



Northern
Lights

LEARNING TRUST

Learning Support Assistant

Ian Ramsey CE Academy

APPLICATION PACK



Northern Lights



**Northern
Lights**
LEARNING TRUST

We are a Multi-Academy Trust currently comprising nine schools – primary and secondary – and over 4,000 children and young people in an area stretching from Teesside through to Wearside.



**Northern
Lights**
TEACHING SCHOOL HUB

We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



**Northern
Lights**
EARLY YEARS HUB NORTH EAST

We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.

OUR SCHOOLS



Benedict Biscop CE Academy
Sunderland



Grange Primary School
Hartlepool



Hart Primary School
Hartlepool



Holley Park Academy
Washington, Sunderland



Ian Ramsey CE Academy
Stockton-on-Tees



St Aidan's CE Academy
Darlington



St. Helen's Primary School
Hartlepool



St. Peter's Elwick CE Primary School,
Hartlepool



Venerable Bede CE Academy
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



Welcome from the CEO

Thank you for your interest in the position of Learning Support Assistant within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 6 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4000 pupils and employ over 500 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'. We seek to support our staff to develop and thrive.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton
Chief Executive Officer



Welcome from the Headteacher

It is my pleasure to welcome you to Ian Ramsey CE Academy, where I am privileged to have been recently appointed to the post of Headteacher.

Ian Ramsey CE is a popular and oversubscribed secondary school at the heart of the Stockton community and its surrounding villages. There are approximately 1187 pupils on roll in years 7-11. In 2022, Ofsted described our academy as a place where 'Pupils and staff have positive relationships. There is an inclusive culture built on a Christian ethos.'

The Christian ethos shapes the daily culture of our school so our children feel safe and are cared for. Our Academy's mission statement, **'Together to learn, to grow, to serve'**, encompasses our commitment to ensuring all members of our community use the gifts we have been given to serve others to learn as individuals and build the confidence to achieve their aspirations.

We provide a broad and inspiring academic experience, which is interesting, challenging, and relevant to the needs of our pupils. We want all our children to reach their full potential, to give them the opportunity to flourish, to recognise and develop their individual gifts and talents and approach the outside world with confidence. Our DEEP curriculum, offers all pupils a first-class education based on high-quality teaching and a range of experiences outside of the classroom.

The 2024/25 academic year will be an exciting one for all those involved. Whilst the most recent Ofsted inspection judged the academy to be 'good' in all areas, there is still so much potential that is yet to be recognised and harnessed.

Each member of staff plays an essential role in the day to day running of the school and each can positively impact the children and young people in our care; the post of Learning Support Assistant will be no different and is a vital role in the whole academy team.

Thank you for your interest in our academy.

Kind regards

Donna Park
Headteacher

LEARNING SUPPORT ASSISTANT

Permanent position required

IAN RAMSEY CE ACADEMY

NJC SCP 7 – 9

£25,584 - £26,409 FTE

32.5hrs per week, term time only, plus 5 inset days

We are looking for an enthusiastic and self-motivated person to join our Learning Support Team. The successful candidate will have excellent interpersonal skills and, together with our SEND team under direction/guidance of the SENDCo, ensure work that enables access to learning for all pupils.

To be considered for this position of Learning Support Assistant, you must have the ability to work collaboratively with teachers, non-teaching staff and pupils; enjoy working with young people in a busy school setting and have excellent practical skills. You will need to be highly organised and self-motivated, a strong communicator with solid interpersonal skills, proficient in the use of IT packages and have knowledge of Health and Safety procedures within a lab environment.

If you have high expectations of yourself, enthusiasm, and a shared commitment to continual improvement we would like to hear from you.

The successful candidate should have:

- Excellent communication skills.
- Strong organisational skills.
- A positive attitude, flexibility, and adaptability.
- Ability to engage and deliver lesson resources under the guidance of the teacher.
- High expectations of yourself and others.

If so, we would really welcome your application.

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme
- Annual leave rises after 5 years continuous service

Employee welfare package through Education Mutual including:

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources

Employee benefits package through Vivup including:

- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

Details of the school can be found on the school website: <https://www.ianramsey.org.uk/>

CLOSING DATE:

Applications must be received by: Monday 10th February 2025

Shortlisting will take place on: w/c 17th February 2025

Interviews will take place: TBC

HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, via email to recruitment@nllt.co.uk or by post to Recruitment, Northern Lights Learning Trust, Spectrum Business Park, Lighthouse View, Building 2, Seaham, SR7 7PR

Applications will only be considered on receipt of an application form, **CVs and other forms of application will not be accepted.** For further information, please contact recruitment@nllt.co.uk

JOB DESCRIPTION

POST:

Learning Support Assistant

RESPONSIBLE TO:	SENDCO
RESPONSIBLE FOR:	Providing teaching and learning support to individuals and/or groups of pupils in the learning environment.
SALARY BAND:	NCJ SCP 7-9
START DATE:	As soon as possible

Purpose of Job

To support and assist teachers as part of a professional team to contribute to raising standards of pupil achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the academy's policies and procedures. To provide appropriate admin support to the SENDCo including development of support plans, writing of reports and coordinating work with other professionals, as well as general clerical duties.

Principal Responsibilities

- Providing support for the SENDCo, pupils, teachers and the whole academy as outlined below.

Main Duties:

Support for the Teacher

- Raising awareness to teaching staff of the strengths and problems of individual pupils.
- Assisting teaching staff in the monitoring, recording and evaluation of pupils' progress, including providing feedback on observations undertaken.
- Assisting in the assessment of individual pupils.
- Liaising with the SENDCo and teaching staff, to identify the needs of the pupils.
- Assisting in the preparation and review of Support Plans including co-ordinating relevant information for Support Plans.
- Setting up and using equipment as required to maintain pupil's needs and support their participation in learning tasks and activities.
- Providing support to teachers in developing effective approaches to manage behaviour and discipline problems.
- Raising the awareness of academy staff to pressures on pupils which may result in behavioural problems.
- Assisting in the setting of behaviour and learning targets.
- Assisting in compiling and maintaining pupil records, collating information and preparation of information for meetings within school and with other professionals.
- Assisting in the review of the statement of special educational needs and EHCP Assessment requests and reviews.

- Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose.
- Managing the planning and programming of specific educational activities for the pupils.
- Assisting with literacy and numeracy intervention.
- Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.

Support for the Pupil

- Using specialist knowledge to support pupils.
- Working with pupils on individual targets set by a member of the teaching staff.
- Supporting all pupils as and when appropriate.
- Supporting the reintegration of pupils on school roll to access the curriculum either on an individual basis or as a member of a small group.
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the academy base and in the local community.
- Under the direction of the SENDCo, be responsible for the compilation of coordination of pupil care plans.
- Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils if this is necessary.
- Undertaking duties in connection with personal hygiene and welfare of pupils [including administration of medication] as directed both on and off site where required.
- Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEN Code of Practice or the particular needs of the pupils.
- To mentor pupils.
- To be responsible for the escort and welfare of pupils on offsite provision when appropriate.

Support for the Academy

- Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils.
- Liaising with partner schools, educational and health specialists, and outside agencies as required, to prepare information for statutory reviews and request for EHCP Assessment.
- Contributing to the whole Academy's Self Evaluation process when appropriate.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in schemes of assessment, professional development and review.
- Assisting teaching staff or senior colleagues in escorting pupils home as and when required.

- Attending meetings, liaising and communicating with colleagues in the academy, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the academy directors and the local authority.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within academy policies and procedures and being aware of legislation relevant to personal role and responsibility in the academy.
- Recognising equal opportunities issues as they arise in the academy and responding effectively, following academy policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.
- To undertake any other duties commensurate with the post.

General

- The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the academy.
- The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of academy records and information.
- The post holder must carry out their duties with full regard to the academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other academy policies.
- The post holder must comply with the academy's health and safety rules and regulations and with health and safety legislation.

PERSON SPECIFICATION LEARNING SUPPORT ASSISTANT

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Completed application form 2. Well-structured letter of application, outlining suitability for the post.		Application
QUALIFICATIONS	3. Requirement to complete Teaching Assistant Induction programme 4. Willingness to participate in relevant training and development opportunities 5. GCSE grades (or equivalent) C or above in English and Maths 6. NVQ Level 2 or equivalent in a relevant discipline OR a degree 7. Training in first aid and medication or the willingness to undertake such training	8. Child Protection training 9. Training in literacy/numeracy strategy 10. Training in Special Educational Needs strategies	Application
EXPERIENCE	11. Recent and relevant experience of working with and/or caring for children within a specified age	12. Experience of working in an Academy environment	Application

	range, preferably within an educational setting		
SKILLS AND KNOWLEDGE	<p>Ability to:</p> <ul style="list-style-type: none"> 13. Relate well to children and adults 14. Work effectively within a team environment, understanding classroom roles and responsibilities 15. Build effective working relationships with all pupils and colleagues 16. Promote a positive ethos and role model positive attributes 17. Work with children at all levels regardless of specific individual needs 18. General understanding of national curriculum and other basic learning programmes/techniques 19. Experience of resource preparation to support learning programmes 	<p>Knowledge of:</p> <ul style="list-style-type: none"> 29. Child Protection 30. Equal opportunities and recognising the nature of the diverse Academy community 31. Understanding of basic technology – computer, video, photocopies etc. 32. Understanding of Attachment Awareness and Trauma Informed Practice 33. Knowledge of therapeutic interventions such as Theraplay and Lego therapy 	Application Interview

	<p>20. Effective use of ICT to support learning</p> <p>21. Good communication skills</p> <p>22. Good numeracy and literacy skills</p> <p>23. Be able to maintain confidentiality</p> <p>24. Good listening skills</p> <p>25. Manage behaviour of children in a positive and supportive manner</p> <p>26. Awareness and basic understanding of the Academy curriculum</p> <p>27. General awareness of inclusion, especially within an Academy setting</p> <p>28. Relevant knowledge of First Aid</p>		
PERSONAL QUALITIES	<p>34. To be able to contribute to the Christian ethos of the Academy</p> <p>35. To be reliable and conscientious</p> <p>36. A desire and ability to learn new skills</p> <p>37. Perseverance</p>		Application Interview

	38. Being a team player 39. A flexible approach to work [some out of hours work may be necessary]		
OTHER	40. Recommendation from both referees 41. Fully enhanced DBS clearance with children's barred list check	42. Strong recommendation	References Enhanced DBS certificate

References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

DBS:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list

check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Safeguarding:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Pre-employment occupational health:

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equal opportunities:

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.