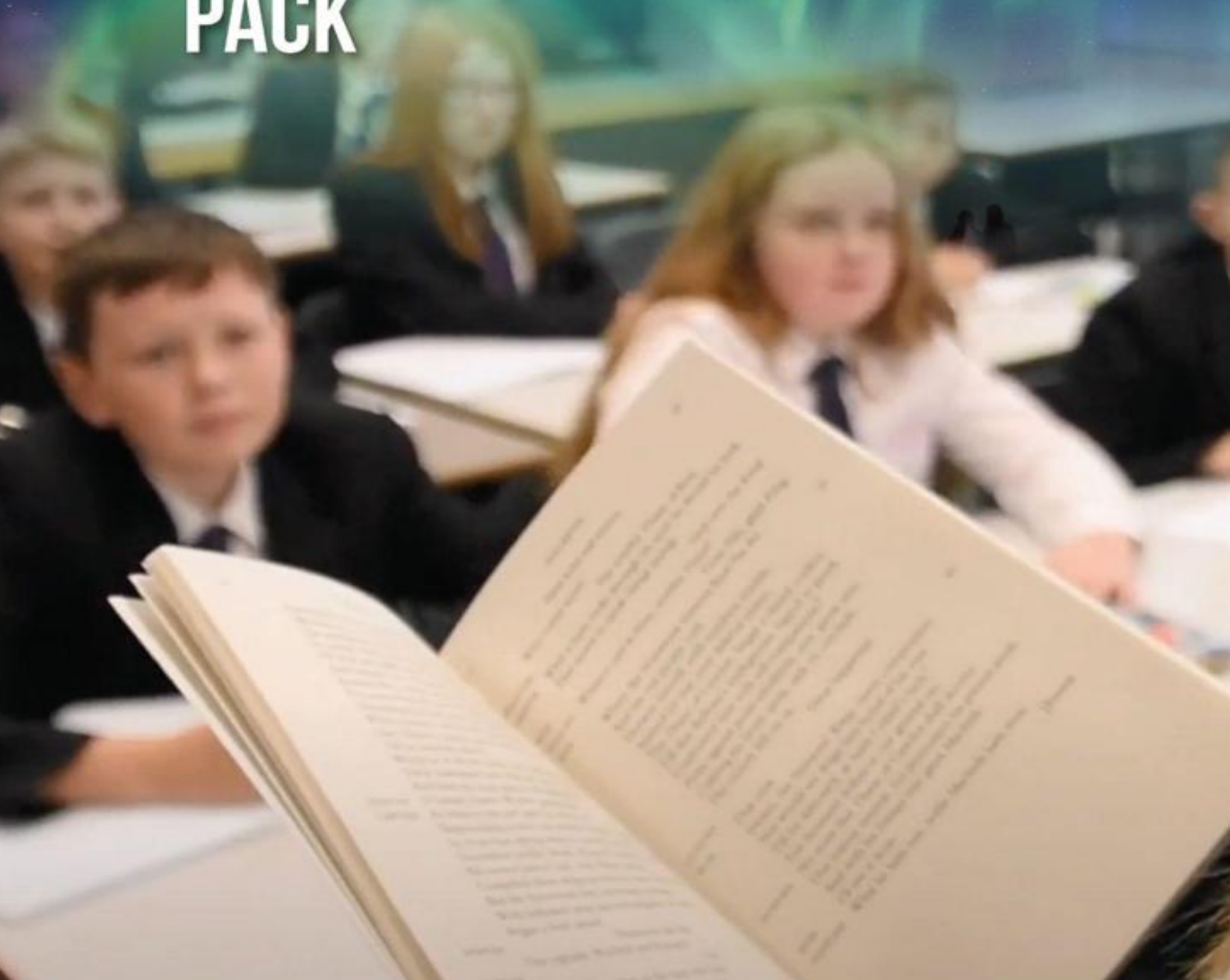




**Northern
Lights**
LEARNING TRUST

**Assistant Head
For Quality of Education
Venerable Bede CE
Academy**

APPLICATION PACK



Northern Lights



We are a Multi-Academy Trust currently comprising ten schools – primary and secondary – and over 4,200 children and young people in an area stretching from Teesside through to Wearside.



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.



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



Dame Dorothy Primary School
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 Assistant Head within Northern Lights Learning Trust.

Venerable Bede is one of our secondary schools that is on a journey of change. It has fantastic potential and is at an exciting point in its development. The opportunity has arisen under the new Head of School to develop the Senior Leadership team and drive forward the change that has already begun. This post will appeal to those of us who are driven by wanting to make a difference. People who are passionate about school improvement and get job satisfaction from developing schools and making a visible difference.

This role has a wide range of opportunities going forward to work across the Trust if the post holder has those career aspirations. It also will enable the post holder to visibly show the improvements and difference they have made. If this excites you to apply, then we want to hear from you!

We are a passionate, experienced team at Northern Lights and work collaboratively together, in our Northern Lights' Way.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 7 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 550 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 Head of School



Thank you for your interest in the Assistant Head post at Venerable Bede, where it is my privilege to serve as Head of School. We are a popular secondary school serving our local community. We sit on the border of Ryhope, Silksworth and Doxford Wards in Sunderland, but we have pupils who attend our school from across the City and beyond. It is our goal to provide an inclusive education, within the context of our local community, in which the rights of everyone are respected, regardless of personal beliefs. We are proud to be a school at the heart of our community.

We are a medium sized secondary school, built to accommodate 900 pupils. Our fundamental aim is to equip our pupils with the qualifications and skills which they will need to take their place in a modern British society. We hope that we play our part in helping our pupils understand how to live "Life in all its fullness" (John 10:10). Our mission statement is embodied in our school motto: "Soar to the Heights Together".

We want all of our pupils to reach their full potential. For each of our pupils we hope that with the guidance and support of their families and teachers, each of them will be able to develop their individual talents and fulfil their lifelong goals. I firmly believe that all children should have equal chance of success. It should be our goal in schools to enable all pupils to thrive, instilling in them a thirst for knowledge, and enabling them to understand how they play their part in unlocking their potential.

Every child deserves the right to a broad and balanced curriculum. At Venerable Bede Academy, we offer a broad curriculum to every child that spans 7 years as we have a range of transitional opportunities with our primaries (Y6) and local colleges (Y12).

Thank you for your interest in our academy. Visits to the school are welcome, by prior agreement. Please contact the Emily Sanger on 0191 594 7033 option 2 to express an interest.

Kind regards

Tracey Burgess
Head of School

Assistant Head for Quality of Education

Permanent position required from April 2025
for Northern Lights Learning Trust
Based at Venerable Bede CE Academy
L11 – L15 £63,815 - £70,293 per annum,
Salary starting point subject to experience
Teachers' Pay and Conditions

We are seeking to appoint a dedicated and inspirational Assistant Head for Northern Lights Learning Trust, to join the Senior Leadership Team at Venerable Bede CE Academy. This role involves working closely with the Head of School and the education team at Northern Lights to drive continuous improvements across the school.

Do you have experience in developing teaching and learning?

Do you have a passion for driving forward improvements and supporting colleagues to be great practitioners?

Do you understand what effective assessment, curriculum and pedagogy looks like?

Are you a highly effective practitioner?

Do you want to be part of the change at Venerable Bede and make a difference to children's lives?

Venerable Bede is a school on a journey of change, having joined a high performing Trust recently, with new senior leaders and is an exciting time to join us. Please contact us to find out more about this opportunity to develop your career.

If this is you, 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
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

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

CLOSING DATE:

Applications must be received by: 8am Monday 17th February

Short Listing will take place on: Monday 17th February

Interviews will take place on: Thursday 20th February & Friday 21st February

HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to recruitment@nllt.co.uk or by post to 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 Emily Sanger on 0191 594 7033 option 2.

Details of the Trust can be found on the Trust website: <https://northernlights.education/nllt/>

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

JOB DESCRIPTION

POST: Assistant Head- Quality of Education
RESPONSIBLE TO: Deputy Head
RESPONSIBLE FOR: The provision of a full learning experience and support for pupils
SALARY BAND: L11-L15 Negotiable if required

Key Purpose of Job

To ensure an outstanding and continually improving quality of education for all our students. Driven by a comprehensive and carefully planned quality assurance process, priorities are identified, curriculum developments are implemented and staff are trained accordingly.

Responsibilities

- Leadership and development of identified areas related to the Quality of Education, and associated CPD -
- Working with other members of the Senior Leadership Team to develop the Quality of Education.
- Recognise and celebrate success and achievements of students and staff.
- Actively contribute to the day-to-day management of the school.
- Support a culture of continual improvement.
- Effectively communicate the school and Trust's core values and ethos to all stakeholders.
- Maintain a prominent visible presence throughout the school on a daily basis.
- Actively contribute to upholding excellent standards of behaviour for learning.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

School Improvement Planning

- Lead whole school development planning in identified areas that contribute to the Quality of Education.
- Monitor progress in the implementation of the School Development Plan, intervening where progress is unsatisfactory.
- Intervene to support raised standards in underperforming departments/subject areas as directed by the senior leaders.

Quality Assurance

- Working with relevant colleagues on the Senior Leadership team to lead the development and implementation of the quality of education, in order to drive forward standards and ensure continuous improvement in teaching.
- Ensure effective coaching within professional conversations and development, including live coaching.

- Lead in developing a culture of continuous improvement and striving for excellence across the school.
- Monitor the quality of teaching across the school and contribute to interventions to improve the quality of teaching and learning.
- In conjunction with appropriate colleagues on the Senior Leadership Team, review and evaluate the impact of activity and interventions on pupil progress.
- Working closely with the SENDCO to ensure quality first teaching model for all to access.
- Leading others to develop:
 - Highly effective middle leaders.
 - Effective performance development processes.
 - Impact on team and pupil progress.
- A CPD strategy that supports continuous development in teaching and learning.
- Provide leadership, support, monitoring, and challenge to enable middle leaders to drive improvements within their teams.
- Provide coaching and mentoring support to line managed colleagues. Lead identified projects to tackle underachievement of specific student groups.
- Set appropriate performance objectives for line managed areas.
- Support monitoring, evaluation, and planning in line managed areas.
- Support and monitor middle leaders tackling underperformance.
- Monitor progress of line managed middle leaders towards achieving performance objectives.
- Review students' performance data in line managed areas and support with planning interventions and rapid improvement plans when required.
- Support and monitor line managed middle leaders to uphold excellent standards of behaviour and safety.
- Monitor the impact of initiatives on workload and staff wellbeing.

Wider responsibilities:

- Add in our part about upholding values of Trust etc.
- Responsible to: Deputy Head (Curriculum)

General:

- The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Head and develop and promote high standards of professional conduct in school.
- You will be expected to carry out your duties in line with the School's policies, procedures and relevant legislation.
- You will be made aware of these in your appointment letter, contract, induction, ongoing performance management and development through school communications.
- You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support the Trust, and your own professional development.

- As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.
- The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

PERSON SPECIFICATION ASSISTANT HEAD

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	<ol style="list-style-type: none"> Well-presented and complete application form 		Application
QUALIFICATIONS & TRAINING	<ol style="list-style-type: none"> Qualified Teacher Status Degree level qualification Up to date knowledge of curriculum related issues 11-16 Evidence of recent relevant professional development 		Application
EXPERIENCE	<ol style="list-style-type: none"> Evidence of outstanding classroom practice Substantial teaching experience at secondary level A track record of excellence in teaching and examination outcomes Successful management experience of turning theory into practice Experience of leading innovative curriculum development 	<ol style="list-style-type: none"> Evidence of inspirational leadership Successful experience of curriculum development Experience of managing students with challenging behaviour Recent leadership training Experience of SEND adaptations Involvement in effective staff recruitment, induction and development 	<p>Task/Interview E1, 4,6,7 8 D1, 5,</p> <p>Application E2,3, 5, 8, 9 D2, 3, 4, 6</p>

	<ul style="list-style-type: none"> 6. Experience of appraisal of colleagues 7. Experience of direct leadership and management of colleagues 8. Experience of delivering evidenced based interventions and accelerated learning 9. Successful experience of monitoring teaching and learning 		
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> 10. Innovative approach to classroom practice and exceptional teaching skills 11. Strong data analysis skills 12. Ability to interrogate departmental data to track student progress 13. Ability to monitor and evaluate to ensure that outstanding progress is made 14. Ability to evaluate the quality of pupils' progress using a range of evidence 15. Ability to review and evaluate 		<p>Application E12, 14, 15, 18,19</p> <p>Task/Interview E10, 11, 13, 16, 17, 20-22</p>

	<p>the efficacy of all activities</p> <p>16. Excellent leadership and management skills</p> <p>17. Ability to challenge and inspire colleagues to achieve outstanding practice</p> <p>18. Proven ability to coach and mentor colleagues effectively</p> <p>19. Ability to provide effective professional direction and support to staff</p> <p>20. Ability to effectively lead and manage change</p> <p>21. Ability to work as part of a team</p> <p>22. Detailed knowledge of pedagogical practice in relation to Teaching and Learning</p>		
PERSONAL QUALITIES	<p>23. High levels of enthusiasm, motivation and a commitment to working with children</p> <p>24. Excellent attendance and punctuality</p> <p>25. 'Professional' role model</p>		Interview

	<ul style="list-style-type: none"> 26. High expectations of others 27. Innovative and able to stimulate initiative in others 28. Relentless determination and commitment to constant review and refinement 29. Drive, high expectations and a commitment to achieving standards of excellence 30. Personal integrity and honesty 31. Keen eye for detail 32. Diligence and ability to sustain work ethic 33. Ability to motivate self and others to work effectively as an individual and a team member 34. Ability to contribute to the Christian ethos of the school 		
APTITUDES AND CHARACTERISTICS	<ul style="list-style-type: none"> 1. Skilled classroom practitioner 2. Capacity to evaluate and improve 3. Competent in IT 4. High level of skill in dealing 		Task/Interview

	<p>with issues relating to student behaviour</p> <p>5. Ability to be able to forge and maintain educational partnerships</p> <p>6. Passionate belief in the ability of every student to achieve</p> <p>7. A clear educational vision and sense of direction</p> <p>8. Excellent organisational & communication skills</p> <p>9. Excellent management skills e.g. an ability to lead a team, motivate others, effectively develop staff, hold staff to account.</p> <p>10. Proven ability to establish collaborative working relationships with staff</p> <p>11. Proven ability to establish productive professional</p>		
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	<p>relationships with children, and parents.</p> <p>12. Resilience to manage own work pressure and the capacity to effectively manage the work of others</p> <p>13. Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.</p>		
OTHER	<p>1. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices)</p> <p>2. Enhanced DBS with barred list check</p>		<p>References Enhanced DBS certificate</p>

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.