Events in September and evening events i.e. Parents Evening as may arise from time to time.



## ABOUT KEMNAL TECHNOLOGY COLLEGE

**Everyone at Kemnal has an impact on our success and we believe it is not just about delivering great teaching. Extra-curricular activities such as sporting fixtures, outdoor adventures, Drama and music productions and living the College's ethos which is that we are safe, we are resilient and we are compassionate.**

Our staff, governors, parents and volunteers all play a vital part with the common objective being a relentless determination to ensure that we deliver and do the very best we can for all of our students.

We know that success is not just from the hard work and commitment of an individual but it is truly reliant on a team ethos. This has given the opportunity to all of our students to work together on creative tasks, literary challenges, sporting and other competitive events, as well as the all-important pastoral support it will provide. It will promote our British values, celebrate diversity and encourage our students to challenge themselves by taking risks in a safe and caring community.

Our school family includes a gentle team of therapy dogs, pygmy goats, rabbits, and ducks, all of whom play a vital role in nurturing our pupils' wellbeing and confidence. By learning alongside these friendly animals, our children develop a unique sense of responsibility, empathy, and a lifelong love for the natural world.

We want our students to be determined as well as ambitious and we expect our parents to challenge them at home as much as we do at College so we are embracing new technologies by expanding our online educational platforms

We are so very proud how Kemnal is growing and we very much hope that you want to be part of that journey as well as our success. We continue to focus on what will make us an even better school, with even greater achievements and that is what we offer, the chance and opportunity to ensure that all students have an educational journey filled with success and achievement... be a part of that school.

**Kemnal is a great place to work and our students are simply brilliant!**

